

MINUTES of the **ANNUAL GENERAL MEETING** of Royston Town Council held in the Heritage Hall, Town Hall, Royston on Monday, 8th May 2017 at 7.30pm.

PRESENT: Councillor Dingley (Town Mayor) in the Chair
Councillors Davidson, Davison, Harrison, Inwood, Kennedy, Leggett, Smith, Swallow, Turner and Whitford.

In attendance: Town Clerk
Deputy Town Clerk
Administration Assistant
District Councillors Green & Hunter
12 Members of the Public

The Reverend Teresa Musiwacho led the meeting in Prayer.

Members then observed a minute's silence in memory of Town Councillor Peter Burt who had recently passed away.

The Town Mayor welcomed everybody to the meeting, and thanked them for their support over her Mayoral year which she said had been an enormous privilege and also extremely enjoyable. The Town Mayor added that this occasion however was tinged with great sadness regarding the recent death of Councillor Peter Burt. She added that Councillor Burt was much liked and respected and had over many years given such a lot to the Town and District.

01/18 TO ELECT A TOWN MAYOR FOR THE ENSUING YEAR:

It was **RESOLVED** that Councillor Swallow be appointed Town Mayor for the year 2016/2017.

The current Mayor, Councillor Dingley, presented Councillor Swallow with the Chain of Office.

02/18 TO RECEIVE THE TOWN MAYOR'S ACCEPTANCE OF OFFICE:

The Town Mayor then read out and signed her Declaration of Acceptance of office and took over the Chairmanship of the meeting. The Town Mayor thanked the ex-Town Mayor for her hard work during her year as Town Mayor and stated that she was proud to be the next Town Mayor and promised she would do her best for Royston. Her charity would be the Mayor's Community Trust Fund and she would devote all her energies to this, publicising it as much as possible. Her husband, Colin Swallow, would be her consort for the year. It was **RESOLVED**

- a) That the Council places on record their sincere appreciation of the service rendered to the Town by Councillor Sarah Dingley as Mayor of Royston from 2016-2017.
- b) That the Council is very mindful that Councillor Sarah Dingley has during the period fulfilled the duties of Town Mayor and has worked to further the interests of the inhabitants of the Town.

- c) That the Common Seal of the Council be affixed to the above Resolution and that it be signed by the new Town Mayor and the Town Clerk, and then presented to Councillor Sarah Dingley.

It was then **RESOLVED** that the Council places on record their sincere appreciation of the service rendered to the Town by Mr Guy Dingley, her Consort, in support of the Town Mayor from 2016 to 2017.

03/18 APPOINTMENT OF DEPUTY TOWN MAYOR FOR THE ENSUING YEAR:

It was **RESOLVED** that Councillor Leggett be appointed Deputy Mayor. Councillor Kennedy asked that his vote against the proposal be recorded.

04/18 APOLOGIES FOR ABSENCE:

Apologies were received from Councillors Hughes, Hulström and Lewis.

05/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

06/18 MINUTES OF LAST COUNCIL MEETING:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Council held on 6th March 2017 (minutes 359/17 to 373/17).

07/18 STANDING ORDERS:

It was **RESOLVED** that the Standing Orders be approved and adopted into the workings of the Council.

08/18 APPOINTMENT OF INTERNAL AUDITOR:

It was **RESOLVED** that Haines Watts are re-appointed as the Internal Auditors.

09/18 DELEGATION OF POWERS AND DUTIES:

It was **RESOLVED**

- (a) That the powers and duties of the Council in regard to:-

Properties, insurance, civic functions, finance, accounts, markets, staffing entertainment, subscriptions and co-operation with voluntary bodies and charities

(with the exception of the power to levy a precept or to improve capital expenditure or to authorise the raising of a loan) be delegated to the Finance Committee; and that the Committee shall appoint Sub-Committees and Working Parties as appropriate.

- (b) That the powers and duties of the Council in regard to matters under the Town and Country Planning Acts be delegated to the Planning Committee; and that the Committee shall appoint Sub-Committees and Working parties as appropriate.

That the Chairman and Vice Chairman and the Town Clerk be delegated to give a response to planning applications if there is a time constraint on the response required.

- (c) That the considerations, powers and duties in regard to:-
- (i) footpaths, street lighting and open spaces be delegated to the General Purposes & Highways Committee together with;
 - (ii) the considerations in regard to Highways and Transport matters; and that the General Purposes & Highway Committee be delegated to make representation to the North Hertfordshire District Council and such other bodies as they consider necessary, and that the Committee shall appoint Sub-Committees and Working parties as appropriate.

10/18 TO APPOINT COMMITTEES FOR THE ENSUING YEAR:

It was **RESOLVED** that the following Councillors be appointed to the Finance Committee:-

Councillor Smith (Chairman)
Councillor Davison (Vice-Chairman)
Councillor Davidson
Councillor Dingley
Councillor Harrison
Councillor Hughes
Councillor Kennedy
Councillor Leggett
Councillor Lewis
Councillor Swallow

- (a) It was **RESOLVED** that the following Councillors be appointed to the Planning Committee:-

Councillor Davidson (Chairman)
Councillor Leggett (Vice-Chairman)
Councillor Davison
Councillor Hulström
Councillor Inwood
Councillor Kennedy
Councillor Phillips
Councillor Smith
Councillor Turner
Councillor Whitford

(b) It was **RESOLVED** that the following Councillors be appointed to the General Purpose and Highways Committee:-

Councillor Harrison (Chairman)
Councillor Dingley (Vice-Chairman)
Councillor Hughes
Councillor Hulström
Councillor Inwood
Councillor Lewis
Councillor Phillips
Councillor Swallow
Councillor Turner
Councillor Whitford

11/18 FINANCIAL REGULATIONS:

It was **RESOLVED** that the Financial Regulations be adopted into the workings of the Town Council.

12/18 CONTRACTS & AGREEMENTS:

It was **RESOLVED** that the Council continues with its current contracts of maintenance, utilities, and all other business areas as listed until such time the Council or Town Clerk wishes to change them.

- NHDC Agency Agreement - Compliance contract for Museum, Market Hill Rooms, Town Hall with SSE controlled by NHDC.
- Liberty Corporation - Contract re: operation and management of the Cross Public Conveniences, Refuse Collection Market, and filter cleaning Cave.
- Veolia environmental (Cambridge) – Refuse Collection Town Hall, Market Hill Rooms/Museum/Annex.
- Npower via Laser – Electricity
- Total Gas & Power via Laser – Gas
- Redcare 5G – Telephone/Broadband
- BT – Telephone (Museum)
- BNP Paribas – Telephone Equipment
- SAGE UK - Accounts & Payroll Systems
- Air 2 Air Solutions – Air Conditioning Services
- Barclays Bank/CCLA – Banking Services
- NHDC – Car Parks/Car Parking enforcement
- PSK Industrial Cleaning Services – Cleaning services
- BDO Stoy Hayward – External Audit
- Avalon Software UK Ltd – Hall Booking Software
- Seasonal Transformations - Installation of Christmas Lights
- Zurich Municipal - Insurance Services
- Haines Watts Chartered Accountants - Internal Audit
- Waitrose Ltd – Internet Services
- County Security services – Intruder Alarm

- Jackson Lift Services Ltd – Lift Servicing
 - Konica Minolta – Photocopying Town Hall
 - Altodigital – Photocopying Museum
 - Ricoh UK Ltd – Photocopying Royston First
 - Herts and Cambs Ground Maintenance – Plantations
-
- PHS Group PLC – Provision of sanitary services
 - Plusnet – Broadband Museum
 - The Listing – Town Crier Newsletter

13/18 TO APPOINT REPRESENTATIVES TO THE FOLLOWING BODIES FOR THE ENSUING YEAR:

It was **RESOLVED** that the following members be appointed as representatives to outside bodies for the ensuing year:

Friends of Royston & District Museum	-	Councillor Smith
Royston Citizens Advice Bureau	-	Councillor Leggett
Royston Community Transport	-	Councillor Leggett
Royston Coombes Community Association	-	Councillor Dingley
Royston Day Centre	-	Councillor Smith
Royston & District Chamber of Commerce	-	Councillor Harrison
Royston & District Local History Society	-	Councillor Swallow
Royston & District Scouts Council	-	Councillor Lewis
Royston & District Sports Council	-	Councillor Hulström
Royston & District Twinning Association	-	Councillor Swallow (President)
		Councillor Smith
		Councillor Phillips
Royston Volunteer Centre Management Com.	-	Councillor Davidson
Therfield Heath and Greens Conversation		
Joint Advisory Committee	-	Councillor Davison
Creative Royston & Arts Festival Com	-	Councillor Dingley
Royston & South Cambs Homestart	-	Councillor Whitford
Royston First Cinema Working Party	-	Councillor Davison & Kennedy

14/18 ASSET REGISTER:

Members noted the Town Council's asset register.

15/18 SCHEDULE OF DEEDS & TRUST INSTRUMENTS:

Members noted the Schedule of Deeds and Trust Instruments held by Royston Town Council which are as follows:

- Town Hall
- (i) 30 Kneesworth Street
 - (ii) Market Hill Rooms

- (iii) Green Street Allotments
- (iv) Green Walk Plantation
- (v) Stile Plantation
- (vi) Land at Wicker Hall for cemetery development
- (vii) War Memorial, Melbourn Street
- (viii) Royston Cave (Freehold)
- (ix) Royston & District Museum Lower King Street (Leasehold)
- (x) Market Place (Freehold)

Counterpart Lease

- (i) 30 Kneesworth Street

16/18 COMPLAINTS POLICY:

It was **RESOLVED** that the Complaints Policy be adopted into the workings of the Town Council.

17/18 FREEDOM OF INFORMATION ACT & DATA PROTECTION ACT POLICY AND PROCEDURES:

It was **RESOLVED** that the Freedom of Information and Data Protection Policy procedures and policy are adopted into the workings of the Town Council.

18/18 COUNCIL'S POLICY FOR PRESS/MEDIA:

It was **RESOLVED** that the Council's policy for press/media be adopted into the workings of the Town Council.

19/18 TRAINING AND DEVELOPMENT POLICY:

It was **RESOLVED** that the reviewed Training and Development Policy for staff and Councillors be adopted into the workings of the Council.

20/18 ROYSTON AND DISTRICT MUSEUM & ART GALLERY COLLECTIONS DEVELOPMENT POLICY:

It was **RESOLVED** that the Royston and District Museum & Art Gallery Collections Development policy be adopted into the workings of the Council.

21/18 NOMINATION FOR HAPTC EXECUTIVE COMMITTEE:

There were no nominations.

22/18 SCHEDULE OF MEETINGS FOR 2017-2018:

It was **RESOLVED** that the Schedule of Meetings for 2017-2018 be adopted into the workings of the Town Council.

The Town Mayor then announced that the next meeting of the Town Council would be held on Monday 26th June 2017 and closed the meeting at 8.02 pm.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston at 8.03 pm on Monday, 8th May 2017.

PRESENT: Councillor Swallow (Town Mayor in the Chair)
Councillors Davidson, Davison, Dingley, Harrison, Kennedy, Leggett and Smith

In attendance: Town Clerk
Deputy Town Clerk
Administration Assistant
Town Councillors Inwood, Turner and Whitford
District Councillor Green
4 Members of the Public

23/18 APPOINTMENT OF CHAIRMAN:

It was **RESOLVED** that Councillor Smith be appointed Chairman for the ensuing year.

Councillor Smith took the Chair.

24/18 APPOINTMENT OF VICE CHAIRMAN:

It was **RESOLVED** that Councillor Davison be appointed Vice-Chairman for the ensuing year.

25/18 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Hughes and Lewis.

26/18 DELEGATION OF POWERS AND DUTIES:

The Committee noted the powers and duties of the Council in regard to:-
Properties, insurance, civic functions, finance, accounts, markets, staffing, entertainment, subscriptions and co-operation with voluntary bodies and charities (with the exception of the power to levy a precept or to improve capital expenditure or to authorise the raising of a loan) be delegated to the Finance Committee, and that the Committee shall appoint Sub-Committees and Working Parties as appropriate.

27/18 SIGNATORIES FOR CHEQUES:

The Committee noted that the signatories for cheques for the ensuing year would be Councillors Davidson, Harrison, Smith and the Town Clerk.

28/18 MUSEUM ADVISORY SUB-COMMITTEE:

It was **RESOLVED** that the following Members be appointed to serve on the Museum Advisory Sub-Committee:-

Councillors Smith as Chairman, Councillor Inwood as Vice-Chairman, and Councillors Phillips, Swallow and Whitford and that the Terms of Reference be noted as:

To consider all matters regarding the Royston & District Museum and Art Gallery and to make recommendations to the Finance Committee regarding general management of the Museum with the exception of salaries.

29/18 TOWN COUNCIL PROPERTIES ADVISORY SUB-COMMITTEE:

It was **RESOLVED** that the following Members be appointed on the Town Council Properties Advisory Sub-Committee:-

Councillors Davison as Chairman, Smith as Vice Chair, and Councillors Davidson, Dingley, Harrison & Leggett and that the Terms of Reference be noted as:

To investigate and provide reports on any matters relating to the Council's properties.

30/18 LEETE CHARITY TRUST FUND COMMITTEE

It was **RESOLVED** that the following Members be appointed to serve on the Leete Charity Committee:-

Councillor Swallow as Chairman, Susan Thornton-Björk (as Town Clerk) and Councillors Davidson, Harrison and Smith.

31/18 CAVE TRUST FUND COMMITTEE

It was **RESOLVED** that the following Members be appointed to serve as representatives as Cave Trustees:-

Councillor Swallow (as Mayor), Town Clerk, Councillors Davidson & Davison.

32/18 MAY FAYRE WORKING PARTY

It was **RESOLVED** that the following Members be appointed to serve on the May Fayre Working party:-

Councillors Davidson, Inwood, Kennedy, Phillips, Swallow & Turner.

33/18 MARKETS ADVISORY SUB COMMITTEE:

It was **RESOLVED** that the following Members be appointed to serve on the Markets-Advisory Sub-Committee, the terms of reference being "To consider all matters relating to the operation of the market and to make any recommendations to the Finance Committee".

Councillors Davidson, Swallow & Turner.

34/18 HUMAN RESOURCES WORKING PARTY:

It was **RESOLVED** that the following Members be appointed to serve on the Human Resources Working party:-

Councillors Davidson, Davison & Smith

35/18 CEMETERY WORKING PARTY:

It was **RESOLVED** that the following Members serve on the Cemetery Working Party:-

Councillors Davidson, Davison & Smith

36/18 TOWN MAYOR'S COMMUNITY TRUST FUND COMMITTEE:

It was **RESOLVED** that the following Members serve on the Town Mayor's Community Trust Fund Committee:-

Councillor Swallow as Town Mayor
Councillor Leggett as Deputy Town Mayor
Councillor Smith as Leader
Councillor Davison as Deputy Leader
Councillor Dingley as Former Mayor
Susan Thornton-Bjork as Town Clerk

37/18 ANNUAL SUBSCRIPTIONS:

It was **RESOLVED** that the following Annual Subscriptions for 2017-2018 be approved as follows:-

SAGE - Accounting and Payroll

HAPTC – Hertfordshire Association of Parish & Town Councils (includes NALC membership)

SLCC – Society of Local Council Clerks

LCAS – Local Council Advisory Service

Herts Association of Museums

NABMA – National Association British Markets Authorities

MODES User Association

Data Protection

SHARE

The National Allotment Society

Avalon Software (Booking system)

Vision ICT (Website)

Association of Independent Museums

38/18 DIRECT DEBIT AND STANDING ORDER PAYMENTS:

It was **RESOLVED** that the following Direct Debit and Standing Order payments for 2017-2018 be approved as follows:-

Affinity Water	Supply	d/d	Half Yearly
Barclays Bank	Salaries	BACS	Monthly
Barclays Bank	Payflow charges	d/d	monthly
BNP Paribas	Telephone Equipment Rental	d/d	Quarterly
BT	Telephone – Museum	d/d	Quarterly
NHDC	Rates	d/d	10 Payments-yearly
NPK Holdings	Museum Rent	s/o	Quarterly
Public Works Loan Board	Market Place Loan	d/d	Half yearly
Redcare 5G	Telephone & Broadband	d/d	Monthly
SAGE UK	Sage payroll & accounts	d/d	Monthly

Royal Mail	Stamps	d/c	As required
Veolia	Refuse	d/d	Monthly
Plusnet Ltd	Internet-Services – Museum	d/d	Monthly

The date of the next meeting will be Monday 22rd May 2017.

There being no further business the Chairman closed the meeting at 8.22 pm.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **GENERAL PURPOSE & HIGHWAYS COMMITTEE** held in Room 11, Town Hall, Royston at 8.25 pm on Monday, 8th May 2017.

PRESENT: Councillor Swallow (Town Mayor) in the Chair.
Councillors Dingley, Harrison, Inwood, Turner and Whitford.

In attendance: Town Clerk
Deputy Town Clerk
Administration Assistant
Town Councillors Davidson, Davison, Kennedy, Leggett and Smith
District Councillor Green
4 Members of the Public

39/18 APPOINTMENT OF CHAIRMAN:

It was **RESOLVED** that Councillor Harrison be appointed Chairman for the ensuing year.

Councillor Harrison took the Chair.

40/18 APPOINTMENT OF VICE CHAIRMAN:

It was **RESOLVED** that Councillor Dingley be appointed Vice-Chairman for the ensuing year.

41/18 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Hulström, Hughes and Lewis.

42/18 DELEGATION OF POWERS AND DUTIES:

The Committee noted that the considerations, powers and duties in regard to:

- (i) footpaths, street lighting and open spaces be delegated to the General Purposes & Highways Committee together with:
- (ii) the considerations in regard to Highways & Transport matters, and that the General Purposes & Highways Committee be delegated to make representations to the North Hertfordshire District Council and such other bodies as they may consider necessary, and that the Committee shall appoint Sub-Committees and Working Parties as appropriate.

43/18 NATURALLY ROYSTON WORKING PARTY:

It was **RESOLVED** that Councillors Davidson, Phillips, Swallow & Turner be appointed to the Naturally Royston Working Party and that Members note the following.

Terms of Reference:

The Working Party investigate and make recommendations to the Town Council on improvements to the Town's environments and help raise the profile of the Town. The working party cannot make any decisions on behalf of the Town Council but may prepare reports or make recommendations for consideration by the Town Council. Prior to submission to the Town Council, the Clerk will review to ensure recommendations adhere to best practice, good governance and statutory guidelines.

Date of next meeting: 3rd July 2017.

There being no further business the Chairman closed the meeting at 8.28 pm.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston at 8.30 pm on Monday, 8th May 2017

PRESENT: Councillor Swallow (Town Mayor in the Chair)
Councillors Davidson, Davison, Inwood, Kennedy, Leggett, Smith, Turner & Whitford

In attendance: Town Clerk
Deputy Town Clerk
Administration Assistant
District Councillor Green
4 Members of the public

44/18 APPOINTMENT OF CHAIRMAN:

It was **RESOLVED** that Councillor Davidson be appointed as Chairman for the ensuing year.
Councillor Davidson took the Chair.

45/18 APPOINTMENT OF VICE CHAIRMAN:

It was **RESOLVED** that Councillor Leggett be appointed as Vice-Chairman for the ensuing year.

46/18 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Cllr Hulström.

47/18 DELEGATION OF POWERS AND DUTIES:

The Committee noted that the powers and duties of the Council in regard to matters under the Town and Country Planning Acts be delegated to the Planning Committee; and that the Committee shall appoint Sub-Committees and Working parties as appropriate. That the Chairman & Vice Chairman and the Town Clerk be delegated to give a response to planning applications if there is a time constraint on the response required.

48/18 PUBLIC PARTICIPATION:

Mick Clark of Royston Rugby Club gave a short address to the committee in respect of application 17/00781/1 (proposal for floodlights for Royston Rugby Club pitch on Therfield Heath). Mr Clark explained that the level of lighting was such that it had been designed not to affect neighbouring properties and that the club had received many positive comments regarding the application from properties that faced the pitch along Baldock Road.

49/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

Cllrs Leggett and Smith declared an interest in application 17/00639/1 (Johnson Matthey) and Cllr Davison in 17/00781/1 (Therfield Heath). They did not take part in the discussion or vote.

50/18 MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Planning Committee held on 3rd April 2017 (minutes 393/17 to 399/17).

51/18 PLANNING APPLICATIONS:

- a) 17/00666/1 - Land adjacent to A505 and Old North Road, Royston.
After discussion Members voted to **OBJECT** to this application on safety grounds. Councillor Davison reported that the safety audit that had been carried out was inadequate and that a more detail audit was needed.
- b) 1717/00781/1 - Heath Sports Club, Royston.
Members raised no objection to this application.
- c) 17/00639/1 - Land adjacent to the playground on York Way, Beverley Close, Royston.
Members raised no objection to this application subject to the storage being under 2 metres high.
- d) 17/00769/1LB - Coach and Horses, Kneesworth Street, Royston.
Members raised no objection to this application.
- e) 17/00811/1AD - 50-52 High Street, Royston.
Members raised no objection to this application.
- f) 17/007149/1HH - 25 Green Street, Royston.
Members raised no objection to this application.
- g) 17/00733/1HH - 6 Hawthorn Way, Royston.
Members raised no objection to this application.
- h) 17/00714/1HH - 12 Ascot Road, Royston.
Members raised no objection to this application.
- i) 17/00814/1HH - 8 Garden Walk, Royston.
Members raised no objection to this application.
- j) 17/00852/1HH - 4 Nightingale Way, Royston.
Members raised no objection to this application.
- k) 17/00831/1HH - 8 Old North Road, Royston.
Members raised no objection to this application.
- l) 17/00917/1HH - 31 Kingston Vale, Royston.
Members raised no objection to this application.
- m) 17/00900/1HH – 5 Mouteagle, Royston.
Members raised no objection to this application.
- n) 17/ 00687/1HH – 31 Gower Road, Royston.

Members raised no objection to this application.

- o) 17/00784/1HH - 20 The Close, Royston.
Members raised no objection to this application.
- p) 17/00851/1HH - 16 Heathfield, Royston.
Members raised no objection to this application.
- q) 16/03232/1 - Jubilee Works, Lumen Road, Royston.
Members raised no objection to this application.
- r) 17/00804/1HH - 15 Princes Mews, Royston.
Members raised no objection to this application.
- s) 17/00954/1HH - 6 Siskin Close, Royston.
Members raised no objection to this application.
- t) 17/00963/1LB – 1 John Street, Royston.
Members raised no objection to this application.

52/18 UPDATED LIST OF PLANNING DECISIONS:

Members noted these.

There being no further business the Chairman closed the meeting at 9.00p.m.

Date of next meeting 5th June 2017

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 22nd May 2017 at 7.30p.m.

PRESENT: Councillor Smith (in the Chair), Councillors Davidson, Davison, Dingley, Harrison, Leggett and Swallow.

In attendance: Town Clerk,
Deputy Town Clerk,
County & District Councillor Hill
District Councillor Hunter

53/18 PUBLIC PARTICIPATION:

There was none.

54/18 APOLOGIES FOR ABSENCE:

Apologies were received from Councillor Hughes & Kennedy.

55/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

56/18 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 24th April 2017 (minutes 418/17 to 432/17) were approved for signing by the Chairman.

MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:

- I. The minutes from the Markets Advisory Working Party meeting held on 24th April 2017 were received into the workings of the Council. Councillor Davidson reported that an inspection of the new market stalls had taken place and it was agreed that they are fit for purpose. The Town Manager will contact the manufacturers regarding the repairing of the damaged stall.
- II. The minutes from the Museum Advisory Sub-Committee meeting held on 20th April 2017 (minutes 400/17 to 405/17) were accepted into the workings of the Council.
- III. The minutes from the Town Properties Sub-Committee meeting held on 24th April 2017 (minutes 433/17 to 436/17) were accepted into the workings of the Council with the alteration of Chairman from Councillor Smith to Councillor Davison.

Discussion then took place regarding the issue of the plaster on the walls around the ground floor chimney area which needs replacing at 30 Kneesworth St. The tenant does not want this work carried out as it will cause too much disruption for his business. It was decided to leave this and look at the situation when the lease was next due for renewal.

57/18 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve May 2017 accounts for payment in the sum of £34,333.77.

58/18 BANK RECONCILIATION AND INCOME & EXPENDITURE:

A) Year-end 2016-2017

- i) Members received and noted the Bank Reconciliation for the year ended 31st March 2017.
- ii) Members received and noted the Year End Income & Expenditure report compared against the 2016-2017 budgets and the savings made.
- iii) Members approved to carry forward and earmark the figures as in the list attached to minutes from 2016-2017 to 2017-2018.

B) Current Year 2017-2018

- i) Members received and noted the Bank Reconciliation for April 2017.
- ii) Members received and noted the April 2017 Income & Expenditure report compared against the 2017-2018 budgets

59/18 SILVER SUNDAY – 1ST OCTOBER

Members approved the sum of £500 to cover the cost of putting on a free showing of a film at Royston Picture Palace for the over 65's. £350 for the hire of the cinema, £100 for hire of the film and £50 for refreshments. It was agreed to show the film West Side Story.

60/18 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Swallow reported her attendance at the Royston & District Local History Society AGM and that Committee members remained the same as the previous year. Their meetings will start again in September. The AGM was followed by a speaker who gave a superb presentation on 'Storm Warning'.

61/18 EXCLUSION OF PRESS AND PUBLIC:

It was **RESOLVED** that in view of the confidential nature of the business about to be transacted, that, in the public interest, the public and press be excluded from the remainder of the meeting under the provision of the Public Bodies (Admission of Meetings) Act 1960.

DATE OF NEXT MEETING: Monday 26th June 2017

There being no further business the Chairman closed the meeting at 8.10pm.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston at 7.30 pm on Monday, 5th June 2017

PRESENT: Councillor Leggett (in the Chair)
Councillors Davison, Inwood, Kennedy, Phillips, Smith and Turner

In attendance: Town Clerk
Deputy Town Clerk
Administration Assistant
County Councillor Hill
District Councillors Green and Hunter

63/18 PUBLIC PARTICIPATION:

Karen Rainsford gave a short address to the committee in respect of application 17/01032/1 (34 Victoria Crescent Royston SG8 7AX, erection of 4 bedroom house with garage following demolition of existing bungalow). She explained that several of the neighbouring property owners concerns with regard to privacy had been addressed with removal of some windows and obscured glass in others. Also daylight observation studies had been carried out in order to allay concerns about light (still photographs from these were shown to members)

64/18 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Cllrs Davidson and Hulström.

65/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

None were received.

66/18 MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Planning Committee held on 8th May 2017 (minutes 44/18 to 52/18).

67/18 PLANNING APPLICATIONS:

17/01032/1- 34 Victoria Crescent, SG8 7AX.
Members raised no objection to this application.

17/01024/1- Land between A505 and York Way.
Members raised no objection to this application.

17/01188/1- 66 and 68 Orchard Road, SG8 5HA.
Members raised no objection to this application.

17/01135/1- 1 Priory Close, SG8 7DU.
Members voted to raise an **OBJECTION** to this application for the following reasons,

- Overdevelopment of the site
- In-appropriate development of terraced properties

- Out of keeping with the character of properties in Newmarket Road and Priory Close as they are mainly detached properties

17/01152/1- Edgely, Grange Bottom, SG8 9UQ.
Members raised no objection to this application.

17/01121/1HH- The Cottage, Seven Rides SG8 9LT.
Members raised no objection to this application.

17/01054/1HH- 18 Morton Street, SG8 7AZ.
Members raised no objection to this application.

17/01044/1HH- 1 Coombelands, SG8 7DW.
Members raised no objection to this application.

17/01014/1HH 10 Middle Drift, SG8 5BU.
Application withdrawn.

17/00903/1HH- 26 Victoria Crescent, SG8 7AX.
Members raised no objection to this application.

17/01232/1HH- 18 The Shires, SG8 9HZ.
Members raised no objection to this application.

17/01212/1HH- 31 The Close, SG8 7JT.
Members raised no objection to this application.

17/00852/1- 4 Nightingale Way, SG8 7XZ.
Members raised no objection to this application.

Cllrs Leggett and Smith declared an interest in the following 2 applications and neither took part in discussion nor voted.

17/01062/1- Johnson Matthey PLC, Orchard Road, SG8 5HE.
Members raised no objection to this application.

17/01234/1- Johnson Matthey PLC, Orchard Road, SG8 5HE.
Members raised no objection to this application.

17/01200/1HH- 7 Sorrell Close, SG8 9TL.
Members raised no objection to this application.

68/18 PRE APPLICATION ENGAGEMENT:

Members noted the advice from the National Association of Local Councils regarding pre application engagement.

69/18 NEIGHBOURHOOD PLANNING ACT 2017:

Members noted the advice from the HAPTC regarding the Neighbourhood Planning Act 2017 which received Royal Assent on 27th April 2017.

70/18 UPDATED LIST OF PLANNING DECISIONS:

Members noted these.

Date of the next meeting 10th July 2017.

There being no further business the Chairman closed the meeting at 8.09 pm.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held in Room 11, Town Hall, Royston at 7.30pm on Thursday 15th June 2017.

PRESENT: Town Councillors: F John Smith (Chairman), Robert Inwood, Marguerite Phillips, Vera Swallow and Laura Whitford
History Society Trustees: Phil Smith and James Robinson.
Chairman of Friends of Museum: Christine Baker
Chairman Royston & District Local History Society: Neville Chuck
Town Council Officers:
Susan Thornton-Bjork (Town Clerk), Jenny Oxley (Museum Curator),
Caroline Mills (Deputy Clerk)

The Chairman informed members that Councillor Victoria Hulström will be joining the committee.

71/18 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Trustees Peter Franks, Martin Kaszak and Jenny Smith.

72/18 MINUTES:

The minutes of the meeting held on Thursday 20th April 2017 (minutes 400/17 to 405/17) were **APPROVED** for signing by the Chairman.

73/18 CURATORS REPORT: (copy report with minutes)

The curator updated members on details in her report.

- Accreditation: Confirmation has now been received that the Museum's application will be going to the Arts Council Board on Wednesday with a recommendation for approval.
- Visitor numbers: They are gradually increasing and hopefully soon will be back up to where they were last year. 160 people enjoyed the traditional tales event during half term week. There were also two events held for the sunflower competition which attracted 40 children.
- Schools & Education: Nine classes are now booked, two classes from St Mary's School to visit the museum and 7 outreach sessions at Tannery Drift School.
- A Reminiscence session has been held at St Georges Nursing Home for the residents.
- Museum in Motion: Royston Museum will be involved in the second phase of Museum in Motion. The curator has contacted Open House, Youth Connections and Youths at Risk to see if they will take part in this.
- The Local History Society have visited Hever Castle and they gained information on how they hang and look after their tapestries, this could be helpful for the displaying of the Royston Tapestry.

- Web-site: A new volunteer has been found to update the current web-site. A longer term plan is to convert to a WordPress site which will be easier to manage and update.
- The Fire Brigade will be visiting the museum to do a compliance check next week. They will also give a talk to the Knit and Natter group, who meet in the museum on a Thursday, about fire safety.
- Maintenance: The kitchen, toilet and volunteers' room need re-painting, the curator will organize this.
Quotes are being obtained to remove and dispose of the old freezer from the cellar before a new freezer is purchased.
The store room needs to be insulated.
The projector is over-heating. Quotes are being obtained to see if it needs servicing or a new one is required.

Amy Judd has now returned to the museum after being on maternity leave. She will be re-launching the Youth Members group for 9 – 11 year olds on Saturday mornings in September and has organised a new display in the Community Cabinet, the subject of which is Therfield Heath.

74/18 FINANCE REPORTS: (Copy with minutes)

- Members received and noted the Income & Expenditure figures for April & May 2017 for the Museum.
- Members received and noted the Shop sales for the Museum.
- Members received and noted the grants and funding received for the Museum.

75/18 UPDATE FROM FRIENDS OF MUSEUM:

The Friends AGM is to be held on Wednesday 21st June in the Museum at 7.30pm. The AGM will be followed with a talk from North Hertfordshire District Council's Archaeology and Outreach Officer, Keith Fitzpatrick Matthews.
The Curator gave her thanks to Christine Baker for the improvements to the courtyard garden.

76/18 UPDATE FROM ROYSTON & DISTRICT LOCAL HISTORY SOCIETY:
Neville Chuck informed members that the program of talks begin again in October 2017.

77/18 ANY OTHER BUSINESS:

The curator reported that more volunteers are required to help with manning the desk, tending the garden and for when events are taking place. She has registered this with the Royston Volunteer Centre.

There being no further business to discuss the Chairman closed the meeting at 7.58pm

Signed: _____
Chairman

Date _____

MINUTES of the **ROYSTON TOWN COUNCIL** meeting held on Monday 26th June 2017 in Room 11, Town Hall, Royston at 7.30pm.

PRESENT: Councillor Swallow (Town Mayor) in the Chair
Councillors Davidson, Davison, Dingley, Harrison, Inwood, Kennedy, Leggett, Lewis, Phillips, Smith, Turner and Whitford.

In attendance: Town Clerk, Deputy Town Clerk, Admin Assistant
County and District Councillor Hill and County Councillor Jarvis, District Councillors Green and Hunter

The Reverend Theresa Musiwacho led the meeting in Prayer

78/18 PUBLIC PARTICIPATION:

There was none.

79/18 APOLOGIES FOR ABSENCE:

There were none.

80/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

There were none.

Councillor Lewis arrived at 7.38pm

81/18 TOWN MAYOR'S ANNOUNCEMENTS:

The Mayor reported that she had attended several Town Twinning anniversary celebrations, including the street naming of La Loupe Court, a concert and a BBQ on Therfield Heath.

She also attended a Carers in Hertfordshire event at Hertford Castle which she said had been very informative.

She reported that a Slimming World Charity Clothes Throw that she attended at Tesco car park collected 300 bags of clothes which will be sold to raise money for Cancer Research. She also attended Royston Golf Club's 125th Anniversary celebration dinner, Buntingford Town Council's Civic evening and judged the cake and fancy dress competitions at Tannery Drift School Summer Fete. On Sunday 25th June she attended the Royston In Blue run where over 700 people ran to raise money for the Teenage Cancer Trust.

82/18 MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Council held on Monday 8th May 2017 (minutes 01/18 to 22/18).

83/18 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN APPROVED AS A CORRECT RECORD:

It was **RESOLVED** that the following minutes be adopted into the workings of the council:

- (a) The meetings of the Finance Committee held on:
 - 27th February 2017 (minutes 350/17 to 358/17).
 - 27th March 2017 (minutes 381/17 to 392/17).
 - 24th April 2017 (minutes 418/17 to 432/17).
- (b) The meetings of the Planning Committee held on:
 - 13th March 2017 (minutes 374/17 to 380/17).
 - 3rd April 2017 (minutes 393/17 to 399/17).
 - 8th May 2017 (minutes 44/18 to 52/18).

84/18 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE NOT ALREADY BEEN APPROVED AS A CORRECT RECORD:

It was **RESOLVED** to receive minutes of Committee meetings, which have not already been adopted as a correct record, into the workings of the Council.

- (a) The meetings of the General Purpose and Highways Committee held on:
 - 24th April 2017 (minutes 406/17 to 417/17)
 - 8th May 2017 (minutes 39/18 to 43/18)
- (b) The meetings of the Finance Committee held on:
 - 8th May 2017 (minutes 23/18 to 38/18)
 - 22nd May 2017 (minutes 53/18 to 62/18)
- (c) The meeting of the Planning Committee held on:
 - 5th June 2017 (minutes 63/18 to 70/18)

85/18 INTERNAL AUDIT MAY 2017:

The report from the Internal Auditor was received and it was noted by members that there were no issues to report. Councillor Davidson thanked the staff at the Town Hall for all their hard work.

86/18 ANNUAL RETURN 2016-2017:

- i. Members received and approved the Year End Accounts and Supporting Statement for signing by the Chairman
- ii. Members agreed and approved the Annual Governance Statement (Section 1) of the Annual Return for signing by the Chairman.
- iii. Members agreed and signed the Accounting Statements 2016/2017 (Section 2) of the Annual Return.

87/18 CLERK'S REPORT:

The Clerk informed members of the following dates:
Charity Golf Day - Friday 22nd September 2017
Civic Reception - Friday 13th October 2017
Civic Service - Sunday 18th February 2018

The Clerk informed members that the new Admin Assistant, Claire Marvell starts on 27th June 2017 and that we are currently advertising for a new Finance Assistant/Assistant to Town Clerk. She also advised members that the Market Manager will be leaving at the end of July.

88/18 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE ORGANISATIONS:

Members **APPROVED** the appointment of Councillor F J Smith to Royston and District Community Transport in place of Councillor I Leggett.

89/18 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

None were received.

Date of the next meeting 4th September 2017

There being no further business the Chairman closed the meeting at 8pm.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 26th June 2017 at 8.05p.m.

PRESENT: Councillor Smith (in the Chair), Councillors Davidson, Davison, Dingley, Harrison, Hughes, Kennedy, Leggett, Lewis and Swallow.

In attendance: Town Clerk, Deputy Town Clerk & Admin Assistant
Councillors Inwood and Phillips
County and District Councillor Hill and County Councillor Jarvis
District Councillors Green and Hunter

90/18 PUBLIC PARTICIPATION:

There was none.

91/18 APOLOGIES FOR ABSENCE:

No apologies were received.

92/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

93/18 MINUTES:

The minutes of the meetings of the Finance Committees held on Monday 8th May 2017 (minutes 23/18 to 38/18) and 22nd May 2017 (minutes 53/18 to 62/18) were approved for signing by the Chairman.

94/18 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve June 2017 accounts for payment in the sum of £33,067.88.

95/18 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- i. Members received and noted the Bank Reconciliation for May 2017.
- ii. Members received and noted the May 2017 Income & Expenditure report compared against the 2017-2018 budgets

96/18 CROSS TOILETS:

After lengthy discussion Councillor Davison proposed to recommend to Full Council:

- that the toilets be closed at the earliest opportunity and the appropriate notice be given to NHDC
- request that NHDC alter the building so that it no longer looks like a public toilet and that they make it vandal proof or knock it down
- that signage to the alternative toilets in Fish Hill be improved

- the Town Council should research the possibility of “community toilet services” in the Town whereby local businesses agree to let members of the public use their facilities.

Members **RESOLVED** unanimously to agree the proposal.

97/18 CEMETERY UPDATE:

Members were advised that all searches for suitable land have been unsuccessful. It was agreed that the Cemetery Working Party meet and report back to the Finance Committee so that further discussion can take place.

98/18 WAR MEMORIAL FUNDING:

The Town Clerk reported that the damage to the Memorial caused by acid rain has damaged the stone to the point where the names can no longer be re-engraved and the stone itself need replacing. She advised Members that the War Memorial Trust have agreed a grant of £1500 (up to maximum of 75% of the cost) towards the cost of professional advice and a survey. Members agreed to fund the balance of costs from Council funds.

99/18 MUSEUM ADVISORY SUB-COMMITTEE:

Members **APPROVED** that Councillor V Hulström be appointed onto the Museum Advisory Sub-Committee in place of Councillor I Leggett.

Date of next meeting 24th July 2017

There being no further business the Chairman closed the meeting at 8.45pm.

Signed: _____
Chairman

Date _____

MINUTES of the Meeting of **THE GENERAL PURPOSE and HIGHWAYS COMMITTEE** held in Room 11, Town Hall, Royston on Monday 3rd July 2017 at 7.30p.m.

PRESENT: Councillor Harrison (in the Chair)
Councillors Dingley, Hughes, Inwood, Phillips, Swallow and Turner.

In attendance: Deputy Town Clerk, Admin Assistant.
Councillors Davison and Smith, District Councillor Hunter

100/18 PUBLIC PARTICIPATION:

There was none.

101/18 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Town Clerk and Councillors Hulström and Lewis

102/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

103/18 MINUTES:

The minutes of the Meetings of the General Purpose and Highways Committee held on 24th April 2017 (minutes 406/17 to 417/17) and 8th May 2017 (minutes 39/18 to 43/18) were **APPROVED** for signature by the Chairman.

104/18 NATURALLY ROYSTON WORKING PARTY:

The notes of the Naturally Royston Working Party meetings held on 18th April 2017 and 30th May 2017 were received into the workings of the Council.

105/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS:

The Chairman read members reports from County Councillors Hill and Jarvis (copies with minutes).

106/18 APPLICATION FOR THE STOPPING UP OF PART OF THE HIGHWAY:

Members noted the application from Hertfordshire County Council for the stopping up of part of the highway formerly known as The White Bear, Kneesworth Street, Royston, Herts.

107/18 PUBLIC RIGHTS OF WAY DIVERSION:

Members noted the proposal for the diversion of Footpaths Therfield 6 & 7 (FP6 and FP7 Therfield) and raised no objections to this, but recommended that it be referred to Therfield Parish Council.

108/18 ON THE MOVE HERTFORDSHIRE:

Members noted items in the publication which relate to Royston. A number of these were discussed as individual subjects later in the meeting.

109/18 HERTS FIRE AND RESCUE - POTENTIAL CHANGE IN GOVERNANCE:

After discussion Members **RESOLVED** unanimously to write to the Police and Crime Commissioner of Hertfordshire stating that Royston Town Council values both the local Fire and Police services and that they wish to keep both. Members feel Royston is in a unique geographical location being at the tip of Hertfordshire and therefore isolated from the nearest major towns. Members pointed out that they wanted to see a continuation of current services and anticipate that services could be improved in the future, possibly with the addition of counter services in the Police Station.

110/18 STAGECOACH BUSES 26 AND 27:

Members noted the new timetable which commences on 23rd July 2017. The timetable will see the cessation of the 27 bus service but as recommended by the Committee the number 26 buses will continue to and from Cambridge City centre during peak travel times, truncating at Trumpington Park and Ride on the off peak hourly service during the day.

In addition the 26 service will provide one route in the morning (towards Cambridge) and evening (towards Royston) to include stops in Haslingfield and Barrington.

111/18 MILL ROAD ROYSTON:

Committee Members have received complaints from residents regarding disruptions and mud on the road during utility works in the area. Members agreed to include parking, one way street proposals and other matters relating to Mill Road on the next General Purposes and Highways Committee agenda for 2nd October 2017.

112/18 PROPOSED MEMORIAL IN PRIORY MEMORIAL GARDENS:

Members noted that Tony Mills is getting costings and seeking funding for this.

113/18 A507 RE-CLASSIFICATION/WEIGHT LIMIT STUDY:

After discussion Members **RESOLVED** unanimously to write to Hertfordshire County Council Highways regarding the proposed changes. Whilst Members recognise that the A507 is a dangerous road installing a 7.5T weight limit is likely to move the problem elsewhere and the possible traffic impact on Royston needs investigating. The implementation of the weight limits requested on Councillor Hill's HLB scheme for Melbourn Street, Baldock Street and Baldock Road would prevent displaced traffic rerouting through the centre of Royston. Members fully support these weight limits.

Members agreed that the A507 should be improved and upgraded to enable its continued use and oppose any changes until a suitable alternative route is found, such as the construction of a South Eastern bypass for Royston, particularly as the A10 runs in close proximity to several schools in the town.

114/18 OUTSIDE ORGANISATIONS:

No reports were received.

Date of next meeting 2nd October 2017

There being no further business the Chairman closed the meeting at 8.30pm

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston at 7.30 pm on Monday, 10th July 2017

PRESENT: Councillor Davidson (in the Chair)
Councillors Hulström, Inwood, Kennedy, Leggett, Phillips, Smith, Turner and Whitford

In attendance: Town Clerk
Deputy Town Clerk
Administration Assistant
District Councillors Green and Hunter

115/18 PUBLIC PARTICIPATION:

There was none.

116/18 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Cllr Davison.

117/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

Cllr Leggett declared an interest in application 17/01231/1 (Johnson Matthey) and advised members that he would abstain from voting.

118/18 MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Planning Committee held on 5th June 2017 (minutes 63/18 to 70/18).

119/18 PLANNING APPLICATIONS:

- a. 17/01125/1- Land at Mark Weatherhead Ltd, Garden Walk, SG8 7HT.

Members raised no objection to the number of dwellings but had reservations about the narrow access onto Garden Walk. Members would like to see restrictions imposed for contractors' deliveries and collections to be outside of school hours and that any 106 monies obtained from the development be used for traffic calming measures in Garden Walk.

- b. 17/01129/1- Land East of Lumen Road, Royston.

Members raised no objection to the planning application but had concerns about the impact on traffic in Mill Road. They asked that the outcome of the modelling exercise requested by County Councillor Hill should be considered and any 106 monies should be used for traffic calming and parking in the area.

- c. 17/01231/1- Johnson Matthey PLC, Orchard Road, SG8 5HE.

Cllrs Leggett and Smith declared an interest in the following application and neither took part in discussion nor voted.

Members raised no objection providing that whatever is being extracted is covered by the company's environmental licence.

- d. 17/01176/1HH - 103 Icknield Walk, SG8 7LJ

Members raised no objection to this application.

- e. 17/01447/1HH - 17 Studlands Rise, SG8 9HB

Members raised no objection to this application.

- f. 17/01466/1HH - 3 Stamford Avenue, SG8 7DD

Members raised no objection to this application.

- g. 17/01396/1HH - 4 Highlands, SG8 9HE

Members raised no objection to this application.

- h. 17/01411/1HH - 5 Hampden Rise, SG8 9UB

Members raised no objection to this application.

- i. 17/00814/1HH - 8 Garden Walk, SG8 7HP

Members raised no objection to this application.

- j. 17/01485/1HH - 7 Barnack Grove, SG8 5HQ

Members raised no objection to this application.

- k. 17/01351/1HH - 12 Parthia Close, SG8 9HD

Members raised no objection to this application.

- l. 17/01256/1HH - 20 Mill Road, SG8 7AE.

Members raised no objection to this application.

- m. 17/01580/1HH - 108 Redwing Rise, SG8 7XE.

Members raised no objection to this application.

- n. 17/01570/1HH - 14 King James Way, SG8 7EF.

Members raised no objection to this application.

- o. 17/01547/1- Heath Sports Club, Baldock Road, SG8 5BG

Members declined to comment as this is not in Royston.

120/18 UPDATED LIST OF PLANNING DECISIONS:

Members noted these.

Date of the next meeting 14th August 2017.

There being no further business the Chairman closed the meeting at 8.00 pm.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 24th July 2017 at 7.30p.m.

PRESENT: Councillor Smith (in the Chair), Councillors Davidson, Davison, Dingley, Harrison, Hughes, Kennedy, Leggett, and Swallow.

In attendance: Town Clerk, Deputy Town Clerk
Councillors Inwood and Phillips
County and District Councillor Hill and County Councillor Jarvis
District Councillor Hunter
1 member of the public

121/18 PUBLIC PARTICIPATION:

There was none.

122/18 APOLOGIES FOR ABSENCE:

No apologies were received.

123/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

124/18 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 26th June (minutes 90/18 to 99/18) were approved for signing by the Chairman.

125/18 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:

- i. The minutes of the Museum Advisory Sub-Committee meeting held on the 15th June (minutes 71/18 to 77/18) were accepted into the workings of the council.
- ii. The minutes of the Cave Trust Fund Committee meeting held on the 20th June were accepted into the workings of the council.

126/18 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve July 2017 accounts for payment in the sum of £41,426.17.

127/18 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- iii. Members received and noted the Bank Reconciliation for June 2017
- iv. Members received and noted the June 2017 Income & Expenditure report compared against the 2017-2018 budgets

128/18 ROYSTON PICTURE PALACE:

Councillor Davison updated members on the current operational arrangements of the cinema, its management by the Royston First Bid Co and that the Bid's current term ends in March 2019.

To ensure the continued operation of the cinema going forward, Councillor Davison proposed that the Town Council set up a Working Party to look into the future running of the cinema. He then proposed that Councillor Kennedy, the Town Clerk and himself, as they are already members of the Royston First Cinema Working party, be joined by Councillor Dingley and the Deputy Town Clerk, to prepare a report to take to Full Council in September for further discussion. This was agreed.

129/18 ROYSTON TOWN COUNCIL ANNUAL REPORT:

Members received and approved the 2016-2017 Annual Report for publication.

130/18 TRAIN TIMETABLES CONSULTATION:

Members discussed the proposed changes to the train timetables that will affect Royston. After a lengthy discussion the following proposal was agreed in response to the consultation from members of Royston Town Council.

‘Royston continues to grow in population and Royston station not only serves the town of Royston but a wider rural area such as Barkway, Barley, Bassingbourn and Reed, to name a few of the villages. We welcome the continued improvement to the service and the choice of through destinations. We regret the withdrawal of trains starting from Royston. We would like to see the fast train service to Royston retained in the evenings after 7pm and additional fast trains to London in the mornings.’

It was also agreed to send the response to Royston's County Councillors, the Chairman of Royston & District Area Committee and to the North & East Herts MP and the South Cambridgeshire MP.

Councillor Kennedy asked for an addition to the response be included in that members support the benefit of Thameslink enabling travel across London to the South of England. This was not supported by members as it was not part of the current consultation.

131/18 MARKET HILL ROOMS URGENT ITEM: (REPORT WITH MINUTES)

The Town Clerk reported that she had closed Market Hill Rooms due to the fact that a ceiling panel have fallen down and several others were only held up by light fitting. All bookings for hall use have either been moved to the Town Hall or cancelled.

Members were asked to consider the report and expenditure (£9448 plus VAT) so that the work could be carried out immediately to safeguard any Health & Safety issues. It was then RESOLVED to suspend Standing Orders as per the report and

approve the reason for the immediate expenditure which would come out of Reserves and to action the work to ensure everyone's safety.

132/18 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

There were none.

Date of next meeting 24th July 2017

There being no further business the Chairman closed the meeting at 8.10pm.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **TOWN COUNCIL PROPERTIES SUB-COMMITTEE** held in Room 11, Town Hall, Royston on Monday 24th July 2017 at 8.15pm

PRESENT: Councillor Davison (in the Chair)
Councillors Davidson, Dingley Harrison, Leggett and Smith.

In attendance: Town Clerk and Deputy Town Clerk

133/18 APOLOGIES FOR ABSENCE:

There were none

134/18 DECLARATION OF INTEREST AND DISPENSATIONS:

There were none.

135/18 MINUTES:

The minutes of the meeting of the Town Council Properties Sub-Committee held on Monday 24 April 2017 (minutes 433/17 to 436/17) were approved as a correct record.

136/18 TOWN COUNCIL PROPERTIES UPDATE:

Market Hill Rooms – Finance Committee approved ceiling repairs to commence as soon as possible.

Town Hall – Town Clerk to arrange external decoration of Hall as per agreed in this year's budget.

The Cross Public Conveniences – Closing the toilets and handing them back to NHDC to be discussed at next Full Council.

30 Kneesworth Street – Two quotes have been received for replacement of the flat roof on the small extension at the rear of the property.

Royston Cave – Repairs to wooden flooring to be done this week.

War Memorial – Approval of funding from the War Memorial Trust received for professional advice re the condition of the memorial and work required.

Date of next meeting: 25th September 2017

There being no further business the Chairman declared the meeting closed at 8.30pm.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston at 7.30 pm on Monday, 14th August 2017

PRESENT: Councillor Davidson (in the Chair)
Councillors Davison, Kennedy, Leggett, Smith, Turner and Whitford

In attendance: Town Clerk
Administration Assistant
Councillor Swallow and District Councillors Hunter

137/18 PUBLIC PARTICIPATION:

There was none.

138/18 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Cllrs Hulström and Inwood.

139/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

Cllrs Leggett and Smith declared an interest in application 17//01690/1 (Johnson Matthey) and advised members that they would abstain from voting.

140/18 MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Planning Committee held on 10th July 2017 (minutes 115/18 to 120/18).

141/18 PLANNING APPLICATIONS:

- a. 17/01595/1- 33 Melbourn Road, Royston, SG8 7DE.

Members raised no objection to this application.

- b. 17/01637/1HH-133 Burns Road, Royston, SG8 5SU

Members raised no objection to this application.

- c. 17/01680/1HH- 40 Tannery Drift, Royston, SG8 5DE.

Members raised no objection to this application.

- d. 17/01529/1HH – 96 Green Drift, Royston, SG8 5BT

Members raised no objection to this application.

- e. 17/01790/1HH – 3 Orchard Road, Royston, SG8 5HA

Members raised no objection to this application.

- f. 17/01690/1- Johnson Matthey PLC, Orchard Road, SG8 5HE.

Cllrs Leggett and Smith declared an interest in the following application and neither took part in discussion nor voted.

Members raised no objection to this application.

- g. 17/01809/1HH – 5 Old North Road, Royston, SG8 5DS

Members raised an OBJECTION to this application, they felt it was out of keeping with the neighbouring attached property, overly large and had concerns regarding the size of the gap left between the neighbouring detached property. Councillor Kennedy abstained.

- h. 17/01571/1HH – Land rear of 4 Kneesworth Street, Royston, SG8 5AA

Members raised no objection to this application.
Councillors Kennedy and Turner abstained.

- i. 17/01593/1HH – 16 Heathfield, Royston, SG8 5BW.

Members raised no objection to this application.

- j. 17/01947/1HH - 8 Owen Drive, Royston, SG8 7US

Members raised no objection to this application.

- k. 17/01952/1 – 2 Baldock Street, Royston, SG8 5AY

Members raised no objection to this application.
Councillors Smith and Turner abstained.

- l. 17/01906/1 – 4 Angel Pavement, Royston, SG8 9AS

Members raised no objection to this application.

142/18 APPEAL: APP/X1925/W/17/3175571:

Members noted the appeal in respect of 33 Melbourn Road, Royston SG8 7DE

143/18 UPDATED LIST OF PLANNING DECISIONS:

Members noted these.

Date of the next meeting 11th September 2017.

There being no further business the Chairman closed the meeting at 7.52 pm.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 21st August 2017 at 7.30p.m.

PRESENT: Councillor Smith (in the Chair), Councillors Davidson, Hughes, Kennedy, Leggett and Swallow.

In attendance: Town Clerk, Finance Assistant, Admin Assistant
County and District Councillor Hill and County Councillor Jarvis
District Councillors Green and Hunter

144/18 PUBLIC PARTICIPATION:

There was none.

145/18 APOLOGIES FOR ABSENCE:

Apologies were received from Councillors Dingley, Harrison and Lewis

146/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

147/18 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 24th July (minutes 121/18 to 132/18)) were approved for signing by the Chairman.

148/18 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:

- i The minutes of the Royston Markets Advisory Sub-Committee meeting held on Thursday 27th July were accepted into the workings of the council.

Councillor Davison arrived at the meeting and gave his apologies for being late.

- ii. The minutes of the Town Council Properties Sub-Committee meeting held on the 24th July (minutes 133/18 to 136/18) were accepted into the workings of the council.

149/18 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve August 2017 accounts for payment in the sum of £48,416.18.

150/18 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- i. Members received and noted the Bank Reconciliation for July 2017
- ii. Members received and noted the July 2017 Income & Expenditure report compared against the 2017-2018 budgets

151/18 BANKING ARRANGEMENTS:

Members **APPROVED** the addition of the Deputy Clerk as signatory to the bank accounts in preparation for taking over as Town Clerk.

152/18 30 KNEESWORTH STREET:

Members received quotes for repairs to the flat roof extension and after discussion voted to **APPROVE** expenditure from reserves to finance Quote 1 (as shown in Finance Agenda Item 8)

153/18 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

There were none.

154/18 EXCLUSION OF PRESS AND PUBLIC:

It was **RESOLVED** that in view of the confidential nature of the business about to be transacted, that, in the public interest, the public and press be excluded from the remainder of the meeting under the provision of the Public Bodies (Admission of Meetings) Act 1960.

Date of next meeting 25th September 2017

There being no further business the Chairman closed the meeting at 7.52 pm.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston at 7.30 pm on Monday, 11th September 2017

PRESENT: Councillor Davidson (in the Chair)
Councillors Inwood, Leggett, Phillips, Smith and Turner.
In attendance: Town Clerk
Deputy Town Clerk
Administration Assistants

156/18 PUBLIC PARTICIPATION:

There was none.

157/18 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Cllrs Davison, Kennedy and Whitford.

158/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

There were none.

159/18 MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Planning Committee held on 14th August 2017 (minutes 137/18 to 143/18).

160/18 PLANNING APPLICATIONS:

- a. 17/02100/1- Lower Warren Guest House, Royston, SG8 9EG

Members raised no objection to this application. Councillors Inwood and Turner abstained.

- b. 17/01862/1- Royston Town Football Club, Garden Walk, Royston, SG8 7HP

Members raised no objection to this application.

- c. 17/01948/1- Evangelistic Church, York Way, Royston, SG8 5HJ.

Members raised no objection to this application, but wanted it noted that a pitched roof would have been preferable.

- d. 17/02067/1- 54 High Street, Royston, SG8 9AW.

Members raised no objection to this application.

- e. 17/02108/1HH – 4 Towne Road, Royston, SG8 9ES

Members raised no objection to this application.

- f. 17/02157/1HH – 18 Heath Avenue, SG8 9DB

Members raised no objection to this application.

- g. 17/02139/1HH – 41 Market Hill, Royston, SG8 9JU

Members raised no objection to this application.

- h. 17/02186/1HH – 10 Byron Road, Royston, SG8 7DP

Members raised no objection to this application.

161/18 UPDATED LIST OF PLANNING DECISIONS:

Members noted these.

Date of the next meeting 9th October 2017.

There being no further business the Chairman closed the meeting at 7.40 pm.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held in Room 11, Town Hall, Royston at 7.30pm on Thursday 14th September 2017.

PRESENT: Town Councillors: F John Smith (Chairman), Victoria Hulström, Vera Swallow and Laura Whitford
History Society Trustee: Phil Smith
Chairman of Friends of Museum: Christine Baker
Town Council Officers:
Susan Thornton-Bjork (Town Clerk), Jenny Oxley (Museum Curator),
Caroline Mills (Deputy Clerk)

162/18 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Robert Inwood and Marguerite Phillips, Trustees Peter Franks, Martin Kaszak, James Robinson and Jenny Smith and History Society representative Neville Chuck.

163/18 MINUTES:

The minutes of the meeting held on Thursday 15th June 2017 (minutes 71/18 to 77/18) were **APPROVED** for signing by the Chairman.

164/18 CURATORS REPORT: (copy report with minutes)

The curator updated members on details in her report.

- Visitor figures: Visitor figures are back on track with over 1000 people visiting in both June and August. The Curator has been raising the profile of the Museum and reaching different audiences. More outreach at schools and care homes has been undertaken and social media is increasingly being used.
- Collection: The collections audit has picked up pace and it is planned that it will be finished by the end of the year. Three volunteers are working their way through the social history section and a volunteer philatelist is cataloguing the Turnpenny stamp collection. A Whydale painting recently fell off the wall but only the frame is damaged and not the painting. The Curator will take the frame to be assessed by a Conservator at Duxford.
- Exhibitions: There is a full programme booked up to the end of 2017 and the Curator has already had requests for 2018.
- Regular Events: As well as the existing regular groups who continue to meet at the Museum, there are two new groups that have been set up. The Home Educator Group will meet on Tuesday afternoons once a month and will hold a history group based at the Museum and the Historical Crafter Days will be held monthly on Saturday mornings. This group will be run by the Museum Assistant and is aimed towards older children and will replace the Youth Members Group.
- Special Events: The amount of special events is continually increasing with events already booked up until the end of the year. The Curator often has requests to put on events in the evenings and she will test the

waters with an evening printing session in November. Future plans include a performance poetry evening and a murder mystery event.

- **Grants and Projects:** The digitisation grant application was unsuccessful. The Curator will now do further research and costings work on the project and will apply for a Heritage Lottery Grant. The Brian Leslie Racher trust have agreed a grant of £8,500 to fund the purchase of a touchscreen to enable the stored collections that are upstairs at the Museum to be viewed on the ground floor. Funding has been received for phase two of the “Museums in Motion” project. The Arts Festival grant will be used to put on a vintage toys and games event, launch the Middle Schools Art Exhibition and host a creative writing event with Graham Palmer.
- **Accreditation:** The Museum has achieved full accreditation renewal from the Arts Council.
- **Forward Plan:** The current plan from 2014 is not relevant any more. The Museum has moved on and this is not reflected in the Forward Plan. The Curator has prepared a Forward Planning Process document. The planning process would start at the beginning of next year and the new plan would be valid for the next accreditation.
- **Data Protection Policy:** The Curator has drawn up a new Data Protection Policy to reflect the changes due to the new General Data Protection Regulation (GDPR) update. The Deputy Clerk is attending training on this subject in November and will liaise with the Curator before the policy is finalised.
- **Volunteers:** the webmaster volunteer is currently converting the Museum website to WordPress. The Curator has done some research and it may be beneficial to convert to Google instead with the added benefit of Cloud storage. Further investigation on this will be done. There are two new front desk volunteers and a new collections volunteer who specialises in coins. The Curator would also like to recruit a maintenance volunteer for small general maintenance jobs. The Town Clerk suggested that the new Town Hall caretaker may be able to assist during quiet times in his normal scheduled hours. The Curator would also like to recruit a volunteer fundraising lead who could provide professional marketing expertise and seek out sources for fundraising, sponsorship and income generation.
- **Other news:** The Curator has secured a place on a nationally funded seminar at the Whitechapel Gallery. Only 34 places were on offer. The broken freezer is to be removed from the cellar at the Museum.

165/18 FINANCE REPORTS: (Copy with minutes)

- Members received and noted the Income & Expenditure figures for June and July 2017 for the Museum.
- Members received and noted the Shop sales for the Museum. The Curator mentioned that she is looking into buying more “pocket money” items to sell in the shop. She is also looking at producing a new range of items in associatio

with Councillor Whitford which would be sold at the Museum and also No. 3 Royston on a sale or return basis.

- Members received and noted the grants and funding received for the Museum. The Curator is seeking more funding for the Toddler Dance Workshops as it is important to keep these free for those attending. The Curator asked whether the balance of the digitization project grant (£30.67) could be amalgamated with the collection care and conservation grants. The Deputy Clerk will look into this.

166/18 UPDATE FROM FRIENDS OF MUSEUM:

Christine Baker reported that there is money available from the Friends to purchase a replacement freezer for the Museum. They have also recently provided donations to purchase three banners for the Viking event, a projector and a stand.

167/18 UPDATE FROM ROYSTON & DISTRICT LOCAL HISTORY SOCIETY:

There was no representative from the History Society at the meeting.

168/18 ANY OTHER BUSINESS:

The chairman wanted to express his thanks to the Town Clerk for the work that she has done for the Museum Sub-Committee during her time as Town Clerk. This would be her last Museum Sub-committee meeting.

There being no further business to discuss the Chairman closed the meeting at 8.30pm

Signed: _____
Chairman

Date _____

MINUTES of the **ROYSTON TOWN COUNCIL** held on Monday 18th September 2017 in Room 11, Town Hall, Royston at 7.30pm.

PRESENT: Councillor Swallow (Town Mayor) in the Chair
Councillors Davidson, Davison, Dingley, Harrison, Hughes, Hulstrom, Inwood, Kennedy, Leggett, Smith and Turner.

In attendance: Town Clerk, Deputy Town Clerk, Admin Assistant. Town Manager
County Councillor and District Councillor Hill and District Councillors Green and Hunter.
3 Members of the public

The Reverend Theresa Musiwacho led the meeting in Prayer.

169/18 PUBLIC PARTICIPATION:

Bob Smith attended the meeting along with Gillian Moreland and Sylvia Daintry from the Royston Community Association. Bob Smith delivered an informative presentation on The Royston Community Association and Coombes Community Centre and updated members of the Lease progress with NHDC. (Report available with minutes)

170/18 APOLOGIES FOR ABSENCE:

Apologies were received from Marguerite Phillips.

171/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

There were none.

172/18 TOWN MAYOR'S ANNOUNCEMENTS:

The Mayor reported that she had attended several local events over recent months including the Town Twinning AGM, a celebration of The Reverend Theresa Musiwacho becoming ordained at St John the Baptist Church, a St John's ambulance event, a summer concert at Meridian School and a fundraising event at Royston Town Football Club which ended with an exciting football match.

She commented on the awards given at Roysia Middle School's end of year presentation ceremony which included awards such as for 'Good Behaviour'.

Fine weather ensured the success of the Kite Festival at which the Mayor judged the children's art competition.

Forthcoming events include the Mayor's Charity Golf Day on 22nd September 2017, the Mayor's Civic Reception on 20th October 2017 and a fundraising raffle with a meal at Ashiana Spice on 7th November 2017.

173/18 MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Council held on Monday 26th June 2017 (minutes 78/18 to 89/18) subject to the inclusion of M Hughes as being present.

174/18 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN APPROVED AS A CORRECT RECORD:

It was **RESOLVED** that the following minutes be adopted into the workings of the council:

- (a) The meetings of the Finance Committee held on:
 - 26th June 2017 (minutes 90/18 to 99/18).
 - 24th July 2017 (minutes 121/18 to 132/18).
- (b) The meetings of the Planning Committee held on:
 - 10th July 2017 (minutes 115/18 to 120/18).
 - 14th August 2017 (minutes 137/18 to 143/18).

175/18 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE NOT ALREADY BEEN APPROVED AS A CORRECT RECORD:

It was **RESOLVED** to receive minutes of Committee meetings, which have not already been adopted as a correct record, into the workings of the Council.

- (a) The meetings of the General Purpose and Highways Committee held on:
 - 3rd July 2017 (minutes 100/18 to 114/18).
- (b) The meetings of the Finance Committee held on:
 - 21st August 2017 (minutes 144/18 to 155/18).

176/18 NOTICE OF CONCLUSION of AUDIT 2016-2017:

It was **RESOLVED** that the Annual Return and Auditors Certificate for 2016-2017 be accepted into the workings of the Town Council. There were no matters for action or to bring to the council's attention. Members of Royston Town Council staff were thanked for their work to ensure a successful audit is achieved.

177/18 It was **RESOLVED** to suspend Standing Order 3i and move into Committee for the remaining agenda items.

178/18 THE CROSS PUBLIC CONVENIENCES:

Members discussed and considered the proposals recommended by the Finance Committee and **RESOLVED** to agree the following:

1. Action is taken to terminate the Agreement with North Herts District Council and close the toilets at the earliest opportunity.
Cllr Inwood and Turner voted against this.
2. A request is made to NHDC to ensure the building is made vandal proof or demolished as soon as they are closed.
Cllr Inwood and Turner voted against this.
3. A request is made for NHDC to improve the signage to the public toilets at Fish Hill.
4. The Town Council research the possibility of introducing a Community Toilet Scheme in the town.
Councillor Harrison voted against this.
Councillor Davidson, Dingley and Kennedy agreed to help progress this.

179/18 ROYSTON PICTURE PALACE:

The Town Manager gave a report on the development and operation of the cinema. The cinema is currently visited by over 10,000 people per year. Congratulations were given to Royston 1st and the volunteers on the success of the cinema.

He stated that the management and assets of the cinema need to be handed over to ensure the continued operation of it as Royston First are currently only operational until April 2019. The plan would be to hand over to the Town Council from April 2018. The Town Manager would be available to work alongside the Town Council for 1 year and Royston First will underwrite any losses for that year.

Councillor Davison said that there are number of processes and procedures that need to be taken into account. Things to be looked at were: Management, marketing, accounting, budget costs as well as equipment depreciation.

After discussion it was then unanimously RESOLVED that in principle the management of the Picture Palace should pass to the Town Council in April 2018 to ensure the continued running of the cinema as it is a benefit to the community of the town.

180/18 CEMETERY:

Members discussed and accepted the information received from the Cemetery Working Party in that, following extensive searches for a suitable site on which a new cemetery could be developed, there are none available. Over a dozen potential sites have been studied with the only one at Wicker Hall being suitable. Planning permission was granted for the development but the Environment Agency subsequently ruled it out because it was too close to areas from which water is abstracted as part of the town's water supply.

Should land become available in the future the project could be revived, members agreed with this. It was proposed and agreed that the Working Party should meet at 6 monthly intervals to review the situation and that the donator of the £25,000 towards developing a cemetery be approached to see if they want their donation returned. The Town Clerk will action this. Councillor Kennedy abstained.

181/18 CLERK'S REPORT:

The Town Clerk reported that there will be no Charter Fair in Market Hill this October. Lack of visitors to the fair over the last few years has made it unviable for the Showmen to operate on this location any more.

182/18 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Davidson informed members that the Volunteer Centre will be closing at the end of September due to lack of funding.

Councillor Davidson showed members the calendar that had been produced in response to the Naturally Royston Photographic competition. Calendars will go on sale at the Town Hall, Museum and No3 Melbourn St. Members congratulated the Naturally Royston working party on the production of the calendar and many members purchased copies of the calendar.

Date of the next meeting 6th November 2017

There being no further business the Chairman closed the meeting at 9.12p.m.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 25th September 2017 at 7.30p.m.

PRESENT: Councillor Smith (in the Chair), Councillors Davidson, Davison, Dingley, Hughes, Kennedy, Leggett and Swallow.

In attendance: Town Clerk, Deputy Town Clerk, Finance Assistant
County and District Councillor Hill and County Councillor Jarvis
District Councillor Hunter
6 members of the public

183/18 PUBLIC PARTICIPATION:

The following members of the public; Michael Allen, Tina Filby, Rod Taylor and Tony Smith addressed the Council regarding the Melbourn to Royston A10 pedestrian/cycle link.

They stated that the new cycle way and bridge over the A505 would encourage people to walk/cycle. They stated the health and economic advantages of the project and the benefits it would bring to local companies. The A10 is a barrier that currently stops people cycling and walking to work, and the new link would provide a solution to this problem and would mean that the cycle route would go all the way from Royston to Cambridge. The project already has support from Herts County Council, Cambridge County Council and over 100 local businesses. The LEP (Greater Peterborough and Cambridge) has given in principle financial support but they need to see investments from other parties before making a decision. Herts County Council have agreed to maintain the bridge once built.

The Chairman thanked the members of the public for their presentations.

184/18 APOLOGIES FOR ABSENCE:

Apologies were received from Councillor Harrison.

185/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

186/18 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 21st August (minutes 144/18 to 155/18) were approved for signing by the Chairman.

187/18 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:

This item was introduced by Councillor Davidson. It was reported that the new Market Officer was settling into his role. The committee are looking at ways to improve the market and reach a different demographic, potentially having artisan food stalls attend on a monthly basis.

The minutes of the Royston Markets Advisory Sub-Committee meeting held on Wednesday 30th August 2017 were accepted into the workings of the council.

188/18 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve September 2017 accounts for payment in the sum of £46,305.77 and the internal account transfers for the month.

189/18 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- i. Members received and noted the Bank Reconciliation for August 2017
- iii. Members received and noted the August 2017 Income & Expenditure report compared against the 2017-2018 budgets

190/18 MELBOURN TO ROYSTON A10 PEDESTRIAN/CYCLE LINK:

Members had a comprehensive discussion on the proposals to build a Melbourn to Royston pedestrian/cycle link and a bridge over the A505. It was noted that no provision was made to cross the A505 when the bypass was built and it is a very dangerous section of road. The connection link will enable both cyclists and pedestrians to cross the road safely. Cycling is becoming more popular and needs to be encouraged because of the health benefits.

It was agreed unanimously that Royston Town Council should support the scheme and a financial contribution should be made to the project.

Members **RESOLVED** unanimously that Royston Town Council should donate a sum of £30,000 to the project subject to funding being available from LEP (Greater Peterborough and Cambridge) and support from the Royston community. The money would come from capital reserves held by Royston Town Council.

191/18 BUDGET 2018-2019:

It was **AGREED** that the following members be on the budget working party for the year 2018-2019 – Councillors J Davison, M Harrison, R Kennedy and F J Smith.

192/18 REMEMBRANCE DAY:

It was **AGREED** to make the following donations:

- Poppy Day Appeal £50.00
- Royston Branch, British Legion £50.00 for refreshments served after parade on Remembrance Sunday
- Royston Branch, British Legion for programmes £150 if required

193/18 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

There were none.

Date of next meeting 23rd October 2017

There being no further business the Chairman closed the meeting at 8.06 pm.

Signed: _____
Chairman

Date _____

MINUTES of the Meeting of **THE GENERAL PURPOSE and HIGHWAYS COMMITTEE** held in Room 11, Town Hall, Royston on Monday 2nd October 2017 at 7.30p.m.

PRESENT: Councillor Harrison (in the Chair)
Councillors Dingley, Hughes, Inwood, Phillips, Swallow, Turner and Whitford.

In attendance: Deputy Town Clerk.
County and District Councillor Fiona Hill, County Councillor Steve Jarvis and District Councillor Tony Hunter.
Councillors Davidson and Smith.

194/18 PUBLIC PARTICIPATION:

There was none.

195/18 APOLOGIES FOR ABSENCE:

Apologies for absence were received from the Town Clerk and Councillor Lewis.

196/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

197/18 MINUTES:

The minutes of the Meeting of the General Purpose and Highways Committee held on 3rd July 2017 (minutes 100/18 to 114/18) were **APPROVED** for signature by the Chairman.

198/18 NATURALLY ROYSTON WORKING PARTY:

This item was introduced by Councillor Davidson.
She reported about the successful production of the Naturally Royston calendars and that 45 calendars had been sold to date. She asked for any Members to let her know if they could assist with sales of the calendars. The Front Garden Competition was a success and will be repeated in future. Plans are now well underway for the Eco Section at next year's May Fayre. Next year it will be situated directly in the park.

The notes of the Naturally Royston Working Party meetings held on 4th July 2017 and 22nd August 2017 were received into the workings of the Council.

199/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS:

Councillor Hill reported on the following:

- Consultation on Children's Centres - The consultation has now ended and there are no closures planned in Hertfordshire.
- A507 - The consultation for the A507 weight limit is forthcoming, although no date has yet been confirmed. The proposed changes to the A507 could impact on Royston

and so Royston Town Council is encouraged to respond to this. Councillor Hill has weight limits for Royston already included on her Highways Locality Budget list although this may end up being part of the larger A507 project.

- Draft Local Transport Plan – This consultation would also be coming to Royston Town Council in the future and Royston Town Council was again encouraged to respond.
 - A10 Crossing - This is progressing well and now funding is being sought for the project. Councillor Hill thanked Members for Royston Town Council's support for the project at the recent Finance Committee meeting.
 - Crossings are being installed in York Way and Baldock Street imminently.
 - Drainage issues in Newmarket Road – Highways Officers believe there is a permanent solution to these and they will be addressed in the next financial year.
 - Bus 331-route away from Tannery Drift – Trials have taken place in Kneesworth Street to find a solution to the buses currently using Tannery Drift. Analysis of the trial will take place.
 - Speed Indicator Devices – These have been installed in various places around the town in an attempt to tackle speeding.
 - Ivy Farm – Councillors are working with the MP and utilities companies to try and find a solution to the sewage problems.
 - Royston Schools Academy Trust (RSAT) - Councillors attended the RSAT meetings last week prior to the preparation of the proposals for the forthcoming consultation. Councillors Hill and Jarvis also have a forthcoming briefing with MP Oliver Heald and the RSAT chair later this week.
 - Changes to Stagecoach Bus routes 26 and 27 – These routes are not subsidised by either Cambridgeshire or Hertfordshire County Councils. There have been mixed views on the changes. Councillor Hill will be attending the North Herts Bus Users group next week and encouraged the committee to share their comments for her to pass on.
 - Traffic Issues in Studlands Rise - The hedge has now been cut near the school and the request for double yellow lines has been added to Councillor Hill's Highways Locality Budget for next year.
 - Mill Road – This area is included in the parking review. Councillor Hill has requested another modelling exercise for the feasibility of a one way system. Clearly any changes made in Mill Road will affect the adjoining roads.

Councillor Jarvis reported on the following:

- Growth and Transport Plan – This is being developed for North and Central Hertfordshire. Councillor Jarvis has concerns because some parts of the County are not covered by the plan. The plan will look at ways to negate increased traffic due to potential large scale development in some areas of Hertfordshire. Councillor Jarvis thinks that too much emphasis is put on to encouraging everybody to walk, cycle or use public transport. This is important but there would still be increases in traffic. The Plan will include investigating the traffic on the A10 and on the A505 from Royston to Baldock.
- A505 – Cameras were installed on the A505 at the start of the year. Data is currently being analysed and proposals will be put forward to deal with the safety issues on the road.

- Other works – The crossing in Baldock Street will be finished in December, work will be carried out in Heathfields in February 2018, resurfacing of Downlands will be carried out in next year's Highways Locality Budget and a speed indicator device may be installed in Baldock Road.

200/18 TOWN CENTRE WORKING PARTY:

This item was introduced by Councillor Davidson. She reported to Members that the Town Centre Working Party addresses litter issues on behalf of the Council in conjunction with Herts County Council, North Herts District Council and other organisations. There has been an issue regarding a recent litter pick in Royston but Councillor Hill confirmed that this issue will be resolved.

Members **RESOLVED** to accept the notes of the Town Centre Working Party meeting held on 19th July 2017 into the workings of the Council.

201/18 CONSULTATION REGARDING THE DESIGNATED PUBLIC PLACE ORDER (DPPO) IN ROYSTON:

Members were advised that this order is no longer used as it has been repealed by the Anti-Social Behaviour, Crime and Policing Act 2014 which provides the Police with powers to cover this particular area. This is part of an action by NHDC to repeal out of date, unused bye-laws.

202/18 STREET ENTERTAINMENT AND BUSKING IN ROYSTON TOWN CENTRE:

Members discussed street entertainment in Royston Town Centre. Some had been directly affected by buskers and explained that music is often amplified and is an irritant, especially when they are discussing sensitive and private issues with clients. Members welcomed the draft code of conduct that had been drawn up by the Town Manager (copy with minutes) but in order for it to work, it must be enforced. Royston Town Council have no enforcement powers and this would need to be done by NHDC which the Town Manager will enquire about.

It was **RESOLVED** to write to NHDC in support of the Town Manager to ask them to provide enforcement duties with regards to street entertainment.

203/18 LITTER STRATEGY:

Members agreed that this item had already been discussed earlier in the meeting and no further discussions were required.

204/18 ROYSTON SCHOOLS ACADEMY TRUST:

Members discussed the proposal to make changes to schooling in Royston. The Royston Schools Academy Trust (RSAT) are proposing to create an all through school

beginning in Year 5. Members commented that communication regarding the proposal had been very poor. Very limited detail had been given regarding the changes and nothing definite had been confirmed.

Members supported an all through school in principle as it would rationalise and pool limited resources to provide the best education for Royston.

It was **RESOLVED** that the Clerk should write to the Chair at RSAT and explain that Royston Town Council welcome improvements for the provision of education in Royston, however we would like to see the full proposals at the earliest opportunity, particularly to end uncertainty and address the concerns expressed by many parents in the town.

This will then be discussed again at a future committee meeting.

205/18 CHANGES TO STAGECOACH BUS ROUTES 26 AND 27:

Members received a report from the Chairman regarding the new services being offered by Stagecoach. There were mixed views on the changes. Members thought that the journey into Cambridge was generally ok and were pleased that the peak services still ran into central Cambridge. It was thought that sometimes the journey back to Royston was onerous as the amount of traffic in Cambridge was very variable and bus users found it difficult to judge how much time to leave to get back to the Park and Ride to catch the next bus home. It meant that some were waiting for considerable times to get home from the Park and Ride.

Members had received a number of positive responses from residents who used the bus to get to Addenbrookes Hospital as their journey was now easier, as they could alight at the Park and Ride and get the guided busway to the hospital. Previously they had been going into Cambridge and then had to make their way back out again to the hospital. These comments would be forwarded to Councillor Hill for discussion at the North Herts Bus Users Group next week.

206/18 TRAFFIC ISSUES IN STUDLANDS RISE, ROYSTON:

Members agreed that this item had already been discussed earlier in the meeting and no further discussions were required.

207/18 MILL ROAD, ROYSTON:

Members agreed that this item had already been discussed earlier in the meeting and no further discussions were required.

208/18 SOCIAL MEDIA:

After discussing the available options and issues of Royston Town Council operating a social media account, Members **RESOLVED** to initially start operating a Twitter account, with a possible view to link this to a Facebook account at a later date after a trial had been carried out. The account would be an information reporting site only and it would be administered by the Town Clerk and the administration staff.

The Deputy Town Clerk advised that two new policies would need to be drawn up, the first a general social media policy and the second a specific policy for the use of

Twitter. There are no financial implications as the sites are free to use. The policies will be submitted to Full Council for adoption.

209/18 OUTSIDE ORGANISATIONS:

Councillor Swallow reported on Royston and District Local History Society's forthcoming meeting on 'My Childhood in Wartime London' by John Kershaw. There are also forthcoming talks at the society scheduled from AVRO Engineering and Clarksons.

Date of next meeting 6th November 2017

There being no further business the Chairman closed the meeting at 8.45pm

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston at 7.30 pm on Monday 9th October 2017

PRESENT: Councillor Davidson (in the Chair)
Councillors Davison, Inwood, Leggett, Kennedy, Phillips, Smith and Turner.

In attendance: Town Clerk
Deputy Town Clerk

County and District Councillor Hill, District Councillors Green and Hunter.

210/18 PUBLIC PARTICIPATION:

There was none.

211/18 APOLOGIES FOR ABSENCE:

None were received.

212/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

There were none.

213/18 MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Planning Committee held on 11th September 2017 (minutes 156/18 to 161/18).

214/18 PLANNING APPLICATIONS:

a. 16/00378/1 - Land West of Royston & North of Baldock Road, Royston SG8 9NT

Members re-iterated their previous objection comments to this application and then agreed to strongly object to this application for the following reasons:

The proposal for Foul Water Drainage takes no account of the serious problems with the existing pumped sewer system, which is unable to properly handle the discharge from the 81 houses built in Phase 1-application 10/02517/1 and the further 50 houses built in phase 2-application 13/00700/1. There are frequent problems with a foul odour on Baldock Road and this extends to Mackerel Hall and properties in Downlands which back onto Mackerel Hall.

There have also been instances of drains backing up and over flowing and flooding of raw sewage onto Therfield Heath.

If permission is Granted, it should include a Condition that no dwellings should be occupied until adequate new foul water drainage sewer is complete, which is connected to Royston's Waste Water Treatment works without using the existing pumped sewer connected to Baldock Road.

b. 17/02201/1 - Johnson Matthey Plc , Orchard Road, Royston, SG8 5HE.

Cllrs Leggett and Smith declared an interest in this application and advised members that they would abstain from voting.

Members raised no objection to this application.

c. 17/02192/1- 36 High Street, Royston, SG8 9AG

Members raised no objection to this application.

d. 17/02331/1HH- 32 Victoria Crescent, Royston, SG8 7AX

Members raised no objection to this application.

e. 17/02288/1HH- 9 Dacre Green, Royston, SG8 7LH

Members raised no objection to this application.

f. 17/02373/1HH- 20 Gower Road, Royston, SG8 5DU

Members raised no objection to this application.

g. 17/02426/1HH- 7 Sassoon Drive, Royston, SG8 5FR

Members raised no objection to this application.

h. 17/02392/1HH- 17 Masefield Way, Royston, SG8 5UU

Members raised no objection to this application.

215/18 STREET NAMING: Allocation of official address-Mark Weatherhead Ltd, GardenWalk, Royston, SG8 7HT.

Members **AGREED** that the proposed name 1-19 Harvester Close is appropriate for this development:

216/18 UPDATED LIST OF PLANNING DECISIONS:

Members noted these.

Date of the next meeting 13th November 2017.

There being no further business the Chairman closed the meeting at 7.55 pm.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston at 7.30 pm on Monday 23rd October 2017

PRESENT: Councillor Davidson (in the Chair)
Councillors Davison, Inwood, Smith and Turner.

In attendance: Town Clerk
Deputy Town Clerk
Finance Assistant
County and District Councillor Hill, District Councillor Hunter.
1 member of the public

217/18 PUBLIC PARTICIPATION:

There was none.

218/18 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Kennedy, Leggett and Phillips.

219/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

There were none.

220/18 PLANNING APPLICATIONS:

a. 17/02350/1 – Edgely, Grange Bottom, Royston SG8 9UQ

Members raised no objection to this application.

b. 17/02269/1HH – 15 Beldam Avenue, Royston SG8 9UH

Members raised no objection to this application.

221/18 UPDATED LIST OF PLANNING DECISIONS:

There were no decisions to report since the last meeting.

Date of the next meeting 13th November 2017.

There being no further business the Chairman closed the meeting at 7.34 pm.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 23rd October 2017 at 7.35p.m.

PRESENT: Councillor Smith (in the Chair), Councillors Davidson, Davison, Dingley, Harrison and Swallow.

In attendance: Town Clerk, Deputy Town Clerk, Finance Assistant
County and District Councillor Hill and District Councillor Hunter
1 member of the public.

222/18 PUBLIC PARTICIPATION:

There was none.

223/18 APOLOGIES FOR ABSENCE:

Apologies were received from Councillors Hughes, Kennedy and Leggett.

224/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

225/18 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 25th September (minutes 183/18 to 193/18) were approved for signing by the Chairman.

226/18 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:

- i) The notes of the Royston Markets Advisory Sub-Committee meeting held on Wednesday 27th September 2017 were accepted into the workings of the Council.
- ii) The notes of the Royston Allotments and Gardens Association (RAGA) meeting held on Monday 9th October 2017 were accepted into the workings of the Council.
- iii) The notes of the May Fayre Working Party meeting held on Tuesday 19th September 2017 were accepted into the workings of the Council.
- iv) The minutes of the Museum Advisory Sub-Committee meeting held on Thursday 14th September 2017 (minutes 162/18 to 168/18) were accepted into the workings of the Council.

227/18 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the October 2017 accounts for payment in the sum of £61,656.56 and the internal account transfers for the month.

228/18 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- ii. Members received and noted the Bank Reconciliation for September 2017

- iv. Members received and noted the September 2017 Income & Expenditure report compared against the 2017-2018 budgets.

229/18 REFUND OF DONATION £25,000.00

Members **AGREED** that the donation of £25,000.00 will be refunded to the donator.

230/18 COMMUNITY TOILET SCHEME:

The Banyers, Wetherspoons, The Jolly Postie and Costa Coffee have all been approached to see whether they would take part in the community toilet scheme. The Jolly Postie have shown an interest in being a part of the scheme but would like to know what the financial remuneration would be. Other outlets would be chased to ascertain their interest in joining the scheme before financial remuneration was decided. It was **AGREED** that the Town Clerk would write to the outlets that hadn't yet responded and the scheme and financial reimbursement would be discussed at the next Finance Committee Meeting.

231/18 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

There were none.

The Chairman gave his congratulations to the Mayor on a successful Civic Reception that was held last Friday, all members agreed with this.

Date of next meeting 27th November 2017

There being no further business the Chairman closed the meeting at 8.00 pm.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **TOWN COUNCIL PROPERTIES SUB-COMMITTEE** held in Room 11, Town Hall, Royston on Monday 23rd October 2017 at 8.01 pm

PRESENT: Councillor Davison (in the Chair)
Councillors Davidson, Dingley Harrison, and Smith.

In attendance: Town Clerk, Deputy Town Clerk and Finance Assistant

232/18 APOLOGIES FOR ABSENCE:

Apologies were received from Councillor Leggett

233/18 DECLARATION OF INTEREST AND DISPENSATIONS:

There were none.

234/18 MINUTES:

The minutes of the meeting of the Town Council Properties Sub-Committee held on Monday 24 July 2017 (minutes 133/18 to 136/18) were approved as a correct record.

235/18 TOWN COUNCIL PROPERTIES UPDATE:

Town Hall – Still waiting for a second quote for a replacement window.

Annex offices – redecorating is now complete.

Cross Public Conveniences – The Service Agreement with NHDC has been terminated and ends on 1st April 2018 – the building will be handed back to NHDC from this date. It has been requested that proper signage is installed directing people to alternative toilets. Termination of The cleaning contract has also been terminated from 1st April 2018.

Market Hill Rooms – Ceiling repairs completed.

Stile Plantation – Further works required to remove dead trees, broken limbs, leaning trees due to excess weight, clear around street lights and pollard Ash over hanging car parking, plus removal of a large area of brambles completely taking over the top end of the woodland £3150.00. Debris to be chipped/piled within woodland.

Green Walk Plantation – Similar to Stile Plantation except ivy instead of brambles to be cleared £2200.00. Debris to be chipped/piled within woodland.

Members agreed that these works should be carried out as there are already the funds allocated in the budget

Royston Cave – Works to install a gas pipe to Kathrine's Barn, a building close to the Cave, has been halted because of concerns over damage to the carvings which could be caused by drilling the road surface. The Town Clerk employed professional advice and involved English Heritage regarding this. An alternative route to another main is now being looked for.

War Memorial – £1500.00 grant has been received from the War Memorial Trust towards the survey costs. This project will now be progressed further.

Date of next meeting: 18th December 2018

There being no further business the Chairman declared the meeting closed at 8.06 pm.

Signed: _____
Chairman

Date _____

MINUTES of the **ROYSTON TOWN COUNCIL** meeting held on Monday 6th November 2017 in Room 11, Town Hall, Royston at 7.30pm.

PRESENT: Councillor Swallow (Town Mayor) in the Chair
Councillors Davidson, Davison, Harrison, Hughes, Inwood, Leggett, Lewis, Phillips, Smith and Turner.

In attendance: Town Clerk, Deputy Town Clerk, Admin Assistant.
County Councillor and District Councillor Hill, District Councillors Green and Hunter, County Councillor Jarvis.

The Reverend Heidi Huntley led the meeting in Prayer.

Katy Garcia and Derrick Sweeney, Neighbourhood Watch Liaison Officers for North Herts and Stevenage attended the meeting and delivered an informative presentation on the role of Neighbourhood Watch in tackling crime within the local community. Members were invited to join the Hertfordshire Neighbourhood Watch scheme OWL which provides updates on local crimes and safety information either by telephone or email. (www.owl.co.uk)

236/18 PUBLIC PARTICIPATION:

There was none.

237/18 APOLOGIES FOR ABSENCE:

Apologies were received from Councillors Dingley, Kennedy and Whitford.

238/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

There were none.

239/18 TOWN MAYOR'S ANNOUNCEMENTS:

The Mayor reported that she had attended multiple local events throughout September and October including the Mayor's Charity Golf Day on 22nd September which successfully raised over £2000 for The Town Mayor's Community Trust Fund. On 23rd September she presented certificates to the winners of the Naturally Royston Photography Competition and in the evening attended the 90th Anniversary celebrations with her husband at Royston Bowls Club in their newly renovated premises.

Sunday October 1st was Silver Sunday, held at Royston Town Hall. The event was well attended and enjoyed by all. The Mayor thanked all who attended and the Town Council staff for producing the posters. Other events attended included Homestart Charity's AGM, presentation of prizes to the winners of the Pirates Competition held in the town centre, Churches Together Halloween event at Coombes Community Centre and a brilliant fireworks display at Roysia School.

The Mayor's Civic Reception was held on October 20th, she reported that it was a successful evening to remember. The Mayor thanked the Councillors who attended, Town Council staff for organising and Meridian Students for providing the music.

The Mayor also attended a lunch to commemorate 125 years of the NSPCC with Councillor Davidson. On 2nd November was the Town Clerk's retirement party, the

Mayor thanked her on behalf of members for her service and gave best wishes for the future on behalf of all Members.

Forthcoming events are to include a Charity concert and a quiz night.

240/18 MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Council held on Monday 18th September 2017 (minutes 169/18 to 182/18), subject to the amendment that The Reverend Theresa Musiwacho was ordained at St Albans Cathedral.

241/18 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN APPROVED AS A CORRECT RECORD:

It was **RESOLVED** that the following minutes be adopted into the workings of the council:

- (a) The meeting of the Finance Committee held on:
 - 25th September 2017 (minutes 183/18 to 193/18).
- (b) The meeting of the Planning Committee held on:
 - 11th September 2017 (minutes 156/18 to 161/18).

242/18 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE NOT ALREADY BEEN APPROVED AS A CORRECT RECORD:

It was **RESOLVED** to receive minutes of Committee meetings, which have not already been adopted as a correct record, into the workings of the Council.

- (a) The meeting of the Finance Committee held on:
 - 23rd October 2017 (minutes 222/18 to 231/18).
- (b) The meetings of the Planning Committee held on:
 - 9th October 2017 (minutes 210/18 to 216/18).
 - 23rd October 2017 (minutes 217/18 to 221/18).
- (c) The meeting of the General Purpose and Highways Committee held on:
 - 2nd October 2017 (minutes 194/18 to 209/18)

243/18 ROYSTON TOWN COUNCIL RESPONSIBLE FINANCIAL OFFICER:

Members **RESOLVED** to approve the appointment of Caroline Mills as the Responsible Financial Officer for Royston Town Council.

244/18 LEETE CHARITY CHANGE OF MANDATE:

Members **RESOLVED** to approve the removal of Susan Thornton-Björk and the addition of Caroline Mills as the incoming Town Clerk.

245/18 BUSINESS DEBIT CARD:

Members **RESOLVED** to authorise the use of the Debit Card being transferred to Caroline Mills only.

246/18 CONSULTATION ON PROPOSED CHANGES WITHIN ROYSTON SCHOOLS ACADEMY TRUST:

Members discussed the proposed changes within Royston Schools Academy Trust. Members supported the changes and felt it would be a positive move for education in

the town. However, concerns were raised about the impact of increased traffic in the Garden Walk Area and the lack of detail about sixth form provision in the future. Members **RESOLVED** that they should each complete the consultation questionnaire individually and submit their own responses.

247/18 SOCIAL MEDIA POLICIES:

Members **RESOLVED** to approve the Royston Town Council Social Media Policy and the Policy for use of Twitter and Facebook.

248/18 CLERK'S REPORT:

The Clerk reminded members of the following dates:

Remembrance Day 2017 - Short remembrance service at the War Memorial on 11th November 2017 followed by a short service in Priory Memorial Gardens and a Remembrance Day Parade on 12th November 2017.

The Clerk thanked all who attended her retirement party and the Members for their generous gifts. Councillor Davidson formally thanked Susan Thornton-Björk for her time in service and her contribution to Royston Town Council on behalf of all the Members.

249/18 COUNCILLORS' REPORTS ON TOWN COUNCIL ACTIVITIES AND AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Davidson reported on the success of Silver Sunday and thanked all Councillors and staff who helped support this event. She also proposed that due to the increased popularity of litter picking in the town that it would be useful for Royston Town Council to purchase their own supply of litter pickers and bags for groups to use in the community. This would be referred to the Finance Committee for approval.

Dates of the next meetings: 22nd January 2018 and 26th March 2018

There being no further business the Chairman closed the meeting at 8.32 p.m.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston at 7.30 pm on Monday 13th November 2017

PRESENT: Councillor Leggett (in the Chair)
Councillors Inwood, Kennedy, Phillips, Smith and Turner.

In attendance: Deputy Town Clerk
Councillor Dingley, County and District Councillor Hill, District Councillors Hunter and Green.
1 member of the public.

250/18 PUBLIC PARTICIPATION:

There was none.

251/18 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Davidson and Davison.

252/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

There were none.

253/18 MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the meetings of the Planning Committee held on:

- 9th October 2017 (minutes 210/18 to 216/18).
- 23rd October 2017 (minutes 217/18 to 221/18).

254/18 PLANNING APPLICATIONS:

- a. 17/02470/1- Land across verges at Royston Bypass, Royston.

Royston Town Council Members have **NO OBJECTION** to the principle of a new roundabout as access to the new estate. However, members strongly urge the District Council to push for the dualling of the carriageway of the A505 between the A10 and Newmarket Road Junctions as part of the works being undertaken. Members are concerned about highway safety on the single carriageway section of the A505. Members would like to see the following measures introduced in the interest of highway safety:

- Clear signage regarding the changes in the road from single carriageway to dual carriageway and vice versa in the other direction.
- Double white lines for the complete section of the A505 from the new roundabout to the A10.
- A speed limit of 50mph for the section of the A505 from the new roundabout to the A10.

- Construction of a joint footpath/cycle path on the West side of the A505 from the new roundabout to link into the existing footpath/cycle path that circles the Twigden estate.

b. 17/02482/1 - 2 Garden Lane, Royston SG8 9EH.

Members raised an **OBJECTION** to this application for the following reasons:

The application does not allow for adequate parking for the development which would also impact upon access issues in the area. Also it is an overdevelopment of the site with the proposed development protruding very close to the boundary with a neighbouring property causing overlooking and loss of privacy for existing residents.

c. 17/02418/1 - 28 Ermine Close, Royston SG8 5EE

Members raised an **OBJECTION** to this application for the following reasons:

The proposed development is out of proportion in relation to properties in the area, is overbearing to the south side and would be an overdevelopment of the site.

d. 17/02455/1 - 1 Morton Street, Royston SG8 7AZ

Members raised an **OBJECTION** to this application for the following reasons:

The application would be an overdevelopment of the site, it is not in keeping with the area and would impact negatively upon access in the area.

e. 17/02507/1 - 19 Mill Road, Royston SG8 7AE

Members raised an **OBJECTION** to this application for the following reasons:

The application would be an overdevelopment of the site. The site plan provided does not show other recently built properties at this location and is not a fair representation of the site.

f. 17/02352/1 - Tesco Stores Ltd, Old North Road, Royston SG8 5UA

Members raised an **OBJECTION** to this application for the following reason:

It will have a negative impact on the vitality of the Town Centre.

g. 17/02560/1HH - 14 Princes Court, Royston SG8 9FG

Members raised **NO OBJECTION** to this application.

h. 17/02562/1HH - 31 Melbourn Road, Royston SG8 7DE

Members raised **NO OBJECTION** to this application, providing that the development does not cause loss of sunlight to the neighbouring property.

i. 17/02567/1HH - 11 Valley Rise, Royston SG8 9EY

Members raised **NO OBJECTION** to this application.

j. 17/02565/1HH - 6 Brampton Road, Royston SG8 9TA

Members raised **NO OBJECTION** to this application.

k. 17/02645/1HH - 15 Lankester Road, Royston SG8 9DG

Members raised **NO OBJECTION** to this application.

255/18 UPDATED LIST OF PLANNING DECISIONS:

Members noted these.

Date of the next meeting 11th December 2017.

There being no further business the Chairman closed the meeting at 8.07pm.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 27th November 2017 at 7.30p.m.

PRESENT: Councillor Smith (in the Chair), Councillors Davidson, Davison, Dingley, Harrison, Kennedy, Leggett and Swallow.

In attendance: Town Clerk, Assistant Town Clerk
County and District Councillor Hill, County Councillor Jarvis and District Councillor Hunter

256/18 PUBLIC PARTICIPATION:

There was none.

257/18 APOLOGIES FOR ABSENCE:

Apologies were received from Councillor Hughes.

258/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

259/18 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 23rd October 2017 (minutes 222/18 to 231/18) were **APPROVED** for signing by the Chairman.

260/18 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:

- i) The notes of the Town Council Properties Sub-Committee meeting held on Monday 23rd October 2017 (minutes 232/18 to 235/18) were accepted into the workings of the Council.
- ii) The notes of the Markets Working Party meeting held on Wednesday 8th November 2017 were accepted into the workings of the Council.

261/18 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the November 2017 accounts for payment in the sum of £46,951.38 and the internal account transfers for the month.

262/18 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- i) Members received and noted the Bank Reconciliation for October 2017
- ii) Members received and noted the October 2017 Income & Expenditure report compared against the 2017-2018 budgets

263/18 WAR MEMORIAL WORKING PARTY:

It was **RESOLVED** that Councillors Davidson, Davison, Kennedy, Smith and Swallow be appointed to the War Memorial Working Party.

Terms of Reference:

The Working Party investigate and make recommendations to the Finance Committee on the restoration and weatherproofing of the War Memorial and ways to raise the funds for the works required.

264/18 GENERAL DATA PROTECTION REGULATION (GDPR):

The Town Clerk reported on the new General Data Protection Regulation (GDPR) which comes into force in May 2018. As a public authority, the Council must appoint a Data Protection Officer (DPO). The Clerk and Councillors cannot be the DPO due to the inherent conflict of interest.

Three possible solutions that the Council have to fulfil this requirement are:

- To train up an existing member of staff to be the Council's DPO
- To recruit a DPO
- To outsource the function to a third party

Members discussed the provision of a DPO and **RESOLVED** to authorise the payment of any costs in complying with the new legislation after all possible options have been fully considered.

265/18 LITTER PICKING EQUIPMENT:

Members **APPROVED** the purchase of additional litter picking equipment which will not exceed the cost of £75.00.

266/18 COMMUNITY TOILET SCHEME:

Two local establishments have agreed to be part of the Community Toilet Scheme. Members **RESOLVED** that the Town Clerk would negotiate the level of financial contribution to these establishments for providing community toilet facilities.

267/18 ANNUAL REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT CONTROLS:

It was **RESOLVED** that Councillors Davidson, Davison and Smith be appointed to the Working Party.

268/18 CHRISTMAS OPENING HOURS:

Members noted the Town Council and Museum opening hours over Christmas and New Year:

Town Council – Close at 4.30pm 22nd December 2017, re-open 9am 29th December 2017. Close 4.30pm 29th December 2017, re-open 9am 2nd January 2018.

Museum – Close at 5pm on 21st December 2017 and re-open 10am 3rd January 2018.

269/18 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

There were none.

270/18 EXCLUSION OF PRESS AND PUBLIC:

It was **RESOLVED** that in view of the confidential nature of the business about to be transacted, that, in the public interest, the public and press be excluded from the remainder of the meeting under the provision of the Public Bodies (Admission of Meetings) Act 1960.

271/18 STAFF MATTERS:

Members **RESOLVED** to agree to the appointment of a Relief Markets Officer to provide cover when the Markets Officer is on annual leave. Salary will be the same for the Relief Markets Officer as the Markets Officer.

Members **AGREED** that the Museum Curator's title would change to Museum Manager with immediate effect.

Date of next meeting 18th December 2017

There being no further business the Chairman closed the meeting at 8.10 pm.

Signed: _____
Chairman

Date _____

MINUTES of the Meeting of **THE GENERAL PURPOSE and HIGHWAYS COMMITTEE** held in Room 11, Town Hall, Royston on Monday 4th December 2017 at 7.30p.m.

PRESENT: Councillor Harrison (in the Chair)
Councillors Dingley, Inwood, Swallow and Turner.

In attendance: Town Clerk.
County and District Councillor Fiona Hill, District Councillors Jean Green and Tony Hunter.
Councillors Davison and Smith.
1 member of the public.

272/18 PUBLIC PARTICIPATION:

There was none.

273/18 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Hughes, Hulström, Lewis and Phillips.

274/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

275/18 MINUTES:

The minutes of the Meeting of the General Purpose and Highways Committee held on 20th September 2017 (minutes 194/18 to 209/18) were **APPROVED** for signature by the Chairman.

276/18 NATURALLY ROYSTON WORKING PARTY:

The notes of the Naturally Royston Working Party meetings held on 20th September 2017 and 31st October 2017 were received into the workings of the Council.

277/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS:

A report was read out by the Chairman on behalf of County Councillor Steve Jarvis. The County Council has decided to close the outdoor education facility at Cuffley Camp.

It seems possible that the 331 bus will be rerouted away from Green Drift and Tannery Drift from April when the contract is retendered regardless of the highways works in Kneesworth Street

Illuminated No-Entry signs have now been installed on the A505 between Royston and Slip End in an attempt to reduce the number of vehicles which turn along the wrong carriageway.

Consultation on the A507 weight limit and related proposals will not now take place until next financial year.

County Councillor Fiona Hill reported on the following:

- It was noted that the LTP4 consultation was on the Town Council's agenda and they were encouraged to respond to it.
- The 331 bus will hopefully be moving away from Green Drift and Tannery Drift. The proposal to narrow Kneesworth Street would need to go to consultation as businesses in Kneesworth Street could be affected by the narrowing and restrictions which would be implemented.
- The crossing in Baldock Street has now been installed and Councillor Hill is working on resolving issues such as the verge and getting halos around the bulbs.
- Discussions are taking place to see whether locality budgets can be used to keep play equipment in the two parks which are identified as having low use and are at risk of having the equipment removed.
- The A505 crossing project for cycles and pedestrians is progressing and funding is being sought from the LEP and other partnerships.
- Solar lights have been installed on the A505 and it has reduced the number of vehicles turning the wrong way onto the road.
- The consultation for the A507 weight limit and related proposals will now take place in the new financial year. Councillor Hill has weight limits for Royston already included on her Highways Locality Budget list if this work is not carried out as part of the larger A507 project. Councillor Hill is also trying to get the weight limit enforced that is already in place in Newmarket Road.
- A range of schemes are being costed at the moment to potentially be carried out under the locality budget scheme for next year:
Valley Rise, Poplar Close, Dacre Green, footpaths in Burns Road, Highlands, drainage in Newmarket Road, bollards in town where there are parking problems, more Speed Indicator Devices, Traffic Regulation Orders to control parking in John Street and Limekiln Road and a feasibility study for Burns Road by the Community Centre.
- Locality Budget schemes for this year have all been completed except the provision of signs for Coombes Community Centre.
- Final works to the High Street will be carried out in the new year.
- A response had been made to the RSAT schools consultation which included the comments made by the Town Council.

District Councillor Tony Hunter reported on the following:

- Very pleased that the solar panels above the signs on the A505 have reduced the number of vehicles turning the wrong way on the road. The project received funding in February 2016 and has taken a while to come to fruition but it is proving successful.
- Local plan is still continuing but taking longer than expected. Discussions on the Royston sites are expected to take place in February 2018.
- The parking review in Royston is continuing and has now been prioritised. Some areas have been highlighted for safety and double yellow lines may be used to ease the situation.
- The Area Committee put in a response to the RSAT schools consultation that was very similar to Royston Town Council's response. It is essential that the children of Royston get the best possible education. A recent development is that sixth form education will in the future mainly be provided in Baldock at

Knights Templar School and transport will be funded for the first two years of the arrangement.

- Anglian Water attended a recent Area Committee meeting regarding sewerage issues at the Ivy Farm development. Area Committee are writing to Anglian Water to get a formal response to the ongoing problems and they are also contacting the local MP Oliver Heald for his support for a change in the current legislation.

278/18 TOWN CENTRE WORKING PARTY:

As there were no members of the Town Council from the Town Centre Working Party present that attended the meeting, this issue was deferred to the next General Purpose and Highways committee meeting.

279/18 PROPOSED WAR MEMORIAL IN PRIORY MEMORIAL GARDENS:

Members were given a copy of a new drawing for the proposed memorial in Priory Memorial Gardens. Members **RESOLVED** that this design should be accepted for the memorial. Members requested that the Town Clerk liaises with the NHDC Service Manager Grounds to formalise the procedure for getting permission to install the monument. It was suggested that a suitable place would be near the flagpole with the monument facing east. Once permissions have been received, funding options will be researched.

280/18 HERTFORDSHIRE'S LOCAL TRANSPORT PLAN CONSULTATION 2017:

Members discussed some of the proposals in the draft local transport plan. Members **AGREED** that as the plan is lengthy and complex, a working party should be set up in conjunction with County and District Councillors to enable a joint response to be formulated to the plan. It was **RESOLVED** that Town Councillors Dingley, Harrison and Turner are appointed to the working party and County Councillor Hill and District Councillors Hunter and Green also indicated their willingness to be part of the working party. The Town Clerk will set up a working party meeting in January to enable a response to be submitted by the deadline of 23rd January 2018.

281/18 PROPOSED CHANGES TO BUS ROUTES 127 AND 128:

Members discussed the proposed changes and all thought that no changes should be made that would be detrimental to Royston. It was **RESOLVED** that Members should complete the questionnaire individually and return them to the Town Clerk who would return them to Cambridgeshire County Council.

282/18 OUTSIDE ORGANISATIONS:

There were no reports from Members as representatives of the Town Council on outside organisations.

Date of next meeting: 5th March 2018

There being no further business the Chairman closed the meeting at 8.20 pm

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held in Room 11, Town Hall, Royston at 7.30pm on Thursday 14th December 2017.

PRESENT: Town Councillors: F John Smith (Chairman) and Robert Inwood
Trustees of the Collection: Peter Franks, Martin Kaszak and Phil Smith
History Society Rep: Neville Chuck
Chairman of Friends of the Museum: Christine Baker
Town Council Officers: Caroline Mills (Town Clerk), Jenny Oxley (Museum Manager)

283/18 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Vera Swallow and Laura Whitford and Trustee Jenny Smith.

284/18 MINUTES:

The minutes of the meeting held on Thursday 14th September 2017 (minutes 162/18 to 168/18) were **APPROVED** for signing by the Chairman.

285/18 CURATORS REPORT: (copy report with minutes)

The curator updated members on details in her report.

- Visitor figures: There has been good attendance at recent family events, over 100 people attended the nursery rhyme singalong and over 300 people attended the Lego robots event. Figures are up on last year and are rising. At a recent SHARE Museums East conference that JO attended she was advised that 50% of Museums in Hertfordshire have under 10,000 visitors per annum. Royston Museum has around 7,000 visitors each year which is very pleasing given the statistics.
- Collection: The collections audit is still ongoing. It is hoped that it will be completed by the middle of next year.
- Exhibitions: The current Whydale exhibition is going very well and with all of the pictures out of storage and on the walls it has enabled the storage room to be cleared out and cleaned. The exhibition programme is fully booked for 2018.
- Grants and Projects: JO has received quotes for the digitisation of the Royston Crow newspapers. The total cost is over £60,000 which would be very difficult to fund. It looks possible that about £10,000 could be raised from grants for this project. A decision needs to be made as to which decades to digitise and get those completed initially. The earliest editions are cheaper as they are smaller but fewer people remember those times and the interest might not be as high. The 1970s/1980s would be a more popular period to digitise but the costs would be higher. Once digitisation has been done, the records will provide a search facility which makes research much easier and quicker.

Futures grant: JO has been successful in getting a £1,400 grant to help with the cost of a forward planning consultation. The consultation will take place on 17th January 2018 and anyone can attend. JO invited all Members of the Committee to attend and will also place an advert in the Listing to encourage as many stakeholders and visitors to attend and share their views. The event will take place from 10am to 3pm at the Museum.

- **Job Title Change:** JO reported that her job title had now changed to Museum Manager as it more accurately reflects her role at the Museum and it helps when she is fundraising. This has been agreed by RTC Members.
- **Key Plans for 2018:** Many events are planned for 2018 including a Civil War re-enactment event. JO will liaise with the Police regarding the use of gunpowder on site and will ensure all health and safety requirements are met. It is also the centenary of the end of WW1 and there will be numerous events in Oct/Nov to mark this event.

286/18 FINANCE REPORTS: (Copy with minutes)

- Members received and noted the year to date Income & Expenditure figures for the Museum.
- Members received and noted the year to date shop sales for the Museum. Sales figures were good and JO continues to secure a good level of income from education and events.
- Members received and noted the grants and funding received for the Museum. JO gave thanks to the Friends of the Museum for donating the funds to purchase a new freezer for the tapestry and also to the History Society for funding the new gallery lighting at the Museum.

287/18 CLOSURE OF THE MUSEUM FOR ONE DAY TO ENABLE THE MUSEUMS IN MOTION PROJECT – 24TH OCTOBER 2018:

JO reported that a dance and audio visual project will be taking place at the Museum next October. As projection and sound recording needs to be done, this isn't possible when the Museum is open to the Public and so it has been requested that the Museum is closed for one day on 24th October 2018 to enable the project to be completed. All committee members agreed with this.

288/18 UPDATE FROM FRIENDS OF MUSEUM:

Christine Baker reported that money has been donated from the Friends to purchase a replacement freezer for the Museum in which the tapestry will be stored once completed.

289/18 UPDATE FROM ROYSTON & DISTRICT LOCAL HISTORY SOCIETY:

Neville Chuck reported that The Royston and District Local History Society began its winter sessions in October when John Kershaw spoke about his childhood in wartime London. This was followed in November with an illustrated lecture by David Taylor on the Avro Lancaster. December's lecture was a sketch by Joan Munden as Nadine, an English Special Operations Executive Radio Operator serving in France.

290/18 ANY OTHER BUSINESS:

Martin Kaszak reported that the Trustees are reviewing their Trustee document and are looking to update it. The History Society are also reviewing and updating their constitution. It was agreed that on future agendas for this sub-committee that there would be an agenda item to receive an update from the Trustees of the Collection.

Martin also updated Members on the progress of the tapestry. The final scene had now been drawn and it would need to be reviewed and double checked prior to stitching. The completed tapestry would be exhibited for a day at the Town Hall before it was put into storage.

A discussion about the time of meetings was undertaken and it was decided that meetings should continue to commence at 7.30pm as it is in line with other Council meetings.

Date of next meeting: 8th March 2018

There being no further business to discuss the Chairman closed the meeting at 8.00pm

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 18th December 2017 at 7.30p.m.

PRESENT: Councillor Smith (in the Chair), Councillors Davidson, Davison, Dingley, Harrison, Hughes, Kennedy and Leggett.

In attendance: Town Clerk, Assistant Town Clerk
County & District Councillor Hill, District Councillor Green & Councillor Phillips

Members observed a minute's silence in memory of Town Councillor Rita Turner who had recently passed away.

291/18 PUBLIC PARTICIPATION:

There was none.

292/18 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Vera Swallow.

293/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

294/18 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 27th November 2017 (minutes 256/18 to 271/18) were **APPROVED** for signing by the Chairman.

295/18 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:

- i) The notes of the Royston Cave Trust Fund Committee meeting held on Tuesday 5th December 2017 were accepted into the workings of the Council.
- ii) The notes of the May Fayre Working Party meeting held on Tuesday 21st November 2017 were accepted into the workings of the Council.

296/18 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the December 2017 accounts for payment in the sum of £30,450.08 and the internal account transfers for the month.

297/18 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- i) Members received and noted the Bank Reconciliation for November 2017.
- ii) Members received and noted the November 2017 Income & Expenditure report compared against the 2017-2018 budgets.

298/18 DRAFT BUDGET 2018-2019:

Members discussed the proposed draft budget and **RESOLVED** to recommend to Full Council to accept the budget and agree the precept at a level where there would be no band D rise on the previous year.

299/18 HIRE CHARGES FOR ROOMS AND HALLS:

- a) Members discussed the proposed increase in room hire charges. Members **RESOLVED** that hire charges would be increased from 1st April 2018 (copy of new hire charges attached to minutes).
- b) Members discussed the introduction of a room hire cancellation clause in the terms and conditions of hire. Members **RESOLVED** that the following room hire cancellation clause would be implemented – “In the unfortunate circumstance that you have to cancel your room booking then please give a minimum of two weeks’ notice in writing. The notice will become effective on the date received by the Town Council. If less than two weeks’ notice is given then 50% of the charge of the booking will be incurred by the hirer”.

300/18 ALLOTMENT RENTS:

Members discussed the recommendation to increase allotment rents. Members **RESOLVED** that the allotment rents would be increased from 1st January 2019 to £11 per pole, £55 per full five pole plot and other smaller plots pro rata.

301/18 INTERNAL AUDIT REPORT:

Members received and noted the interim internal audit report 2017/2018.

The Members thanked the Council staff for their efforts involved in receiving a clean internal audit which shows that the council is following internal control proceedings.

302/18 COMMUNITY TOILET SCHEME:

Members received an update from the Town Clerk on the progress of the community toilet scheme.

Payments had been agreed with outlets that had agreed to be part of the scheme. The payments are based on the number of facilities at each establishment. Agreements would be drawn up for the Jolly Postie and Coach and Horses to sign. Stickers would be printed to go in the windows and a leaflet printed showing opening times and a location map.

303/18 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

There were none.

Date of next meeting 22nd January 2018

There being no further business the Chairman closed the meeting 7.51 pm. The Chairman wished everyone a Merry Christmas and a Happy New Year.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston at 7.30 pm on Monday 8th January 2018

PRESENT: Councillor Davidson (in the Chair)
Councillors Davison, Kennedy, Leggett, Phillips and Smith.

In attendance: Town Clerk
District Councillor Jean Green.
3 members of the public.

Members received a short presentation from Peter Wallace from Linden Homes on the proposed development of Land East of Garden Walk and north of Newmarket Road. The current application is for 83 homes on phase one of the development. After a previous Town Council query regarding the need for bus access to the site, Peter confirmed that he had spoken to District and County Councillors who had confirmed that this has to be provided. He would also look into a query that was raised regarding access to the site by construction traffic as it was suggested that this should only be from the A505. Revised plans are to be submitted and there will be minor changes to onsite parking and the design of some of the houses. The Chairman thanked Peter for his presentation.

304/18 PUBLIC PARTICIPATION:

There was none.

305/18 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Inwood.

306/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

There were none.

307/18 MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Planning Committee held on:

- 13th November 2017 (minutes 250/18 to 255/18).

308/18 PLANNING APPLICATIONS:

- a. 17/02627/1 - Land east of Garden Walk and north of Newmarket Road, Royston.

Royston Town Council Members raised **NO OBJECTION** to the application but members would like to see the footpath on the East side of the site extended around the whole perimeter of the site as part of the initial access works. Also, they would like a cycle path from the North East corner of the site to link up with the cycle path on the Twigden estate.

b. 17/02855/1HH - 45 Garden Walk, Royston SG8 7HT.

Members raised **NO OBJECTION** to this application.

c. 17/04027/FPH – 103 Melbourn Road, Royston SG8 7DG.

Members raised **NO OBJECTION** to this application.

d. 17/02480/1HH – 8 Beldam Avenue, Royston, SG8 9UL.

Members raised **NO OBJECTION** to this application.

e. 17/02847/1 – Fibre Tech Industries UK Ltd, Newark Close, Royston, SG8 5HL.

Members raised **NO OBJECTION** to this application.

f. 17/04094/FP – 1 Morton Street, Royston, SG8 7AZ.

Members raised an **OBJECTION** to this application and to any development on this site as it would constitute an overdevelopment of the site not in keeping with the area. The site does not lend itself to any development.

g. 17/04012/FPH – 26 The Shires, Royston, SG8 9HZ.

Members raised **NO OBJECTION** to this application.

h. 17/04180/FPH – 8 Ascot Road, Royston, SG8 9JD.

Members raised **NO OBJECTION** to this application.

i. 17/04188/FPH - 11 Cedar Crescent, Royston, SG8 5BP.

Members raised **NO OBJECTION** to this application.

j. 17/02261/1 – Greenfield Service Station, Baldock Road, SG8 9NN.

Members raised **NO OBJECTION** to this application but have safety concerns over the last few parking spaces as you exit the site onto the A505.

k. 17/04229/FP – 2 Baldock Street, Royston, SG8 5AY.

Members raised **NO OBJECTION** to this application.

l. 17/04263/FHP – 6 Royse Grove, Royston, SG8 9EP.

Members raised **NO OBJECTION** to this application.

309/18 UPDATED LIST OF PLANNING DECISIONS:

Members noted these.

Date of the next meeting 12th February 2018.

There being no further business the Chairman closed the meeting at 8.05pm.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 22nd January at 7.30p.m.

PRESENT: Councillor Smith (in the Chair), Councillors Davidson, Davison, Dingley, Harrison, Hughes, Kennedy, Leggett and Swallow.

In attendance: Town Clerk, Assistant Town Clerk
Councillors Inwood and Phillips
One member of the public

310/18 PUBLIC PARTICIPATION:

There was none.

311/18 APOLOGIES FOR ABSENCE:

There were none.

312/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

313/18 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 18th December 2017 (minutes 291/18 to 303/18) were **APPROVED** for signing by the Chairman.

314/18 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:

- i) The minutes of the Museum Advisory Sub-Committee meeting held on Thursday 14th December 2017 were accepted into the workings of the Council.
- ii) The notes of the Markets Advisory Sub-Committee meeting held on Wednesday 10th January 2018 were accepted into the workings of the Council.

315/18 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the January 2018 accounts for payment in the sum of £45,454.33 and the internal account transfers for the month.

316/18 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- iii) Members received and noted the Bank Reconciliation for December 2017.
- iv) Members received and noted the December 2017 Income & Expenditure report compared against the 2017-2018 budgets.

317/18 ROYSTON PICTURE PALACE:

Councillor Davison updated Members on the possible transfer of Royston Picture Palace from Royston First to Royston Town Council. A Working Party was formed

which consisted of Councillors Davison, Dingley, Kennedy and the Town Clerk to co-ordinate the transfer. Having worked on the details of a possible transfer, the Working Party are recommending that, due to various financial and operational concerns, the

Town Council should not proceed with the transfer at this time. The Working Party will continue to work hand-in-hand with Royston First to maintain this valuable asset on behalf of Royston.

318/18 REVISED DRAFT BUDGET 2018-2019:

Members discussed the proposed revised budget and **RESOLVED** to recommend to Full Council that the budget is approved and a net precept of £272,270 is requested. This would mean that there would be no increase in the Band D Precept charge and a total of £2,718 would be taken from reserves to balance the budget.

319/18 TOWN CRIER NEWSLETTER:

Cllr Smith declared an interest in this item and did not take part in the discussion or vote, Cllr Davison as Vice Chairman chaired the discussion on this item.

Members noted that Johnson Matthey would be donating £500 to the publication of the Town Crier newsletter for 2018-2019. The Listing would give help with the printing costs. Members **AGREED** that any shortfall in publication costs would be covered by Royston Town Council this year, and in the future, other sources of external funding would be sought. Cllr Kennedy congratulated the publication team on their continued hard work on the publication.

320/18 NATURALLY ROYSTON FRONT GARDENS COMPETITION 2018:

Members **APPROVED** the expenditure of £175.00 from reserves which will be used to give as prizes for the Naturally Royston Front Gardens Competition 2018.

321/18 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

There were none.

Date of next meeting 26th February 2018

There being no further business the Chairman closed the meeting 7.53 pm.

Signed: _____
Chairman

Date _____

MINUTES of the **ROYSTON TOWN COUNCIL** meeting held on Monday 22nd January 2018 in Room 11, Town Hall, Royston at 7.55pm.

PRESENT: Councillor Swallow (Town Mayor) in the Chair
Councillors Davidson, Davison, Dingley, Harrison, Hughes, Inwood, Kennedy, Leggett, Phillips and Smith.

In attendance: Town Clerk, Assistant Town Clerk.
One member of the public

The Reverend John Fidler led the meeting in Prayer.

The Mayor delivered a brief eulogy in memory of Rita Turner and then a minutes silence was observed.

322/18 PUBLIC PARTICIPATION:

There was none.

323/18 APOLOGIES FOR ABSENCE:

Apologies were received from Councillor Hulström.

324/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

There were none.

325/18 TOWN MAYOR'S ANNOUNCEMENTS:

The Mayor reported that she had attended multiple local events throughout November, December and January. In November she attended both Remembrance services at Royston War Memorial and an afternoon Remembrance service at the American Memorial, Basingbourn Barracks with Councillor Smith to commemorate the 75th anniversary of the arrival of the US Airforce. The Mayor also attended North Hertfordshire District Council Civic Service in Hitchin, a performance by Royston and District Choral Society and visited the 1st Royston Scouts. Together with Councillor Phillips she participated in a 'Ladies in Politics' quiz with the Girl Guides at Royston Methodist Church.

December events included a Christmas raffle at St John the Baptist Church, a celebration of 25 years at Coombes Community Centre, a MENCAP event at the Heath Sports Club, a Christmas raffle at Royston Market and the 30th Anniversary celebration of Royston Photographic Society. She also presented awards at Meridian's 'A' level and GCSE presentation evening and over the Christmas period visited the residents of St George's Nursing Home, Richard Cox House and Mary Barfield House. In January she attended an Art exhibition at Curwens Solicitors which is still currently running.

326/18 MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Council held on Monday 6th November 2017 (minutes 236/18 to 249/18).

327/18 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN APPROVED AS A CORRECT RECORD:

It was **RESOLVED** that the following minutes be adopted into the workings of the council:

- (a) The meetings of the Finance Committee held on:
 - 27th November 2017 (minutes 256/18 to 271/18).
 - 18th December 2017 (minutes 291/18 to 303/18).
- (b) The meeting of the Planning Committee held on:
 - 13th November 2017 (minutes 250/18 to 255/18).

328/18 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE NOT ALREADY BEEN APPROVED AS A CORRECT RECORD:

It was **RESOLVED** to receive minutes of Committee meetings, which have not already been adopted as a correct record, into the workings of the Council.

- (a) The meeting of the GP and Highways Committee held on:
 - 4th December 2017 (minutes 272/18 to 282/18).
- (b) The meeting of the Planning Committee held on:
 - 8th January 2018 (minutes 304/18 to 309/18).

329/18 EMPLOYEE HANDBOOK:

Members **RESOLVED** that the Employee Handbook Policy be adopted into the workings of the Council.

330/18 BUDGET AND PRECEPT APPROVAL:

The recommended net precept demand for 2018-2019 is £272,270. Due to the increase in the number of new properties built over the last year in the town, the proposed expenditure would be covered by keeping the council tax at the same level for Band D properties as 2017-2018 and taking £2,718 from reserves to cover the balance required.

Members **RESOLVED** to accept the recommendation from Finance Committee and approved the proposed budget and precept for 2018-2019.

331/18 ACTION PLAN:

Members thought that the concept of an action plan was an excellent idea which helped to focus on the aims and objectives of the Council. Members **AGREED** that this would be a working document for Councillors to discuss and contribute to at a future meeting and it should be adopted by the new Council after the May elections.

Councillor Davison left the meeting at 8.20pm.

332/18 MEMBERS REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT CONTROLS:

It was **RESOLVED** to:

- Approve the Members review of the Effectiveness of the Internal Audit Controls report (copy with minutes).
- Agree the level of Fidelity Guarantee Insurance cover at £500,000 for the year 2018-2019.
- Approve the Royston Town Council Annual Review of the Effectiveness of the System of Internal Control Report (copy with minutes).
- Approve the Risk Management document and accept it into the workings of the Council (copy with minutes).

333/18 GENERAL DATA PROTECTION REGULATIONS:

Members **RESOLVED** that the recommendations in the report had been acknowledged and would be implemented.

334/18 CLERK'S REPORT:

The Clerk informed Members of the following dates:

Saturday 27th January 2018 – Holocaust Day – A short service will be held in Priory Memorial Gardens at 11am and all Members are welcome to attend.

Friday 16th March 2018 – Mayor's Quiz night – Members were encouraged to attend in support of the Mayor's Charity.

335/18 COUNCILLORS' REPORTS ON TOWN COUNCIL ACTIVITIES AND AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Davidson reported that Naturally Royston will be producing another calendar this year filled with local children's photographs. The theme will be Hidden Treasures of Royston and will include a trail to seek out the items to be photographed. There will be a prize of Picture Palace cinema tickets.

Date of next meeting: 30th April 2018

There being no further business, the Mayor closed the meeting at 8.25pm.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston at 7.30 pm on Monday 12th February 2018.

PRESENT: Councillor Davidson (in the Chair)
Councillors Hulström, Inwood, Kennedy, Leggett, Phillips, Smith and Whitford.

In attendance: Town Clerk
County and District Councillor Fiona Hill and District Councillor Tony Hunter.
27 members of the public.

336/18 PUBLIC PARTICIPATION:

Mike Cummins addressed the meeting on behalf of members of the public who have concerns regarding the absence of a physical barrier between Garden Walk and the development of Land East of Garden Walk and North of Newmarket Road (application reference 17/02627/1). He emphasised the importance of preventing people using the access route intended for emergency vehicles as a shortcut and the negative impact that lack of proper enforcement would have on traffic and safety in Garden Walk and the surrounding areas. The Chairman thanked Mr Cummins for his participation.

Councillor Hulström arrived at the meeting at 7.40pm.

337/18 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Davison.

338/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

There were none.

339/18 MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Planning Committee held on:

- 8th January 2018 (minutes 304/18 to 309/18).

340/18 PLANNING APPLICATIONS:

- a. 17/02847/1 – Fibre Tech Industries UK Ltd, Newark Close, Royston, Hertfordshire, SG8 5HL.

Members raised **NO OBJECTION** to this application.

- b. 17/02627/1 – Land East of Garden Walk and North of Newmarket Road, Garden Walk, Royston-Reserved Matters.

Members raised **NO OBJECTION** to this application provided that there is an enforced deterrent at the Garden Walk emergency and bus access only entrance to the site, that this

access is closed until the first occupants are on the site to prevent it being used by construction traffic and no construction traffic is to park in side roads or on grass verges.

- c. 17/04357/FP – Safeline Avs Ltd, Royston Business Park, Greenfield, Royston, Hertfordshire, SG8 5HN.

Members raised **NO OBJECTION** to this application but it would be preferred if the District Council would look for a new access into the site from the A505 bypass.

- d. 17/04418/FP – Roysia House, John Street, Royston, Hertfordshire, SG8 9JH.

Members raised **NO OBJECTION** to this application.

- e. 17/04325/FP - Land adjacent to 26 Morton Street, Royston, Hertfordshire

Members raised an **OBJECTION** to this application as it would be an overdevelopment of the site.

- f. 17/04295/FP - Mulberry House, Sun Hill, Royston, Hertfordshire, SG8 9AU.

Members raised **NO OBJECTION** to this application.

- g. 17/04442/FP – St Mary’s Catholic Primary School, Melbourn Road, Royston, Hertfordshire, SG8 7DB.

Members raised **NO OBJECTION** to this application, subject to the lighting being directed so that it only covers the car park and the usage of timers so that the light up times can be regulated.

- h. 17/04234/FPH – 5 Lower Gower Road, Royston, Hertfordshire, SG8 5EA.

Members raised **NO OBJECTION** to this application.

- i. 17/04211/FPH – 2 Downlands, Royston, Hertfordshire, SG8 5BY.

Members raised **NO OBJECTION** to this application.

- j. 17/04282/FPH – 57 King James Way, Royston, Hertfordshire, SG8 7EF

Members raised **NO OBJECTION** provided that the walls of the structure are not filled in.

- k. 17/04293/FPH – 8 Victoria Crescent, Royston, Hertfordshire, SG8 7AX.

Members raised **NO OBJECTION** to this application.

l. 17/04327/FPH – 2 Prince Andrews Close, Royston, Hertfordshire, SG8 9DZ.

Members raised **NO OBJECTION** to this application.

m. 17/04201/FPH – 5 Heath Avenue, Royston, Hertfordshire, SG8 9DB.

Members raised **NO OBJECTION** to this application.

n. 17/04391/FPH – 32 Field Crescent, Royston, Hertfordshire, SG8 7JZ.

Members raised **NO OBJECTION** to this application.

o. 17/04450/FPH – 11 The Fleet, Royston, Hertfordshire, SG8 5BB.

Members raised **NO OBJECTION** to this application.

p. 17/04441/FPH – 18 Palace Gardens, Royston, Hertfordshire, SG8 5AD.

Members raised **NO OBJECTION** to this application.

q. 18/00096/FPH- 28 Coombelands, Royston, Hertfordshire, SG8 7DW.

Members raised **NO OBJECTION** to this application.

r. 17/04432/FPH – 8 Lingfield Road, Royston, Hertfordshire, SG8 9JB.

Members raised an **OBJECTION** to this application as it is an overdevelopment of the site with spacing issues caused by the first floor side extension over the garage.

s. 17/04243/FPH - 15 Ermine Close, Royston, Hertfordshire, SG8 5EE.

Members raised **NO OBJECTION** to this application.

t. 18/00110/FPH – 20 Garden Walk, Royston, Hertfordshire, SG8 7HT.

Members raised **NO OBJECTION** to this application.

u. 18/00186/FPH – Sun Hill Cottage, 3 Sun Hill, Royston, Hertfordshire, SG8 9AU.

Members raised **NO OBJECTION** to this application.

v. 18/00170/FPH – 20 Gower Road, Royston, Hertfordshire, SG8 5DU.

Members raised **NO OBJECTION** to this application.

w. 17/04283/FP – 7a Lower King Street, Royston, Hertfordshire.

Members raised **NO OBJECTION** to this application.

x. 18/00302/FPH – 20 Newman Avenue, Royston, Hertfordshire, SG8 7LE.

Members raised **NO OBJECTION** to this application.

341/18 CAMBRIDGE LOCAL PLAN AND THE SOUTH CAMBRIDGESHIRE LOCAL

PLAN:

Members **RESOLVED** to respond to the consultation by expressing their concerns about the vast increase in road and railway traffic which are likely due to proposed Government policy.

342/18 UPDATED LIST OF PLANNING DECISIONS:

Members noted these.

Date of the next meeting 12th March 2018.

There being no further business the Chairman closed the meeting at 8.40pm.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 26th February 2018 at 7.30p.m.

PRESENT: Councillor Smith (in the Chair), Councillors Davidson, Davison, Dingley, Harrison, Hughes, Kennedy and Leggett.

In attendance: Town Clerk
District Councillor Hunter and County Councillor Jarvis.

343/18 PUBLIC PARTICIPATION:

There was none.

344/18 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Swallow.

345/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

346/18 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 22nd January 2018 (minutes 310/18 to 321/18) were **APPROVED** for signing by the Chairman.

Councillors Dingley and Leggett arrived at the meeting at 7.34pm.

347/18 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the February 2018 accounts for payment in the sum of £33,652.53 and the internal account transfers for the month.

348/18 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- v) Members received and noted the Bank Reconciliation for January 2018.
- vi) Members received and noted the January 2018 Income & Expenditure report compared against the 2017-2018 budgets.

Councillor Davison arrived at the meeting at 7.38pm.

349/18 GREEN WALK AND STILE PLANTATIONS:

Members were advised of emergency tree works that were required at Green Walk and Stile Plantations. They included the removal of a large beech tree that was leaning over a house in Towne Road. The tree surgeon is concerned that the tree may fall and would cause substantial damage to the house, footway and any passers-by. Other works required were more minor but included hanging branches which if they fell could injure members of the public. Members **RESOLVED** that the tree

works should be carried out as a matter of urgency and authorised the payment of £2,970 plus VAT for the work from reserves.

350/18 ROYSTON WAR MEMORIAL:

Members were updated on the progress of the repairs and refurbishment of the War Memorial. Professional advice has been sought and it is intended to apply for listed building consent to have parts of the two name panels replaced, the remaining names recut and re-lettered, new stone labels inserted above the panels to prevent future erosion and the insertion of two ramps at the memorial to provide better access for all. Members **APPROVED** expenditure from reserves for any costs associated with applying for listed building consent and securing tenders for the work over and above the already earmarked funds. Grant funding and donations will be sought for the actual works to the Memorial in due course although this cannot be done until all consents are in place.

351/18 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

There were none.

Date of next meeting 26th March 2018

There being no further business the Chairman closed the meeting at 7.50 pm.

Signed: _____
Chairman

Date _____

MINUTES of the Meeting of **THE GENERAL PURPOSE and HIGHWAYS COMMITTEE** held in Room 11, Town Hall, Royston on Monday 5th March 2018 at 7.30p.m.

PRESENT: Councillor Harrison (in the Chair)
Councillors Dingley, Hughes, Inwood, Phillips and Swallow.

In attendance: Town Clerk.
County and District Councillor Fiona Hill, District Councillors Jean Green and Tony Hunter.
Town Councillors Davidson and Smith.
1 member of the public.

352/18 PUBLIC PARTICIPATION:

There was none.

353/18 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Lewis.

354/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

355/18 MINUTES:

The minutes of the Meeting of the General Purpose and Highways Committee held on 4th December 2017 (minutes 272/18 to 282/18) were **APPROVED** for signature by the Chairman.

356/18 NATURALLY ROYSTON WORKING PARTY:

The notes of the Naturally Royston Working Party meetings held on 28th November 2017, 9th January 2018 and 13th February 2018 were received into the workings of the Council.

357/18 REPORTS FROM COUNTY AND DISTRICT COUNCILLORS:

County Councillor Fiona Hill reported on the following:

- The budget was set at the last Full Council meeting with minimal impact upon frontline services. Money has been ring-fenced for adult social care which remains the highest expenditure for the County Council.
- The main works have now been completed on Royston High Street. Contractors came off site to facilitate utilities works but did come back before the bad weather to do further works including Upper King Street. They are due to return to complete outstanding works over the Easter weekend, weather permitting.
- The PCC process of the bid for the Police and Crime Commission to take over the Fire Service continues. County Council has objected as it was not convinced by the business plan and it is felt that the current system works well.

- A Waste Consultation is currently being undertaken and the Town Council are encouraged to respond.
- The project for the A507 weight limit has moved forward. The road is dangerous and safety improvements are needed but Councillor Hill has concerns for the potential impact upon Royston and the surrounding villages. Locality Budget schemes for weight limits on Melbourn Street, Baldock Street and Baldock Road are currently on hold, pending data collection and recommendations. There will be a consultation later in the year and Councillor Hill encouraged the Town Council to respond.
- Crossings are due to be installed imminently in York Way and a safety assessment is being carried out on the Baldock Street crossing to ascertain whether additional signage is required for the crossing.
- Police are carrying out speed checks on various roads in Royston. The speed indicator devices seem to be working well and can be moved to different locations around the town.
- All the priority roads around the town were gritted regularly during the recent cold spell.
- The schools merger process is still going ahead following the consultation. Approval is needed before moving further forward and a new head teacher has been appointed from September 2018.
- There is a libraries consultation that is currently being carried out.

A report was read out by the Chairman on behalf of County Councillor Steve Jarvis.

The works to be funded from the 2018/19 Highways Locality budget will include the resurfacing of Downlands, the reconstruction of a section of pavement in Green Drift and the installation of a speed indicator device in Baldock Road. This will have two “socket” locations in which the sign can be installed, one near Ivy Lane and one near Tannery Drift.

Further investigations are to be conducted on the feasibility of a 7.5 tonne weight limit on the A507 and the impact this might have elsewhere. Initial predictions showed that some traffic would be diverted via the A505 and A10, so it would be important to ensure that this was prevented from using Baldock Road, Baldock Street and Melbourn Street. Detailed proposals are likely to be available towards the end of the year.

Proposals for safety improvements on the A505 between Royston and Baldock are expected to be public in late March or early April.

District Councillor Tony Hunter reported on the following:

- The joint Waste Contract has been finalised, it is anticipated that the new service will be greatly improved as the new contractor uses more technology.
- It is evident that in future, the District Council will need to continue to find ways to meet the shortfalls from Central Government with regard to funding services.

- Pleased to report that the treasure found in Kelshall in 2015 has been purchased by North Hertfordshire Museum and is going on display this month. The treasure dates from 200AD.

358/18 TOWN CENTRE WORKING PARTY:

The notes of the Town Centre Working Party meetings held on 1st November 2017 and 21st February 2018 were received into the workings of the Council.

359/18 STREET ENTERTAINMENT AND BUSKING IN ROYSTON TOWN CENTRE:

Members were given a report from North Herts District Council which concluded that NHDC do not consider busking to be a problem in Royston.

After a discussion on the subject, Members **RESOLVED** that the Committee acknowledges that there is a problem with busking in Royston, particularly with the use of amplification equipment. They suggest that a designated busking area is researched which could perhaps be located near to the Cross. The matter would be referred to Tony Hunter, Chair of the Royston and District Area Committee for help in progressing this matter.

Councillor Hunter agreed to investigate the matter and report back to the General Purpose and Highways Committee in the future.

360/18 NEW TRAFFIC REGULATION ORDER-LOWER KING STREET ROYSTON:

Members **NOTED** the HCC proposals to implement a new replacement One Way Traffic Order for Lower King Street, Royston. There would be no change to the direction of travel or length of road affected.

361/18 REVOCATION BYELAW 1/2018:

Members **NOTED** details of the byelaws revoked by North Hertfordshire District Council on 17th February 2018.

362/18 HERTFORDSHIRE WASTE LOCAL PLAN:

Members **RESOLVED** to form a working party to formulate a response to the Hertfordshire County Council Waste Local Plan Initial Consultation. Town Councillors Dingley, Harrison and Phillips, County and District Councillor Fiona Hill and District Councillor Tony Hunter agreed to serve on the working party. The Town Clerk would arrange a date for the meeting.

363/18 OUTSIDE ORGANISATIONS:

There were no reports from Members as representatives of the Town Council on outside organisations.

Date of next meeting: TBA

This being the last committee meeting before the elections, the Chairman thanked all Members and the Town Clerk for their hard work on the committee over the last four years. He also thanked the County and District Councillors for their regular attendance at committee meetings to support the Town Council.

There being no further business the Chairman closed the meeting at 8.10 pm

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held in Room 11, Town Hall, Royston at 7.30pm on Thursday 8th March 2018.

PRESENT: Town Councillors: F John Smith (Chairman), Vera Swallow and Marguerite Phillips.
Trustees of the Collection: Jenny Smith and Phil Smith.
History Society Rep: Neville Chuck.
Chairman of Friends of the Museum: Christine Baker.
Town Council Officers: Caroline Mills (Town Clerk), Jenny Oxley (Museum Manager).

364/18 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Trustees Peter Franks and Martin Kaszak.

365/18 MINUTES:

The minutes of the meeting held on Thursday 14th December 2017 (minutes 283/18 to 290/18) were **APPROVED** for signing by the Chairman.

366/18 MUSEUM MANAGER'S REPORT: (copy report with minutes)

The Museum Manager updated members on details in her report.

- Consultation. The consultation was held on 17th January 2018. JO has written up the outputs and analysed the responses. There were about 150 responses, with a third coming from non-users of the Museum who have never visited before. The information from the consultation has been included in the Forward Plan.
- Forward Plan. The plan is very detailed. It reviews areas that were in the previous plan and it looks at how things have moved on since then. It shows that there has been a large increase in visitor figures since 2010. A SWOT analysis has been done and the aims and objectives have been revised. The main aim is to be the centre of the community in Royston.
- Action Plan. This is a lengthy document because there are many aspects that the Museum does – enquiries, tapestry, outreach etc. JO was advised that the previous plan wasn't strategic enough and has addressed this within the new plan. This makes sure that the Museum is meeting all of its objectives. A stronger strategic direction is needed as Museums are more of a business nowadays and look to generate income. JO gave all Members copies of the forward plan and the action plan and has asked them to provide feedback at the next Museum Advisory Sub Committee meeting (copies with minutes).
- Museum wish list. JO has produced a Museum wish list which includes short, medium and long term projects. This will help to formulate a plan for funding requests from the Friends of the Museum, Royston and District Local History Society and other grant bodies.
- Community Involvement. JO also provided a list of the organisations in the community that they currently work with. She has identified that the local business market has not yet been tapped in to and plans to work on that in the future. JO would like to spend more time on fundraising in the future.

- Collection: The collections audit is still ongoing. There are only twenty boxes left in the store to audit plus one box of photos. Over half of the items on display have now been catalogued.
- Footfall. JO was particularly pleased that over 100 people attended during the February half term. This has started off the season on a very good note.
- Whydale. The Whydale picture that was damaged has now been restored and is back on the wall.
- Volunteers. Since the closure of the Royston Volunteer Centre, it has been more difficult to get volunteers at the Museum. The nearest independent volunteer centre is at Broxbourne but contact with them has not produced any volunteers. JO would like to become a member of the North Herts Volunteer Centre in Letchworth. Membership costs £50 per annum. Benefits would include cheaper training and volunteer referrals. The Chairman suggested that JO research this and report back to Members at the next meeting.
- British Legion. The British Legion has contacted the Museum to ask for their participation in an event to mark the centenary of the end of World War 1. They wish to hang panels on the War Memorial (at no detriment to the Memorial) honoring the fallen from the war. The Chairman advised that this could be possible depending on how long the proposed renovation of the War Memorial takes.
- Staff. JO said that a handyman was desperately needed to do maintenance work at the Museum. She also reported that the Museum needs more staff as there is increased admin work to do because of all of the events that they are putting on.
- Discover Royston. JO asked if anybody knew whether the “Discover Royston” project was progressing. TC said that she would ask the Town Manager.

367/18 FINANCE REPORTS: (Copies with minutes)

- Members received and noted the year to date Income & Expenditure figures for the Museum.
- Members received and noted the year to date shop sales for the Museum.
- Members received and noted the grants and funding received for the Museum. The Chairman gave thanks to the organisations that regularly supported the Museum.

368/18 UPDATE FROM FRIENDS OF MUSEUM:

Christine Baker reported that the Friends are currently planning some fundraising events. They will have a stall at the May Fayre and have other events planned for June and September.

369/18 UPDATE FROM ROYSTON & DISTRICT LOCAL HISTORY SOCIETY:

Neville Chuck reported that The Royston and District Local History Society in January had an illustrated lecture by Duncan Mackay, the great grandson of the founder of Mackays Cambridge. The February meeting was interesting when Richard Dance talked about Viking words in our current vocabulary. March’s illustrated lecture was by Terry Ward who dealt with the changing scenes and the infrastructure on stations from Cambridge to Liverpool Street.

370/18 UPDATE FROM THE TRUSTEES OF THE COLLECTION:

The Trustees are planning to meet up in the next week or so to review their Trust Deed document to bring it up to date. This is part of ongoing work that the History Society is

also undertaking to review their Constitution document. Once completed, the Town Council will be provided with a copy for information.

From a relationship point of view, there is unlikely to be any major changes affecting the ownership of the collection which will remain with the Trustees.

371/18 ANY OTHER BUSINESS:

The Chairman reported that Councillor Sarah Dingley was trying to arrange a carnival or a Festival of the Cave which would take place in 2019. She has contacted many local organisations to drum up support for the event. The initial meeting regarding the event was to be held on 18th April 2018 at 10.30am in Room 11 at the Town Hall. Members were all invited to attend the event.

Date of next meeting: TBA once the next Civic year meetings diary has been agreed.

There being no further business to discuss the Chairman closed the meeting at 8.10pm

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston at 7.30 pm on Monday 12th March 2018.

PRESENT: Councillor Davidson (in the Chair)
Councillors Davison, Inwood, Kennedy, Phillips and Smith.

In attendance: Town Clerk
County and District Councillor Fiona Hill and District Councillor Tony Hunter.
3 members of the public.
1 member of the press.

372/18 PUBLIC PARTICIPATION:

There was none.

373/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Leggett.

374/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

There were none.

375/18 MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Planning Committee held on:

- 12th February 2018 (minutes 336/18 to 342/18).

376/18 PLANNING APPLICATIONS:

- a) 18/00359/RM – Land East of Garden Walk and North of Newmarket Road, Garden Walk, Royston, Hertfordshire.

Members raised **NO OBJECTION** to this application.

- b) 17/04419/FP – Land South of 1A Lower Gower Road, Royston, Hertfordshire, SG8 5EA.

Members raised an **OBJECTION** to this application as there would be access problems on the site.

- c) 18/00242/FP – Royston BMX Track, Burns Road, Royston, Hertfordshire.

Members raised **NO OBJECTION** to this application.

- d) 18/00275/FP - Heavy Goods Vehicle Test Station, Orchard Road, Royston, Hertfordshire, SG8 5HA .

Cllr Smith declared an interest in this item and did not take part in the discussion or vote.

Members raised **NO OBJECTION** to this application.

e) 18/00255/FPH – 32 Victoria Crescent, Royston, Hertfordshire, SG8 7AX.

Members raised **NO OBJECTION** to this application.

f) 18/00229/FPH – 21 Pipit Close, Royston, Hertfordshire, SG8 7XY.

Members raised an **OBJECTION** to this application as it is an overdevelopment of the site.

g) 18/00343/FPH – 132 Redwing Rise, Royston, Hertfordshire, SG8 7XE.

This application has been **DEFERRED** to the next meeting as there are no documents available on the website. This has been reported to the planning officer.

h) 18/00348/FPH – 25 Heron Way, Royston, Hertfordshire, SG8 7XH.

Members raised **NO OBJECTION** to this application.

i) 18/00397/FPH – 19 Earls Hill Gardens, Royston, Hertfordshire, SG8 9DA.

Members raised **NO OBJECTION** to this application.

j) 18/00421/FPH - 8 Newmarket Road, Royston, Hertfordshire, SG8 7DY.

Members raised **NO OBJECTION** to this application.

k) 18/00428/FPH – 4 Betony Vale, Royston, Hertfordshire, SG8 9TS.

Members raised **NO OBJECTION** to this application.

l) 18/00325/FPH – 2 Wordsworth Close, Royston, Hertfordshire, SG8 5TG.

Members raised **NO OBJECTION** to this application.

m) 18/00362/FPH – 109 Mill Road, Royston, Hertfordshire, SG8 7AJ.

Members raised **NO OBJECTION** to this application.

n) 18/00463/FPH – 4 Priory Close, Royston, Hertfordshire, SG8 7DU.

Members raised **NO OBJECTION** to this application.

o) 18/00478/FPH – 54 Beldam Avenue, Royston, Hertfordshire, SG8 9UW.

Members raised **NO OBJECTION** to this application.

377/18 PLANNING APPEAL:-

Members noted that the following appeal had been submitted –
APP/X1925/D/18/3195140 - 17 Masefield Way, Royston, SG8 5UU.

378/18 UPDATED LIST OF PLANNING DECISIONS:

Members noted these.

Date of the next meeting 9th April 2018.

There being no further business the Chairman closed the meeting at 8.00pm.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 26th March 2018 at 7.30p.m.

PRESENT: Councillor Smith (in the Chair), Councillors Davidson, Davison, Dingley, Hughes, Kennedy, Leggett and Swallow.

In attendance: Town Clerk
County and District Councillor Hill and District Councillor Green.
2 members of the public.

379/18 PUBLIC PARTICIPATION:

There was none.

380/18 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Harrison and Lewis.

381/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

382/18 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 26th February 2018 (minutes 343/18 to 351/18) were **APPROVED** for signing by the Chairman.

383/18 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:

- a) The notes of the May Fayre Working Party meeting held on Tuesday 6th March 2018 were accepted into the workings of the Council.
- b) The notes of the Cave Trust Fund Committee meeting held on Tuesday 6th March 2018 were accepted into the workings of the Council.
- c) The minutes of the Museum Advisory Sub-Committee meeting held on Thursday 8th March 2018 (minutes 364/18 to 371/18) were accepted into the workings of the Council.

384/18 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the March 2018 accounts for payment in the sum of £36,534.63 and the internal account transfers for the month.

385/18 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- a) Members received and noted the Bank Reconciliation for February 2018.
- b) Members received and noted the February 2018 Income & Expenditure report compared against the 2017-2018 budgets.

386/18 GENERAL DATA PROTECTION REGULATION:

The Town Clerk updated members on the introduction of the General Data Protection Regulations which commence on 25th May 2018. Research has been carried out to find a provider that will advise the Council on becoming compliant with the new legislation and provide an ongoing Data Protection Officer Service for the Council. The Local Council Public Advisory Service would provide a one off data audit and one year's DPO service for £1,350. This would provide all forms, policies, would monitor ongoing compliance, provide a helpline and cover the legal obligation of appointing a DPO.

Members **RESOLVED** that the Local Council Public Advisory Service be contracted for these services for the period of one year with a review to take place before re-appointment.

387/18 ROYSTON TOWN GUIDE 2018-2019:

Members discussed which image should be used on the front cover of the Town Guide 2018-2019. Members **RESOLVED** that it should be a picture of the Royston War Memorial as it is the centenary anniversary of the end of World War 1. Wording similar to "1918 – 2018 We Will Never Forget Them" should be used. The Town Clerk will source an image.

388/18 EXCLUSION OF PRESS AND PUBLIC:

It was **RESOLVED** that in view of the confidential nature of the business about to be transacted, that, in the public interest, the public and press be excluded from the remainder of the meeting under the provision of the Public Bodies (Admission of Meetings) Act 1960.

389/18 STAFF MATTERS:

Members were advised that the part-time Administration Officer had resigned from her post. Recruitment was currently being carried out and a replacement would be appointed as soon as possible.

390/18 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

There were none.

Date of next meeting 23rd April 2018

There being no further business the Chairman closed the meeting at 7.49 pm.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **TOWN COUNCIL PROPERTIES SUB-COMMITTEE** held in Room 11, Town Hall, Royston on Monday 26th March 2018 at 7.52 pm

PRESENT: Councillor Davison (in the Chair)
Councillors Davidson, Dingley, Leggett and Smith.

In attendance: Town Clerk

391/18 APOLOGIES FOR ABSENCE:

Apologies were received from Councillor Harrison.

392/18 DECLARATION OF INTEREST AND DISPENSATIONS:

There were none.

393/18 MINUTES:

The minutes of the meeting of the Town Council Properties Sub-Committee held on Monday 23rd October 2017 (minutes 232/18 to 235/18) were approved as a correct record and were signed by the Chairman.

394/18 TOWN COUNCIL PROPERTIES UPDATE:

Town Hall:

The Town Clerk checked with the planning department at NHDC and planning permission is not required to replace the Town Hall window at the top of the stairwell. A quote has been received from the same people that replaced the other windows when the Town Hall was refurbished. A UPVC window to match the others will cost £565. The work has been budgeted for and will take place in the next financial year.

Stile and Green Walk Plantations:

Recent works authorised by the Finance Committee have all been completed which included the removal of the large beech tree that was leaning towards a house in Towne Road.

General maintenance is ongoing. Our maintenance contractor has reported that there has been an increase in people's garden waste that has been fly tipped in the plantations. This may increase further due to the brown bin charge being implemented in May. He feels that this will be an ongoing problem with the ultimate result being that Royston Town Council will be responsible for the clear up costs.

Members decided that it should be investigated whether notices regarding fly tipping should be displayed at the plantations.

Members also agreed that they should visit both plantations in the near future.

The Cross Public Conveniences:

The toilets will close on 31st March 2018 and the community toilet scheme will start from 1st April 2018. Leaflets and stickers have been designed and organised by the Town Clerk and Assistant Town Clerk. The stickers will be displayed in the participating outlets and leaflets will be on display in the Town Hall Offices, the Information Centre, the Museum and the Cave and on the Town Council's website.

Members asked for a temporary notice to be put on the toilets advising that they are now closed and alternative facilities are available at the Jolly Postie and Coach and Horses and public toilets are available at Fish Hill.

Members have also requested that NHDC are asked what their intention is for the toilets and whether they will be knocked down.

War Memorial:

An application has been submitted to get Listed Building consent for repair and renovation works at the Memorial. The works will include the installation of ramps to improve access and the addition of stone labels to protect the name panels. The project has also gone out to tender which is being organised by Jeremy Lander of Freeland Rees Roberts Architects.

Cave:

The Cave has been awarded grant funding of £2,400 to allow Tobit Curteis to investigate the continued problem of water ingress into the Cave. Once the investigation is completed and a solution proposed, funding will need to be sought for the project.

There are now three deputies who can cover for the Cave Manager when he is on holiday. This will ensure continuity of service when he is away. The Cave Manager has handed in his resignation to take effect from 30th September 2018. The next Cave Trust Fund meeting is due to take place on 5th June 2018 when this matter will be discussed further.

Date of next meeting: TBA

There being no further business the Chairman declared the meeting closed at 8.06 pm.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **PLANNING COMMITTEE** held in the Heritage Hall, Town Hall, Royston at 7.30pm on Monday 9th April 2018.

PRESENT: Councillor Davidson (in the Chair)
Councillors Davison, Inwood, Kennedy, Phillips and Smith.

In attendance: Town Clerk
Administrative Assistant
County and District Councillor Fiona Hill, County Councillor Steve Jarvis and District Councillor Tony Hunter.
25 members of the public.

395/18 PUBLIC PARTICIPATION:

A resident spoke about application 18/00747/OP, Land Opposite Heath Farm, Briary Lane, Royston. The resident objected to the application on numerous points. They included groundwater risk, highways and access issues, ecology of the site, visual and landscape impacts and additional issues including the impact on the current infrastructure and services of Royston.

A resident spoke on application 18/00587/OP, Land East of Briary Lane and South of Sun Hill, Royston. The resident objected to the renewal of the planning permission. He thought that the application should be rejected until the Planning Inspectorate had made a decision regarding deregistration of the land.

396/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Leggett.

397/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

There were none.

398/18 MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Planning Committee held on:

- 12th March 2018 (minutes 372/18 to 378/18).

399/18 PLANNING APPLICATIONS:

a) 18/00747/OP – Land Opposite Heath Farm, Briary Lane, Royston, Hertfordshire.

Members raised an **OBJECTION** to this application for the following reasons:

- The land is outside both existing and proposed development boundaries.
- Achieving a suitable access is a major issue in addition to developing an acceptable scheme with the topography as well as the potential impact on Therfield Heath SSSI and the proximity to Therfield Heath.

- The pinch point in the access road is in the wrong location and would cause access problems.
- Lack of connection between the site and adjoining land uses for pedestrians. The site is a considerable distance from the station and town centre.
- Existing landscape, character and value and visual sensitivity.
- Visual impact of any form of development on the site.
- The gradient of the slope is of concern and is a danger to users.
- The application is incorrect stating that the access will be off Briary Lane when it will in fact be off Wicker Hall.

b) 18/00587/OP – Land East of Briary Lane and South of Sun Hill, Sun Hill, Royston, Hertfordshire.

Members raised **NO OBJECTION** to this application.

c) 18/00492/FP – Land At 11 To 17, Mill Road, Royston, Hertfordshire.

Members raised an **OBJECTION** to this application for the following reasons:

- It is an overdevelopment of the site.
- There are traffic problems in the area.
- There is insufficient parking on site.
- Overlooking and overshadowing of neighbouring properties.
- Access issues.
- The decision must take into account the results of the Traffic Management Survey requested by County and District Councillor Fiona Hill.

d) 18/00729/FP – Mantles Group Ltd, York Way, Royston, Hertfordshire, SG8 5HJ.

Members raised **NO OBJECTION** to this application.

e) 18/00606/FP – Former Taxi Office, Barkway Street, Royston, Hertfordshire, SG8 9EE.

Members raised **NO OBJECTION** to this application provided that ventilation from the outlet does not affect surrounding residences.

f) 18/00609/FP – Public Conveniences, Barkway Street, Royston, Hertfordshire.

Members raised **NO OBJECTION** to this application provided that ventilation from the outlet does not affect surrounding residences.

g) 18/00529/FP – 28 Ermine Close, Royston, Hertfordshire, SG8 5EE.

Members **OBJECTED** to this application as it will be an overdevelopment of the site.

h) 18/00687/FP – 7-9 High Street, Royston, Hertfordshire, SG8 9YY.

Members raised **NO OBJECTION** to this application.

i) 18/00623/FPH – 155 Green Drift, Royston, Hertfordshire, SG8 5BL.

Members raised **NO OBJECTION** to this application.

j) 18/00592/FPH – 10 The Green, Royston, Hertfordshire, SG8 7AD.

Members raised **NO OBJECTION** to this application.

k) 18/00699/S73 – 1 Priory Close, Royston, Hertfordshire, SG8 7DU.

Members **OBJECTED** to this application as the car parking changes will make car parking tighter and cars will reverse on to Priory Close which is dangerous.

l) 18/00656/FPH – 4 Poplar Close, Royston, Hertfordshire, SG8 7EZ.

Members raised **NO OBJECTION** to this application but as the site is located near a primary school, deliveries should not be allowed during school opening and closing times.

Cllr Davison arrived at the meeting at 8.18pm.

m) 18/00662/FP – Johnson Matthey Plc, Royston, Hertfordshire, SG8 5HE.

Cllr Smith declared an interest in this item and did not take part in the discussion or vote.

Members raised **NO OBJECTION** to this application.

n) 17/02836/1LB – Sun Hill Cottage, 3 Sun Hill, Royston, Hertfordshire, SG8 9AU.

Members raised **NO OBJECTION** to this application.

o) 18/00764/FPH – 132 Redwing Rise, Royston, Hertfordshire, SG8 7XE.

Members raised **NO OBJECTION** to this application.

p) 18/00835/FPH – 8 Cartwright Road, Royston, Hertfordshire, SG8 9ET.

Members raised **NO OBJECTION** to this application.

q) 18/00718/FPH – 7 Priory Lane, Royston, Hertfordshire, SG8 9DU.

Members raised **NO OBJECTION** to this application.

400/18 REPORT ON PLANNING DECISION MADE BY THE CHAIRMAN AND VICE-CHAIRMAN:

a) 17/04432/FPH – 8 Lingfield Road, Royston, Hertfordshire, SG8 9JB.

NO OBJECTION was made on behalf of Royston Town Council with regard to this application due to the timescale required for a decision to be made and that the issue raised in the previous planning application for this site had been addressed.

401/18 UPDATED LIST OF PLANNING DECISIONS:

Members noted these.

Dates of the next meetings are 14th and 21st May 2018.

There being no further business the Chairman closed the meeting at 8.22pm.

Signed: _____
Chairman

Date _____

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 23rd April 2018 at 7.30p.m.

PRESENT: Councillor Smith (in the Chair), Councillors Davidson, Dingley, Harrison, Kennedy, Leggett and Swallow.

In attendance: Town Clerk
Town Councillor Phillips
County and District Councillor Hill.

402/18 PUBLIC PARTICIPATION:

There was none.

403/18 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Davison, Hughes and Lewis.

404/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

405/18 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 26th March 2018 (minutes 379/18 to 390/18) were **APPROVED** for signing by the Chairman.

406/18 MINUTES OF SUB-COMMITTEES AND WORKING PARTY MEETINGS:

The minutes of the Town Council Properties Sub-Committee meeting held on Monday 26th March 2018 (minutes 391/18 to 394/18) were accepted into the workings of the Council.

407/18 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the April 2018 accounts for payment in the sum of £47,800.25 and the internal account transfers for the month.

408/18 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- a) Members received and noted the Bank Reconciliation for March 2018.
- b) Members noted that the Year End Income & Expenditure report compared against the 2017-2018 budgets would be received at the May Finance Committee meeting.

409/18 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

There were none.

410/18 EXCLUSION OF PRESS AND PUBLIC:

It was **RESOLVED** that in view of the confidential nature of the business about to be transacted, that, in the public interest, the public and press be excluded from the remainder of the meeting under the provision of the Public Bodies (Admission of Meetings) Act 1960.

411/18 STAFF MATTERS:

Members were advised that the Markets Officer had had his contract terminated after completion of disciplinary procedures. As an interim measure, one of the market traders is performing the basic duties of putting up stalls, collecting rents and health and safety checks. A markets advisory meeting will be held when the new council is formed to discuss a way forward for the market and all possible options will be investigated.

The new part time Administration Officer and Mayor's Secretary is starting on Monday 30th April 2018. Members **APPROVED** the salary of point 15 of salary scale (15-17) pro rata for 25 hours per week.

The Relief caretaker has resigned as he has taken a job as an IT consultant. He worked only a few hours each month and a review will be taken by the HR sub-committee to investigate whether a replacement needs to be recruited.

Members **RESOLVED** to agree the proposed salary scales for staff for 2018-2019. These would be backdated to 1st April 2018.

Councillor Dingley arrived at the meeting at 7.40pm.

412/18 ROYSTON WAR MEMORIAL:

Members discussed the tenders for the repairs, renovations and alterations to the War Memorial. Members **RESOLVED** to recommend to Full Council that the tender from Cambridge Stonecraft Ltd should be accepted.

Date of next meeting 14th May 2018

There being no further business the Chairman closed the meeting at 7.48 pm.

Signed: _____
Chairman

Date _____

MINUTES of the **ROYSTON TOWN COUNCIL** meeting held on Monday 30th April 2018 in Room 11, Town Hall, Royston at 7.30pm.

PRESENT: Councillor Swallow (Town Mayor) in the Chair
Councillors Davidson, Davison, Dingley, Harrison, Kennedy, Leggett, Phillips and Smith.

In attendance: Town Clerk.
County Councillor and District Councillor Hill, District Councillor Hunter and County Councillor Jarvis.

The Reverend Theresa Musiwacho led the meeting in Prayer.

413/18 PUBLIC PARTICIPATION:

There was none.

414/18 APOLOGIES FOR ABSENCE:

Apologies were received from Councillor Hughes and Councillor Inwood.

415/18 DECLARATIONS OF INTEREST AND DISPENSATIONS:

There were none.

416/18 TOWN MAYOR'S ANNOUNCEMENTS:

The Mayor reported that she had attended various local events over recent months. In January photographs were taken of the establishments taking part in the new Community Toilet Scheme and the Mayor thanked the businesses that were involved in the project. Also in January a Holocaust Memorial Day was held in the Priory Memorial Gardens.

During February the Mayor and her consort attended the Civic Reception for the NHDC Chairman Alan Millard. Other events she attended this month included Creative Royston's AGM, the Rotary Club Technology Tournament for schools, the Mayor's Civic Service at St John the Baptist Parish Church and a Podcast evening at Royston Rugby Club.

March was another busy month, with the Hertfordshire Schools Gala at The Royal Albert Hall, The Rotary Club of Royston 'Youth Makes Music' at the University of Cambridge and the Civic Reception for the East Herts Chairman at Hanbury Manor in Ware. There was also the Annual Town Meeting on 22nd March, the Guides Easter Fayre and the Easter Bunny Trail.

In April the Mayor attended the Photographic Society Exhibition in the Museum and will be attending the May Fayre and the Methodist Church concert in May.

417/18 MINUTES:

It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on 22nd January 2018 (minutes 322/18 to 335/18).

418/18 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN APPROVED AS A CORRECT RECORD:

It was **RESOLVED** that the following minutes be adopted into the workings of the council:

- (a) The meetings of the Finance Committee held on:
- 22nd January 2018 (minutes 310/18 to 321/18)
 - 26th February 2018 (minutes 343/18 to 351/18)
 - 26th March 2018 (minutes 379/18 to 390/18)
- (b) The meetings of the Planning Committee held on:
- 12th February 2018 (minutes 336/18 to 342/18)
 - 12th March 2018 (minutes 372/18 to 378/18)

419/18 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE NOT ALREADY BEEN APPROVED AS A CORRECT RECORD:

It was **RESOLVED** to receive minutes of Committee meetings, which have not already been adopted as a correct record, into the workings of the Council.

- (a) The meeting of the General Purpose and Highways Committee held on:
- 5th March 2018 (Minutes 352/18 to 363/18)
- Members discussed the lights on the new crossing in Baldock Street opposite the Fire Station and **RESOLVED** to minute that action needs to be taken to improve the safety of the level crossing and make the lights more visible.
- (b) The meeting of the Planning Committee held on:
- 9th April 2018 (Minutes 395/18 to 401/18)
- (c) The meeting of the Finance Committee held on:
- 23rd April 2018 (Minutes 402/18 to 412/18)

420/18 ROYSTON WAR MEMORIAL:

Members **RESOLVED** to accept the recommendation from the Finance Committee regarding the acceptance of the tender from Cambridge Stonecraft Ltd for the works to be undertaken at the War Memorial. The project should now be progressed.

421/18 POLICY ON PROTOCOL FOR MEMBER/OFFICER RELATIONS:

Members **RESOLVED** to adopt the policy on Protocol for Member/Officer Relations into the workings of the Council.

422/18 EQUAL OPPORTUNITIES POLICY AND PROCEDURES:

Members **RESOLVED** to adopt the Equal Opportunities Policy and Procedures into the workings of the Council.

423/18 TRAINING AND DEVELOPMENT POLICY FOR STAFF AND COUNCILLORS:

Members **RESOLVED** to adopt the Training and Development Policy for Staff and Councillors into the workings of the Council.

424/18 CLERK'S REPORT:

The Clerk reported that the May Fayre would be taking place on Monday 7th May 2018 and invited all Members to attend and enjoy the day with their families. She also thanked those Members that had volunteered to help on the day.

Members were advised that a number of Council policies were currently being redrafted and would be presented to Council for adoption in due course.

This being the last meeting before the elections, the Town Clerk thanked Members for their support since taking over in the role in December 2017. Those Members that weren't standing for election again were wished a 'happy retirement' and those Members that were standing were wished good luck.

In response, the Mayor thanked the Town Clerk for everything that she had done for the Council and this was supported by all Members.

425/18 COUNCILLORS' REPORTS ON TOWN COUNCIL ACTIVITIES AND AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Davidson reported that there are currently two competitions being run by Naturally Royston, a Front Garden competition with cash prizes and a Children's Calendar competition. She reminded Members to nominate gardens for the garden competition and encourage children to take part in the calendar competition as there was a prize of four free Royston Picture Palace tickets on offer.

The Mayor reported that Royston and District History Society's annual outing is to Felbrigg Hall on 2nd June 2018 and places were still available. Their AGM is to be held on 10th May at the Bull Hotel followed by a talk and refreshments.

The Mayor thanked all Members for their service throughout the year and closed the meeting at 8.06pm.

Date of next meeting: 14th May 2018

Signed: _____
Chairman

Date _____