

ROYSTON TOWN COUNCIL

MINUTES of the **ANNUAL GENERAL MEETING** of Royston Town Council held in the Heritage Hall, Town Hall, Royston on Monday, 18th May 2015 at 7.30pm.

PRESENT: Councillor Hulström-Allen (Town Mayor) in the Chair
Councillors, Baker, Burt, Davidson, Dingley, Harrison, Hughes,
Inwood, Lewis, Smith, Swallow & Turner
Town Clerk
Administration Assistant
9 Members of the Public

The Reverend Heidi Huntley led the meeting in Prayer.

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. She stated that during her period in office £2,390.46 had been raised which will be equally divided between her charity, Royston & District Girl Guides, and the Mayor's Community Trust Fund. She went on to praise the number of fantastic voluntary organisations and groups operating within the Town. Finally she thanked the Town Hall staff – especially her Mayoral Secretary Alison Bass and the Town Clerk Susan Thornton-Björk, her fellow councillors and her Mayoral consort, Daniel Hulström-Allen for his support. She then presented bouquets of flowers to the Mayoral Secretary and the Town Clerk and wished everyone well for the future.

01/16 TO ELECT A TOWN MAYOR FOR THE ENSUING YEAR:

It was **RESOLVED** that Councillor Ben Lewis be appointed Town Mayor for the year 2015/2016.

The current Mayor, Councillor Hulström-Allen, presented Councillor Lewis with the Chain of Office.

02/16 TO RECEIVE THE TOWN MAYOR'S ACCEPTANCE OF OFFICE:

The Town Mayor then read out and signed his 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 he was proud to be the next Town Mayor and promised he would do his best for Royston. His charity would be Homestart, which he indicated was very close to his heart. His wife, Lauren would be Mayoress 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 Hulström-Allen as Mayor of Royston from 2014-2015.
- b) That the Council is very mindful that Councillor Hulström-Allen has during the period fulfilled the duties of Town Mayor and has worked to further the interest 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 Hulström-Allen.

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It was then **RESOLVED** that the Council places on record their sincere appreciation of the service rendered to the Town by Mr Daniel Hulström-Allen in support of the Town Mayor from 2014 to 2015.

03/16 APPOINTMENT OF DEPUTY TOWN MAYOR FOR THE ENSUING YEAR:

It was **RESOLVED** that Councillor Dingley be appointed Deputy Mayor.

04/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Davison, Kennedy & McGlynn.

05/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

06/16 MINUTES of LAST COUNCIL MEETING:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Council held on 23rd March 2015 (minutes 285/15 to 296/15).

07/16 STANDING ORDERS:

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

08/16 APPOINTMENT OF INTERNAL AUDITOR:

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

09/16 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.

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- (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.

10/16 TO APPOINT COMMITTEES FOR THE ENSUING YEAR:

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

Councillor Smith (Chairman)
Councillor Davison (Vice-Chairman)
Councillor Baker
Councillor Burt
Councillor Davidson
Councillor Harrison
Councillor Hughes
Councillor Hulström-Allen
Councillor Kennedy
Councillor Lewis

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

Councillor Davidson (Chairman)
Councillor Davison (Vice-Chairman)
Councillor Hulström-Allen
Councillor Dingley
Councillor Inwood
Councillor Kennedy
Councillor McGlynn
Councillor Smith
Councillor Swallow
Councillor Turner

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

Councillor Harrison (Chairman)
Councillor Burt (Vice-Chairman)
Councillor Baker
Councillor Dingley
Councillor Inwood
Councillor Hughes
Councillor Lewis
Councillor McGlynn

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Councillor Swallow
Councillor Turner

11/16 FINANCIAL REGULATIONS:

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

12/16 AGENCY AGREEMENTS:

The Town Clerk read out the current Agency Agreements with North Herts District Council:

- Compliance contract for Town Hall, Market Hill Rooms and the Museum.
- Contract re: operation and management of the Cross Public Conveniences.

The Town Clerk also stated that the Town Council's agreement with North Herts District Council with regards the Museum terminates on 31 July 2015. Members duly noted this.

13/16 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 McGlynn
Royston Community Transport	-	Councillor Kennedy
Royston Coombes Community Association	-	Mr Graham Palmer
Royston Day Centre	-	Councillor Smith
Royston & District Chamber of Commerce	-	Councillor Davison
Royston & District Local History Society	-	Councillor Swallow
Royston & District Scouts Council	-	Councillor Lewis
Royston & District Sports Council	-	Councillor Hulström-Allen
Royston & District Twinning Association	-	Councillor Lewis (President) Councillor McGlynn Councillor Hughes
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 Dingley
Royston First Cinema Working Party	-	Councillor Davison
Royston Youth Network	-	Councillor Davidson

14/16 ASSET REGISTER:

Members noted the Town Council's asset register and the schedule of Deeds and Instruments held, which are as follows:-

- (i) Town Hall
- (ii) 30 Kneesworth Street

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

Counterpart Lease

- (i) 30 Kneesworth Street

15/16 COMPLAINTS POLICY:

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

16/16 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.

17/16 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.

18/16 SCHEDULE OF MEETINGS FOR 2015-2016:

It was **RESOLVED** the Schedule of Meetings for 2015-2016 be adopted into the workings of the Town Council.

19/16 DATE OF NEXT MEETING:

The Town Mayor then announced that the next meeting of the Town Council would be held on Monday 29th June 2015 and closed the meeting at 7.52 pm.

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MINUTES of the meeting of the **FINANCE COMMITTEE** held in The Heritage Hall, Town Hall, Royston at 7.53 pm on Monday, 18th May 2015.

PRESENT: Councillor Lewis (Town Mayor in the Chair)
Councillors, Baker, Burt, Davidson, Harrison, Hughes,
Hulström-Allen & Smith.
Town Clerk
Administration Assistant
13 Members of the Public

20/16 APPOINTMENT OF CHAIRMAN:

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

Councillor Smith took the Chair.

21/16 APPOINTMENT OF VICE CHAIRMAN:

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

22/16 APOLOGIES FOR ABSENCE:

Apologies were received from Councillors Davison & Kennedy.

23/16 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.

24/16 SIGNATORIES FOR CHEQUES:

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

25/16 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, Baker as Vice Chairman, and Councillors Burt, Davison, Inwood & Swallow 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.

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26/16 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 Burt, Davidson, Harrison & Hulström-Allen.

27/16 LEETE CHARITY TRUST FUND COMMITTEE

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

Councillor Lewis as Chairman and Councillors Davidson, Harrison & Smith.

28/16 CAVE TRUST FUND COMMITTEE

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

Councillor Lewis (as Mayor and ex-officio), Town Clerk (as ex-officio), Councillors Davidson & Davison.

29/16 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, McGlynn, Swallow & Turner

30/16 MARKETS ADVISORY SUB COMMITTEE:

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

Councillors Baker, Davidson & Davison

31/16 HUMAN RESOURCES WORKING PARTY:

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

Councillors Burt, Davidson & Smith

32/16 CEMETERY WORKING PARTY:

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

Councillors Burt, Davison & Smith

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33/16 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 Lewis as Town Mayor
Councillor Dingley as Deputy Town Mayor
Councillor Smith as Leader
Councillor Davison as Deputy Leader
Councillor Hulström-Allen as Former Mayor
Susan Thornton-Bjork as Town Clerk

34/16 ANNUAL SUBSCRIPTIONS:

It was **RESOLVED** that the following Annual Subscriptions for 2015-2016 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
SAFEcic – DSB checks and training and funding
The National Allotment Society
Avalon Software (Booking system)
Vision ICT (Website)
Association of Independent Museums

35/16 DIRECT DEBIT AND STANDING ORDER PAYMENTS:

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

Affinity Water	Supply	dd	Half Yearly
Barclays Bank	Salaries	BACS	Monthly
Barclays Bank	Payroll 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
SmartStamp	Stamps	d/d	As required
Veolia	Refuse	d/d	Monthly
Waitrose Ltd	Internet-Services – Museum	d/d	Monthly

The date of the next meeting will be Monday 8th June 2015.

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

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MINUTES of the meeting of the **GENERAL PURPOSE & HIGHWAYS COMMITTEE** held in The Heritage Hall, Town Hall, Royston at 8.01 pm on Monday, 18th May 2015.

PRESENT: Councillor Lewis (Town Mayor) in the Chair.
Councillors, Baker, Burt, Dingley, Harrison, Hughes,
Inwood, Swallow & Turner
Town Clerk
Administration Assistant
12 Members of the Public

36/16 APPOINTMENT OF CHAIRMAN:

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

Councillor Harrison took the Chair.

37/16 APPOINTMENT OF VICE CHAIRMAN:

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

38/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor McGlynn.

39/16 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.

40/16 ROYSTON IN BLOOM WORKING PARTY:

It was **RESOLVED** that Councillors Baker, Burt, Davidson & Turner be appointed to the Royston in Bloom Working Party and that Members note the following.

Terms of Reference:

The Working Party investigate and provide reports and recommendations to the General Purpose and Highways Committee regarding the improvement of the town through flower displays and co-operation with other bodies in encouraging horticultural and flower shows and competitions.

There being no further business the Chairman informed Members that the next meeting of the Committee would be held on 6th July 2015 and closed the meeting at 8.02 pm.

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MINUTES of the meeting of the **PLANNING COMMITTEE** held in The Heritage Hall, Town Hall, Royston at 8.03 pm on Monday, 18th May 2015.

PRESENT: Councillor Lewis (Town Mayor in the Chair)
Councillors, Davidson, Dingley, Hulström-Allen, Inwood, Smith, Swallow & Turner
Town Clerk
Administration Assistant
13 Members of the Public

41/16 APPOINTMENT OF CHAIRMAN:

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

Councillor Davidson took the Chair.

42/16 APOINTMENT OF VICE CHAIRMAN:

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

43/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Davison, Kennedy & McGlynn.

44/16 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.

45/16 DATE OF NEXT MEETING:

The Date of the next meeting is scheduled for 15th June 2015.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston at 7.30 pm on Monday, 8th June 2015

PRESENT: Councillor Smith (in the Chair)
Councillors Baker, Burt, Davidson, Davison, Harrison, Hughes & Kennedy
Town Clerk
Administration Assistant
1 Member of the Public

46/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Hulström-Allen & Lewis.

47/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

48/16 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 27th April 2015 (minutes 330/15 to 336/15) were approved for signature by the Chairman.

49/16 MINUTES OF SUB-COMMITTEES & WORKING PARTIES:

The minutes of the meeting of the Museum Advisory Sub-Committee held on Thursday 16th April 2015 (minutes 314/15 to 321/15) were received into the workings of the Council.

The minutes of the meeting of the Market Advisory Sub-Committee held on Thursday 16th April 2015 were received into the workings of the Council.

50/16 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the accounts for May 2015 in the sum of £41,338.97 for payment.

51/16 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- i) Members noted the Bank Reconciliation for the year ended 31st March 2015.
- ii) Members noted the Bank Reconciliation for April 2015.
- iii) Members noted the Income & Expenditure for the year ended 31st March 2015. Councillor Kennedy raised a query with regards the budget surplus and the general fund reserves. Councillor Davison explained that the budget was carefully drawn up and agreed based on the best information available at that time and that unforeseen circumstances made it imperative that reserves are maintained. The Town Clerk advised that the advice of the external Auditors is to maintain general (i.e. un-earmarked) revenue reserves of between 3 to 12 months gross expenditure. It was agreed that at the next Finance Committee meeting a breakdown of the reserves will be provided.

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iv) Members noted the Income & Expenditure for April 2015.

52/16 FIDELITY GUARANTEE INSURANCE:

The Town Clerk sought Members' views as to whether to increase the Fidelity Insurance guarantee level of cover from £500,000 to £1,000,000 which would result in an increase in premium of £77.43. After discussion Members **RESOLVED** to note the option is available but to maintain the present level of cover at £500,000.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **TOWN COUNCIL PROPERTIES SUB-COMMITTEE** held in Room 11, Town Hall, Royston on Monday 8th June 2015 at 8.01 p.m.

PRESENT: Councillor Davison (in the Chair)
Councillors Burt, Davidson, Harrison & Smith
Councillors Baker & Kennedy
Town Clerk
Administration Assistant

53/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Hulström-Allen.

54/16 MINUTES:

The minutes of the meeting of the Town Council Properties Sub-Committee held on Monday, 26th January 2015 (minutes 255/15 to 257/15) were approved as a correct record.

55/16 TOWN COUNCIL PROPERTIES:

Market Hill Rooms

The Town Clerk reported that the Boiler replaced in February 2015 is working okay at the present time and explained that the new pipes need boxing in at a cost of £148.00. Members agreed that this work was needed.

The Town Clerk also reported that a second person has sustained a fall on the step outside the toilets and it was recommended that the step be lowered so that there is no trip hazard. At the present time The Town Clerk was still awaiting confirmation of the cost of this work. Members agreed to the work being carried out.

Town Hall

The Town Clerk reported that new Boilers have recently been installed - although further work is required to replace the water tank which is located in the Town Hall, until then the boiler have to be turned off. The remedial costs involved are being obtained and will be apportioned between NHDC and Royston Town Council.

The Town Clerk also advised that there has been a change in the Air Conditioning Contractors due to a restructuring of the previous contractors. This has resulted in a reduction of our servicing costs. Members also discussed over-heating problems in parts of the Cinema which is being investigated and may be solved by additional air vents being installed. Finally the Town Clerk reported that the Heritage Hall is in the process of being re-painted and further work is required on the wall leading from the Annex into the Town Hall at a cost of £312.00. Members agreed this work needs to be done.

Green Street Allotments

The Town Clerk reported that the ring fenced balance stood at £3252.23 as at the end of March 2015. The water supply on the Allotments needs to be reviewed. RAGA have been consulted and will be putting forward their observations/suggestions in due course which will be discussed at the next meeting with them on 16 September 2015.

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Stile and Green Walk Plantations

Residents in Turpins Ride have requested that 2 sycamore trees be thinned or removed. The costs of this will be £480.00 for the first tree and £310 for the second tree. The Town Clerk sought permission for this expenditure. Members granted approval of this work to be done.

Councillor Davidson reported that there is still a lot of tidying-up work to be carried out in the Plantations – with a considerable number of fallen branches on the ground and ivy growing on most trees. Councillor Davidson wondered whether it would be worthwhile leafletting local residents to see if additional help would be forthcoming with this task. It was briefly discussed and Councillor Davidson agreed to raise the issue at the Royston in Bloom meeting next week and then report back.

The Cross Public Conveniences

The Town Clerk reported that there is a considerable list of further repairs which need undertaking and that the toilets really need refurbishing. Members were asked if they would consider requesting the transfer of this building under the Community Asset Transfer Scheme from NHDC to Royston Town Council and then getting them re-furbished – and enhancing them by improving disabled access. The costs of this work would be in the region of £70,000, although it may be possible to obtain Section 106 funding towards the cost.

Councillor Burt said that if it is possible to transfer ownership of the Cross Public Conveniences to Royston Town Council then it would certainly be worth spending money on refurbishing them. Members agreed to set up a small working party to investigate this proposal further and report back. The members of this working party would be Councillors Davison, Burt, Davidson and the Town Clerk.

30 Kneesworth Street

The Town Clerk reported that the damp course installation has now been completed. The tenant has not seen any immediate improvement but was advised not to expect any for a few months.

Royston and District Museum and Art Gallery

The Town Clerk reported that the inspection report of the cellar had reported damp/water problems but these are expected. The costs of making the cellar water proof would be in the region of £222 per square metre, this was noted. The Museum staff have been advised not to store any items in the cellar that are sensitive to damp conditions.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 15th June 2015 at 7.30 p.m.

PRESENT: Councillor Davidson (in the Chair)
Councillors, Dingley, Hulström-Allen, Inwood, Kennedy, McGlynn, Smith, Swallow & Turner
Town Clerk
Administration Assistant
County & District Councillor Hill, District Councillor Green
3 Members of the Public

56/16 PUBLIC PARTICIPATION

Time was set aside for members of the public to address the Council regarding business on the agenda.

Mr Ron Parkinson, spoke about application 15/00982/1 - 14 Newmarket Road, Royston. Mr Parkinson indicated that he still had concerns over the amended application. Mr Parkinson added that an amended drawing which Councillor's planned to discuss had not previously been seen by him or other local residents. The Town Clerk advised Mr Parkinson that the latest drawing had only been added to their website today. Despite this, Mr Parkinson explained his concerns still centered on boundary issues which he claimed are incorrect as shown on the amended plans which had been submitted, the plans for the proposed 1.8m wall/fence along the length of the boundary which he felt were out of keeping with the area and vehicular access issues.

Mr Parkinson was thanked for his presentation.

Councillor Hulström-Allen arrived at the meeting at 7.32pm
Councillor Dingley arrived at the meeting at 7.35pm

57/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Davison.

58/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

59/16 MINUTES:

- The minutes of the meeting of the Planning Committee held on Monday, 11th May 2015 (minutes 337/15 to 343/15) were approved and signed as a correct record.
- The minutes of the meeting of the Planning Committee held on Monday, 18th May 2015 (minutes 41/16 to 45/16) were approved and signed as a correct record.

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60/16 PLANNING APPLICATIONS:

- a) 15/00982/1 – 14 Newmarket Road, Royston
Councillor Smith stated that it was inappropriate for Members to discuss this application seeing as amended plans had been added late and which Members clearly did not have the opportunity to review and consider prior the meeting. Councillor Smith proposed that Members defer discussions until the next meeting when it can be dealt with properly. The Town Clerk pointed out that the NHDC consultation period had now closed. Members then voted on Councillor Smith's motion to defer discussions on this application until the next meeting. Members voted in favour of this motion.
- b) 15/01068/1LB – Banyers Hotel, 16 Melbourn Street, Royston
Members agreed that the proposed changes to the interior of this property are entirely appropriate and that they will improve the building and its viability. Royston is in need of a good quality hotel and venue particularly for wedding receptions (which is greatly needed). These alterations have no visual impact on the building or significant appearance from the outside but would provide an excellent venue for receptions etc.
Members unanimously agreed to raise no objection as it would be an assets to the town.
The have requested that district Councillor Ben Lewis calls this application in for review by committee.
- c) 15/01215/1 – Land adjacent to 20 Ermine Close, Royston
Members expressed concern about this application in particular the style of the proposed end of terrace dwelling to the erected as it is out of keeping with the rest of the terrace. Members therefore voted to object to this application on for the following reasons grounds
- The design is out of character with the street scene and does not link in with the existing terraced row of buildings
 - It will dominate the neighbouring property
- However Members commented that if certain design changes were made to take account of their concerns then there would be no objection to the application.
- d) 15/01270/1 – 47 Upper King Street, Royston
Members raised no objection to this application
- e) 15/01159/1HH – 4A Priory Lane, Royston
Several Members expressed their concerns over this application. Councillor Kennedy had no objection to the plans under discussion and Members subsequently voted on the motion of no objection. 2 Members voted in favour whilst the others abstained.
- f) 15/01082/1HH – 11 Primrose View, Royston
Members raised no objection to this application.
- g) 14/03338/1HH – 30 Barkway Road, Royston
Members raised no objection to this application.

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- h) 15/01112/1HH – 34 Priory Close, Royston
Members raised no objection to this application.
- i) 15/01070/1HH – 15 Brampton Road, Royston
Members raised no objection to this application.
- j) 15/01328/1HH – 35 Green Drift, Royston
Members raised no objection to this application.
- k) 15/00825/1HH – 3 Morton Street, Royston
Members raised no objection to this application.
- l) 15/01281/1HH – 115 Garden Walk, Royston
The Town Clerk advised that amended plans had been submitted and as such this matter will be discussed at the next meeting of the Planning Committee.
- m) 15/01326/1HH – 4 Sussex Drive, Royston
Members raised no objection to this application.

61/16 PLANNING DECISIONS:

Members noted the decisions made by NHDC.

Date of next meeting: Monday 6th July 2015.

There being no further business the chairman closed the meeting at 8.20 pm.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 29th June 2015 in Room 11, Town Hall, Royston, at 7.30pm.

PRESENT: Councillor Dingley (Deputy Town Mayor in the Chair)
Councillors Baker, Burt, Davidson, Harrison, Hulström-Allen, Kennedy,
McGlynn, Swallow & Turner
Town Clerk
Administration Assistant

Members observed a minute's silence in memory of former Town Councillor Robert Cunningham who had recently passed away.

The Reverend John Fidler led the meeting in Prayer.

62/16 PUBLIC PARTICPATION: There was none.

63/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Davison, Hughes, Inwood, Lewis & Smith.

Councillor McGlynn arrived at the meeting at 7.32pm

64/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

65/16 TOWN MAYOR'S ANNOUNCEMENTS:

In the absence of the Town Mayor, the Deputy Town Mayor announced that she had recently attended two events in the Town – a Parish Church BBQ and also the Royston Open Secrets event at Royston Heath.

66/16 MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Council held on Monday 18th May 2015 (minutes 01/16 to 19/16).

67/16 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:

- a) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on Monday 9th March 2015 (minutes 277/15 to 284/15) be adopted as a correct record into the workings of the Council.

It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on Monday 13th April 2015 (minutes 308/15 to 313/15) be adopted as a correct record into the workings of the Council.

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It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on Monday 11th May 2015 (minutes 337/15 to 343/15) be adopted as a correct record into the workings of the Council.

It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on Monday 18th May 2015 (minutes 41/16 to 45/16) be adopted as a correct record into the workings of the Council.

- b) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on Monday 30th March 2015 (minutes 297/15 to 307/15) be adopted as a correct record into the workings of the Council.

It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on Monday 27th April 2015 (minutes 330/15 to 336/15) be adopted as a correct record into the workings of the Council.

68/16 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE NOT BEEN APPROVED AS A CORRECT RECORD:

- a) The minutes of the meeting of the General Purpose and Highways Committee held on Monday 20th April 2015 (minutes 322/15 to 329/15) were presented by Councillor Harrison. It was **RESOLVED** that the minutes of the General Purpose and Highways Committee be adopted as a correct record into the workings of the Council.

The minutes of the meeting of the General Purpose and Highways Committee held on Monday 18th May 2015 (minutes 36/16 to 40/16) were presented by Councillor Harrison. It was **RESOLVED** that the minutes of the General Purpose and Highways Committee be adopted as a correct record into the workings of the Council.

- b) The minutes of the meeting of the Finance Committee held on Monday 18th May 2015 (minutes 20/16 to 35/16) were presented by Councillor Burt. It was **RESOLVED** that the minutes of the Finance Committee be adopted as a correct record into the workings of the Council.

The minutes of the meeting of the Finance Committee held on Monday 8th June 2015 (minutes 46/16 to 52/16) were presented by Councillor Burt. It was **RESOLVED** that the minutes of the Finance Committee be adopted as a correct record into the workings of the Council.

69/16 INTERNAL AUDIT & ANNUAL RETURN 2014 – 2015

- (i) The Internal Audit Report was received and noted by Members. Members were pleased with the conclusions of the report which showed the Town Council was properly run and records kept in order. Members expressed their gratitude to the Town Council staff for their work in this respect.
- (ii) The Year End Accounts and Supporting Statement were received and approved for signing.

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(iii) The Statement of Accounts of the Annual Return (Section 1) was agreed and approved for signing by the Chairman of the Meeting.

(iv) Annual Governance Statement of the Annual Return (Section 2) was agreed and approved for signing by the Chairman of the Meeting.

70/16 BANKING ARRANGEMENTS

Members **RESOLVED** to approve the recommendation from the Finance Committee that £100,000 is transferred to the Public Sector Deposit Fund to safeguard public money. The Town Clerk also sought Members' approval that the current protocol for signatories on cheques remain the same. Members **RESOLVED** to endorse this proposal.

71/16 CLERK'S REPORT:

The Clerk reported:

Silver Sunday will be returning for the 4th year on Sunday 4th October 2015 and the proposal is to offer Royston residents, aged 65 and over, the chance to view a film at the Royston Picture Palace free of charge on that date. Councillor Davidson went on to explain that the plan was to show a classic film on that date and also to offer film goers refreshments on their arrival. The costs of staging this event will be in the region of £450.00 and a proposal will be put to the Finance Committee to use the money left in the 2012 account, if this was not agreed then funding would need to be sourced from elsewhere. It is planned to advertise this event and advance tickets will need to be booked.

The Hertfordshire Parish and Town Council conference scheduled for 25th June was unfortunately cancelled. The next conference will be on 5th November 2015. It was still planned to launch 'Highways Together'. District and County Councillor Hill was attending this launch today and details will be copied to Members in due course.

An item relating to the Hertfordshire Rail Strategy Consultation will be on the agenda at the next General Purpose and Highway Committee meeting. Members were advised how to view the documentation prior to this, on-line.

72/16 OUTSIDE ORGANISATIONS:

Councillor Davidson drew Members' attention to the minutes of the meeting of the Royston Youth Network held on 11th June 2015 – in particular the forthcoming 10th anniversary in September 2015 of the Royston Leisure Centre and the fact that whilst anti-social behaviour within the Town has happily been reduced – it has been noted that some youths from outside the Town seem to be coming into the Town to cause trouble.

Councillor Davidson then gave an update on the underpass mural project and highlighted the various children's projects which will take place during the school summer holidays.

Councillor Dingley drew Members' attention to the fact that Hertfordshire County Council plan to withdraw funding from Home Start projects across the county. This is

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disappointing news and will cause financial problems for the Home Start team – who all agreed did a fantastic job.

During discussion it was **RESOLVED** that the Town Council should write to Hertfordshire County Council and pledge its continued support for the valuable work undertaken by Home Start. It was also suggested that individual Members, if they so wished, could also write independently in support of Home Start.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston at 8.12 pm on Monday 29th June 2015.

PRESENT: Councillor Burt (in the Chair)
Councillors Baker, Davidson, Harrison, Hulström-Allen & Kennedy.
Town Clerk
Administration Assistant
2 Members of the Public

73/16 APPOINTMENT OF CHAIRMAN

In the absence of both the Chairman and Vice-Chairman of the Committee, Members **RESOLVED** that Councillor Burt Chair this meeting.

Councillor Burt took the Chair.

74/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Davison, Hughes, Lewis & Smith.

75/16 MINUTES:

- The minutes of the meeting of the Finance Committee held on Monday 18th May 2015 (minutes 20/16 to 35/16) were approved for signature by the Chairman.
- The minutes of the meeting of the Finance Committee held on Monday 8th June 2015 (minutes 46/16 to 52/16) were approved for signature by the Chairman.

76/16 MINUTES OF SUB-COMMITTEES & WORKING PARTIES:

- The minutes of the Town Council Properties Sub-Committee meeting held on Monday 8th June 2015 (minutes 53/16 to 55/16) were received into the workings of the Council.

77/16 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the accounts for June 2015 in the sum of £34,012.57 for payment.

78/16 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- i) Members noted the Bank Reconciliation for May 2015.
- ii) Members noted the Income & Expenditure for May 2015.

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79/16 ROYSTON TOWN COUNCIL ANNUAL REPORT 2014-2015

Members received the draft Royston Town Council Annual Report. During a brief discussion, Members commented that this was a good draft report. Councillor Kennedy added that a slight amendment to highlight the work of the Picture Palace volunteers should be made. With this addition, Members then **RESOLVED** that the draft report be approved for publication.

80/16 AUTOMATIC ENROLMENT INTO A PENSION SCHEME

The Town Clerk advised Members that the Town Council's auto-enrolment date has now passed and all eligible staff have now been included in the pension scheme. One member who had previously opted out now wishes to remain in the scheme – which will have implications for the Town Council's budget. Members noted the position.

81/16 DISPLAY OF BANNERS ON TOWN HALL

The Town Clerk invited Members comments on the proposal to change the positioning of banners on the Town Hall because of health and safety concerns for staff required to affix the banners. The new proposed site for the banners was lower down on the side of the Town Hall and would not require staff to climb a 30 foot ladder to attach the banners. Members discussed the proposal. The additional costs involved in changing the banner site would be less than £20 - which covered the costs of new brackets to affix the banners. Members **RESOLVED** that this proposal should go ahead, but to keep this under review.

82/16 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

No matters were raised by Members.

There being no further business the Chairman closed the meeting at 8.27 pm.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 6th July 2015 at 7.30 p.m.

PRESENT: Councillor Davidson (in the Chair)
Councillors Davison, Inwood, Kennedy, McGlynn, Swallow & Turner
Town Clerk
Administration Assistant
County & District Councillors Hill & Hunter
District Councillors Burt & Green
2 Members of the Public

83/16 PUBLIC PARTICIPATION:

Time was set aside for members of the public to address the Council regarding business on the agenda.

Mr John Hansen, who represented the developers spoke about application 15/00527/1 – 11-13 Baldock Street, Royston. Mr Hansen explained that further to their initial application, the developers had now consulted with the Planning & Conservation Officers at NHDC and based on comments received had amended their plans accordingly. Mr Hansen had also personally spoken to local residents about the revised plans, including the individual who had addressed the Planning Committee on 13th April 2015, and was assured that they were now all content. Mr Hansen also confirmed that the Highways Authority had no objection regarding access to the site.

Mr Hansen was thanked for his presentation.

84/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Dingley, Hulström-Allen & Smith.

85/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

86/16 MINUTES:

The minutes of the meeting of the Planning Committee held on Monday 15th June 2015 (minutes 56/16 to 61/16) were approved and signed as a correct record. Councillor Kennedy commented that he could not agree these minutes were a true record as minute 60/16, relating to Planning Application (a) 15/00982/1 – 14 Newmarket Road, Royston - did not record his objection to Councillor Smith's motion to defer discussions on that application until the next meeting. The Chairman noted Councillor Kennedy's comments.

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87/16 PLANNING APPLICATIONS:

- a) 15/01524/1 - 10 Burns Road, Royston
Members noted that a previous application had been considered by them. Since that time, the application had been amended by increasing the number of proposed parking spaces and also reducing the number of proposed dwellings. Members voted to raise no objection to this application. 4 Members voted in favour of this motion whilst 3 Members abstained. Members also commented that construction vehicles should be precluded from entering the site before 9.30am and after 3.00pm because of traffic and pedestrians using that road to and from the two local schools in Burns Road.
Councillor Hill commented that guidance on the precise wording should be taken on this as, on the recent Fairview applications, it had not been possible to prevent construction vehicles entering Burns Road and despite a condition for construction vehicles not to enter the site before a specific time, they had parked in Burns Road waiting for entry to the site.
- a) 15/00527/1 - 11-13 Baldock Street, Royston
Members noted that a previous application had been considered by them. Members also noted the presentation given earlier by a representative of the developers. Councillor Kennedy considered there were no grounds to object to this application, whilst Councillor Davison took the view that there were still unresolved issues relating to access and the fact that he considered this an over-development of the site. Members voted to object to this application. 4 Members voted in favour of this motion whilst 3 members voted against. Councillor Kennedy asked for his vote against to be recorded.
- b) 15/01600/1 - 25 Kneesworth Street, Royston
Members raised no objection to this application.
- c) 15/01599/1HH - 53 Melbourn Road, Royston
Members raised no objection to this application.
- d) 15/01373/1HH - 37 Coombelands, Royston
Members raised no objection to this application.
- e) 15/01530/1HH - 25 Serby Avenue, Royston
Members raised no objection to this application.
- f) 15/01613/1HH - 46 Orchard Way, Royston
Members raised no objection to this application.
- g) 15/01571/1HH - 40 Shakespeare, Royston
Members raised no objection to this application.
- h) 15/01666/1HH - 2 Mallow Walk, Royston
Members raised no objection to this application.

88/16 PLANNING APPEAL

- a) 14/03406/1HH - 7 Betjeman Road, Royston
Members noted that an appeal had been submitted.

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89/16 PLANNING DECISIONS:

Members noted the decisions made by NHDC.

90/16 SUPPLEMENTARY AGENDA ITEM - PLANNING APPLICATIONS:

- a) 15/01690/1HH - 25 Charding Crescent, Royston
Members raised no objection to this application.
- b) 15/01692/1HH - 6a Gower Road, Royston
Members raised no objection to this application.

Date of next meeting: Monday 10th August.

There being no further business the chairman closed the meeting at 8.01pm.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **GENERAL PURPOSE & HIGHWAYS COMMITTEE** held in Room 11, Town Hall, Royston at 8:03pm, on Monday 6th July 2015.

PRESENT: Councillor Burt (Vice Chairman in the Chair)
Councillors Baker, Inwood, McGlynn, Swallow & Turner
Town Clerk
Administration Assistant
County & District Councillors Hill & Hunter
District Councillor Green
3 Members of the Public

91/16 PUBLIC PARTICIPATION: There was none.

92/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Dingley, Harrison, Hughes & Lewis.

93/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

94/16 MINUTES:

The minutes of the meeting of the General Purpose & Highways Committee held on Monday, 20th April 2015 (minutes 322/15 to 329/15) were approved and signed by the Chairman.

The minutes of the meeting of the General Purpose & Highways Committee held on Monday, 18th May 2015 (minutes 36/16 to 40/16) were approved and signed by the Chairman.

95/16 REPORTS OF WORKING PARTIES:

Members received the notes of the Royston in Bloom Working Party meeting held on:

- Tuesday 12th May 2015 in to the workings of the Council.

96/16 TRAFFIC ISSUES – ROYSTON:

Members noted the response from Hertfordshire Constabulary dated 23rd June 2015 on the issue of the speed limit on the Baldock Road by Ivy Farm to the Town Centre. Members agreed that the response was unsatisfactory as it did not answer all the questions which had been raised. Councillor Hill believed the statement at the bottom of page 2, to the effect that the Highway Authority have no plans to review the existing speed restrictions along Baldock Road, was incorrect as she has been advised separately that the Highways Authority do indeed have such plans. After lengthy discussion Members **RESOLVED** that Hertfordshire Constabulary be contacted again and asked whether they would support a lowering of the speed limits to 40 mph from the roundabout at McDonalds to the start of the new housing development at Ivy Farm and then 30 mph from there to the town centre. At the same time it will be pointed out that speed enforcement action should be carried out along the stretch of road by the Heath

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Sports Club where it is believed speeding is a problem and not by the Fire Station where vehicles are already slowing down as they approach the town centre.

Members then discussed the problem of HGV vehicles using Baldock Road and Baldock Street as a short cut through the town centre. The same problem had previously been reported on Newmarket Road which has a 7.5 tonne weight limit restriction on it. However the response from Hertfordshire Constabulary on this matter pointed out that enforcement is difficult as many such vehicles had exemptions that permit heavy commercial vehicles to lawfully use restricted roads. Members **RESOLVED** that a letter be sent to the Highways Authority, copied to Hertfordshire Constabulary, asking for weight limit restriction signs on Melbourn Street, Baldock Street and Baldock Road as appropriate signage would deter possible offenders and would be beneficial.

97/16 BUS ROUTE 16 – ACCESSIBILITY:

The Town Clerk provided an update on the response from Richmonds's Coaches who were seeking clarification on whether the Town Council had an approved policy wording, following the decision in a recent civil court case which related to wheelchair users and passengers with children's buggies. Councillor Baker pointed out that the Town Council clearly did not have a policy on this and should not be getting involved in such matters which relate to a complaint by a member of the public against a private company. Members therefore **RESOLVED** that the Town Council simply note the response.

98/16 STREET NAMING:

Members noted the name 'Kneesworth Place' which was proposed by the developer for the development of land at the rear of the White Bear, Kneesworth Street. However Members **RESOLVED** that it would be more appropriate to include the buildings in the existing street name, Kneesworth Street and number them with a suffix such as A and B.

99/16 JUNCTION OF NEWMARKET ROAD/A505:

Members had concerns regarding the restricted views of vehicles leaving Newmarket Road onto the A505 due to the high grass growing on the verges. Members were advised that this stretch of road falls under the responsibility of Cambridgeshire County Council and as a first step Members **RESOLVED** that the Town Clerk write to Cambridgeshire County Council and request details of the verge grass cutting schedule so it could be ascertained how frequently the verges are cut – and if this needs to be revised.

100/16 ANPR CAMERAS:

The Town Clerk reported that whilst an acknowledgement had been received to a letter sent in May 2015 to the Police & Crime Commissioner in support of turning the ANPR cameras back on in Royston, a full substantive response was still awaited from the Police Authority. Members **RESOLVED** that this this matter be reviewed again at the next meeting, when hopefully this full response would have been received.

**101/16 ELECTORAL REVIEW OF HERTFORDSHIRE –
FINAL RECOMMENDATIONS:**

Members noted that that this review had been completed.

102/16 HERTFORDSHIRE RAIL STRATEGY REPORT CONSULTATION:

The Town Clerk invited Members comments on the consultation and whether Members would like to respond individually or whether a Working Party to respond on behalf of the Town Council should be set up. After discussion, Members **RESOLVED** that the consultation be noted and that individual Members should respond separately if they so wished.

103/16 OUTSIDE ORGANISATIONS:

No matters were raised by Members.

There being no further business the Chairman closed the meeting at 8.52pm.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held in Room 11 Town Hall, Royston on Thursday 16th July 2015 at 7pm.

PRESENT: Town Councillors: F John Smith (Chairman), Les Baker, Robert Inwood, John Davison and Vera Swallow.
History Society Trustees: Peter Franks, Martin Kaszak, Jenny Smith and Phil Smith
History Society Chairman: Neville Chuck
Friends of Museum: Reg Hounsell
Town Council Officers: Susan Thornton-Björk (Town Clerk),
Jenny Oxley (Museum Curator)

104/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Peter Burt and James Robinson

105/16 MINUTES:

The minutes of the meeting held Thursday 16th April 2015 were approved for signing by the chairman.

106/16 CURATORS REPORT: (copy attached to the minute book):

The Curator highlighted various points in the report.

- Monthly visitor figures and takings are up considerably on last year, due to far more school and care home bookings being taken, as well as the introduction of school holiday activities. There is capacity for these to continue to increase significantly, but the Curator is conscious that this needs to be done gradually due to the small number of staff and volunteers available.
- More information has been added on to the web-site.
- Thanks goes to the Friends for the donation for the new signage to the museum.
- Summer Passport Scheme – Royston Museum is teamed with other museums across Herts, Beds and Essex for a pilot project where children pick up a passport from any participating museum and then collect stamps and complete various tasks as they visit the different museums.
- £100 has been received from Creative Royston towards the museum's involvement in the Arts Festival event which the Young curators will be working on.
- A Viking themed event will be held at the museum on August 15th.

The curator was asked if the digitised section from the Crow newspapers of WW1 could be added to the web-site. Curator to arrange.

The Curator was also asked how the accession and disposal of the Collection was coming along. The curator said that the Collection needs to be rationalised as there are lots of duplicates and items that do not relate to our Collection policy. A list is being drawn up of items for disposal, for approval in the next few months. In some cases there are 10 copies of one document. Some of the objects/documents will be offered to other museums that the items relate to, more than Royston.

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The Curator then asked members if Bank Holiday weekend opening should be stopped as there were so few visitors to the museum on these days and it was not cost effective. After discussion it was agreed to recommend to the Finance Committee that the Museum no longer opens on summer Bank Holiday weekends.

The Chairman thanked the Curator for her detailed report.

107/16 ROYSTON TAPESTRY:

The Curator tabled the plan produced by the previous Curator and asked members if they agreed this was the way forward. The tapestry has been measured and its total length is 78 feet. After discussion, Members agreed that a Working Group was required to investigate the displaying and funding of it. It was then agreed that Martin Kaszak, Cllrs Les Baker & Vera Swallow, Carole Kaszak and the Curator be part of the working party.

Options to be considered:

- i. Apply for external funding for display of tapestry only.
- ii Apply for external funding for re-vamp of whole museum.

The curator advised that match funding is usually required of about 10% for any grants, some of this could be through volunteer's hours.

108/16 REPORT FROM THE CHAIRMAN OF THE ROYSTON & DISTRICT LOCAL HISTORY SOCIETY:

Neville Chuck gave a brief update on behalf of the Society. (Copy attached to minutes)

The Society's Golden Jubilee buffet dinner held at the Old Bull Inn was very much enjoyed. The AGM was also held on the same night and all committee members but one were re-elected.

The Society's committee members have been given a tour of Thurnalls by the owner and their annual coach outing this year took them for a tour of the Cressing Temple near Braintree.

Next meeting is in September as no meetings are held during the summer months.

109/16 REPORT FROM CHAIRMAN OF THE FRIENDS OF THE MUSEUM:

Reg Hounsell gave a brief report on the work of the Friends of the Museum.

As reported by the Curator, they are funding the new signs at a cost of £650.

They continue to host the private views for the temporary exhibitions and hold monthly book sales in the museum.

They will be attending the Kite Festival in August to help raise their profile and the profile of the museum.

ROYSTON TOWN COUNCIL

110/16 FINANCE

Members noted the current accounts for the museum. The Curator asked if the balance of the grant received for the 2012 project could be used to improve the displays and resources for school visits. It was agreed to recommend the approval of this to the Finance Committee as it was already earmarked funds for the museum.

The Trustees asked if the donations from the Friends and History Society could be included on the list of grants and donations received. TC to organise.

The TC reported details of a quote received from Cambridge Mobility regarding a portable ramp and a fixed ramp for access to the front door of the museum. It was agreed that the fixed ramp would be better as there is nowhere to store the portable one. It was agreed to recommend to the Finance Committee that a fixed ramp be installed at a cost of £508.00 plus VAT

111/16 ANY OTHER BUSINESS:

The curator explained that the Celtic Harmony Charity is planning to build a new Prehistory Education Centre at the Celtic Harmony Camp to cater for demand and to enable them to expand their unique programs for more people. This new multipurpose space will include an arts amphitheater for performances and exhibitions, space for hands on learning activities and provide an opportunity for visitors to see and touch real artefacts from ancient Britain. The Curator has received a request asking for a letter of support for lottery funding and also whether the museum would loan approximately 10 artefacts to them for the project on a long term loan. It would be good if Royston Museum was seen to be a supporting partner.

After discussion the Trustees agreed they had no objection in principle to loaning artefacts to them, but would need to approve a list of items first.

There being no further business, the chairman thanked everyone for attending and closed the meeting at 8.pm.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston at 7.30pm on Monday 27th July 2015.

PRESENT: Councillor Smith (in the Chair)
Councillors Baker, Burt, Davidson, Harrison, Hughes, Kennedy & Lewis.
Town Clerk
Administration Assistant
County & District Councillor Hill
District Councillor Green

112/16 PUBLIC PARTICIPATION:

There was none.

113/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Davison.

114/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

115/16 MINUTES:

- The minutes of the meeting of the Finance Committee held on Monday 29th June 2015 (minutes 73/16 to 82/16) were approved for signature by the Chairman.

116/16 MINUTES OF SUB-COMMITTEES & WORKING PARTIES:

- The minutes of the Royston Cave Trust Fund Committee meeting held on 11th June 2015 were received into the workings of the Council.
- The minutes of the Market Advisory Sub-Committee meeting held on 25th June 2015 were received into the workings of the Council.
- The minutes of the Museum Advisory Sub-Committee meeting held on 16th July 2015 (minutes 104/16 to 111/16) were received into the workings of the Council.

117/16 FUNDING FOR REPLACEMENT MARKET GAZEBO CANOPIES:

Members considered the request from the Royston First BID Company that the Town Council match-fund the cost of replacement canopies and sides for the market gazebos. The Town Clerk advised that costs will be in the region of £15,000 depending upon the materials, sign writing and logos used.

There was considerable concern expressed by Members over the costs involved - especially the additional costs of having logos printed on the canopies. After discussion, members **RESOLVED** that the Town Council would offer to contribute 50% towards the costs of new canopies/sides, but would not be prepared to contribute to the additional costs of having logos printed on them. The Town Clerk would report this back to Royston First.

ROYSTON TOWN COUNCIL

118/16 ROYSTON AND DISTRICT MUSEUM AND ART GALLERY:

- i. Members **RESOLVED** to discontinue Bank Holiday weekend Sunday and Monday opening due to lack of visitors as recommended by the Curator.
- ii. Members **RESOLVED** to agree funding in the sum of £508.00, for the installation of a fixed ramp with railings at the front entrance to improve disabled access.
- iii. Members **RESOLVED** to agree to the use of the remaining 2012 Grant Funding, totalling £319.00, to improve displays and provide resources for school visits.

119/16 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the accounts for July 2015 in the sum of £41,649.69 for payment.

120/16 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- i. Members noted the Bank Reconciliation for June 2015.
- ii. Members noted the Income & Expenditure for June 2015.

121/16 AIR CONDITIONING IN HARDWICKE HALL:

Members **RESOLVED** to approve expenditure of £1,000 + VAT for improvements required to the air conditioning in the Upper Hall.

122/16 SILVER SUNDAY FUNDING:

Councillor Davidson explained the plan for the Silver Sunday event on Sunday 4th October 2015. It is proposed that the Town Council organizes a free showing of the film 'Casablanca' at Royston Picture Palace for people aged 65 and over – a free welcome drink will also be included. The costs of this event to be fully funded by Royston Town Council. Councillor Davidson explained the breakdown of the costs involved and the fact that the bulk of the costs could be covered by funds available in the 2012 account with only an additional sum of approximately £10 to be found from the general fund reserves.

Councillor Kennedy, queried the costs quoted and the choice of film suggested, he suggested a comedy film be shown instead.

After further discussion members voted and **RESOLVED** to approve the required funding to host this event. 2 Members abstained.

Councillor Davidson encouraged all Members to take part and to help out on the day.

ROYSTON TOWN COUNCIL

123/16 GREEN WALK AND STILE PLANTATIONS:

Members were advised that funds available for work required on the Plantations totalled £11,146.00. Funds spent so far and further work actioned totalled £10,740. A balance of £406.00 therefore remains. However costs of further work required totals £750.00 and so Members were invited to approve the request for £344.00 to come from reserves to complete the work required. Members **RESOLVED** to approve this expenditure.

There being no further business the Chairman closed the meeting at 8.17 pm.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 10th August 2015 at 7.30 p.m.

PRESENT: Councillor Davidson (in the Chair)
Councillors Davison, Inwood, Kennedy, Smith, Swallow & Turner
Town Clerk
Administration Assistant
County & District Councillors Hill & Hunter
District Councillor Green
7 Members of the Public

124/16 PUBLIC PARTICIPATION:

Mr John Murray spoke on behalf of his daughter regarding application 15/01800/1HH – 79 Redwing Rise, Royston. He went on to explain that the property in question suffered from a lack of space and hence his daughter had submitted plans to extend the property as detailed in the application. This was for his daughter and her family to live in and it was not being proposed to let out the additional space to tenants. Mr Murray added that his daughter was aware of concerns local residents had and as a result of this, and discussions with planning officials, the plans would be revised accordingly. His daughter therefore wanted to defer the application at this time.

The chairman thanked Mr Murray for his presentation and confirmed that as the plans were going to be revised the Planning Committee would therefore not be discussing this application further that evening.

Ms Bianca Squillaci, of Rock Road, spoke about application 15/01880/1 – 74 Old North Road, Royston. Ms Squillaci explained that her property adjoined 74 Old North Road and she, and other local residents, had considerable concerns about the proposal to erect a new 2 bed dwelling as set out in the application. Their concerns related to the impact the development would have on parking in Rock Road – which was at a premium, the loss of view and privacy to neighbours and the overall size, style and location of the proposed development which she believed was inappropriate. Finally, Ms Squillaci had concerns over the considerable inconvenience and disruption building work for such a development would have, bearing in mind Rock Road was such a narrow residential road.

Ms Squillaci was thanked for her presentation.

125/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Dingley & Hulström-Allen.

126/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

127/16 MINUTES:

The minutes of the meeting of the Planning Committee held on Monday 6th July 2015 (minutes 83/16 to 90/16) were approved and signed as a correct record

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128/16 PLANNING APPLICATIONS:

- a) 15/0173/1 - Land at Ivy Farm, Baldock Road, Royston
Members discussed the proposed variation to Condition 18 as previously approved by NHDC. Councillor Kennedy explained that the variation to the condition simply reflected planning law as it stands now and there was nothing the Town Council could do to change that. During discussions several members took the view that as a matter of principle this application should not be supported and that the previous agreed condition should stand.
Members subsequently voted to object to this application. 1 Member voted against and 2 Members abstained.
- Members also proposed that, when registering this objection with NHDC the Town Council in addition, requests that any legal agreements already agreed in the current approved application, should be maintained.
Members voted in favour of this proposal. 1 Member voted against.
- b) 15/01639/1 - 4 Kneesworth Street, Royston
Members raised no objection to this application.
- c) 15/01640/1LB - 4 Kneesworth Street, Royston
Members raised no objection to this application.
- d) 15/01805/1 - 17a Mill Road, Royston
Councillor Kennedy was of the view that this application should be supported. Councillor Davison had concerns that it possibly was an over-development of the site and he also had concerns over the poor quality of the drawings/plans produced which he felt were illegible. Members voted to raise no objection to this application. 1 Members voted against.
- e) 15/01816/1 - 25 High Street, Royston
Members raised no objection to this application. 1 Member abstained.
- f) 15/01817/1LB - 25 High Street, Royston
Members raised no objection to this application. 1 Member abstained.
- g) 15/01768/1HH - 9 Morton Street, Royston
Members raised no objection to this application.
- h) 15/01800/1HH - 79 Redwing Rise, Royston
Members agreed to defer discussion as this application was in process of being revised and would await for the amended plans to be submitted.
- i) 15/01880/1 - 74 Old North Road, Royston
Several members expressed concern over this application, taking the view that the proposed development was inappropriate as it was out of keeping with surrounding properties and an over development on a narrow residential street. Parking concerns were also expressed.
Members therefore voted to object to this application. 1 member abstained.

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129/16 PLANNING APPLICATION – SOUTH CAMBRIDGESHIRE:

- a) S/1616/15/VC - Land between Railway and Sewage Disposal Works, Royston Road, Melbourn, Cambs
Members were reminded that this application to South Cambridgeshire District Council had resulted from a change in legislation, brought in by the Government which effected solar farms. Members had concerns over the proposal - in particular the plan to undertake development in phases rather than outright and stated that the development should stand as it is approved for a development of 14MW or only 5MW and not be approved for phased development. Members therefore voted to object to this application. 1 Member abstained.

130/16 PLANNING APPEAL:

- a) 15/00144/1 - 92 Green Drift, Royston
Members noted that an appeal had been submitted.

131/16 PLANNING DECISIONS:

Members noted the decisions made by NHDC.

132/16 SUPPLEMENTARY AGENDA ITEM - IVY FARM DEVELOPMENT:

The Chairman explained that whilst this matter was technically a matter which would fall to the GP & Highways Committee, a prompt response to the County Council re: the proposed Traffic Order was required and hence it was being considered this evening.

The Chairman drew Members attention to the written comments Councillors Davison and Kennedy who had already made comments as individuals, each of those members subsequently expanded on their comments. All Members were agreed that speeding along the Baldock Road was a problem but had varying suggestions on how best to address this in respect of revised speed limits and, importantly, which stretches of road these should cover. Members voted on whether a response should be sent from the Town Council and this was agreed with 3 Members abstaining.

After further discussion, Members voted on the first proposal that a 30mph speed limit sign is moved from the current position between the junctions with Downlands and Copperfields, to the site of the existing 40 mph sign which is at the new Ivy Farm junction (Rosecomb). Members voted in favour of this proposal. 1 Member abstained.

Members then voted on a second proposal – that the 40 mph limit is moved back to the McDonalds Restaurant/A505 roundabout, and if this is not implemented then a 50mph sign should be installed. Members voted in favour of this proposal. 1 Member abstained.

Members then voted on a third proposal that count down boards are erected at intervals from 300 to 100 yards before the speed limit signs to warn drivers of the impending speed limit changes and to encourage them to slow down. Members voted in favour of this proposal. 1 member abstained.

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A fourth proposal was then made that repeater signs be painted in the roads at intervals to remind drivers of the maximum speed limits that apply. These to be in both 40mph and 50mph zones. Members voted in favour of this proposal. 1 Member abstained.

A fifth proposal was made in that if a 40mph speed limit is not installed then the road should be narrowed to the same width as the pinch point at the beginning of the current 30mph limit. This proposal was not seconded and therefore did not stand.

With regards to the proposal to introduce a raised table in “Rosecomb” members were agreed that as that road does not even exist yet, this matter can be addressed at a later stage.

Date of next meeting: Monday 7th September 2015.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston at 7.30pm on Monday 24th August 2015.

PRESENT: Councillor Smith (in the Chair)
Councillors Baker, Davison, Davidson, Harrison, Hughes, Hulström-Allen & Kennedy
Town Clerk

133/16 PUBLIC PARTICIPATION:

There was none.

134/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Burt & Lewis.

135/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

136/16 MINUTES:

- The minutes of the meeting of the Finance Committee held on Monday 27th July (minutes 112/16 to 123/16) were approved for signature by the Chairman subject to the amendment of Davison to Davidson in minute 122/16.

137/16 MINUTES OF SUB-COMMITTEES & WORKING PARTIES:

- The minutes of the May Fayre Working Party meeting held on 23rd July 2015 were received into the workings of the Council.

138/16 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the accounts for August 2015 in the sum of £34,105.08 for payment.

139/16 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- i) Members noted the Bank Reconciliation for July 2015.
- ii) Members noted the Income & Expenditure for July 2015.

140/16 PUBLIC SECTOR DEPOSIT FUND:

The Clerk reported that the fund was now operational and requested approval to transfer £100,000 into the fund, this was agreed.

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The Clerk also reported that as from the 3rd July, parish and town councils are included in Financial Services Compensation Scheme (FSCS) with the maximum deposit compensation being £75,000. As from 1st January 2016 the deposit limit for compensation will be reduced from £85,000 to £75,000. Councillor Hughes gave members a brief update on the grading of banks and said that the £75,000 figure is the sterling equivalent of €100,000 as required by the recast Deposit Guarantee Schemes Directive.

141/16 RISK MANAGEMENT STRATEGY

Members **RESOLVED** to adopt the Risk Management Strategy into the working of the council.

142/16 SILVER SUNDAY EVENT:

Councillor Davidson explained that after discussing the council's plans with the manager of the Broadway cinema in Letchworth, (they had put on a similar event last year) it had been decided to organise transport for those who may find it difficult to get to the cinema.

Royston Community Transport have agreed to run their mini bus to collect some of the cinema goers and the council is asked to approve an additional expenditure of £40 to cover petrol expenses. After further discussion members **RESOLVED** to approve the required funding to cover transport costs which will come out of the General Reserves.

143/16 ROYSTON OFFICIAL TOWN GUIDE:

Members were asked for ideas for the front cover of this year's Town Guide. After discussion it was agreed that the front cover should focus on the Cave and Museum.

The Clerk reminded members that the guide is published free and available to view on line.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 7th September 2015 at 7.30 p.m.

PRESENT: Councillor Davidson (in the Chair)
Councillors Davison, Kennedy, Swallow & Turner
Town Clerk
Administration Assistant
County & District Councillor Hill
District Councillor Green

144/16 PUBLIC PARTICIPATION:

There was none.

145/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Inwood & Smith.

146/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

147/16 MINUTES:

The minutes of the meeting of the Planning Committee held on Monday 10th August 2015 (minutes 124/16 to 132/16) were approved and signed as a correct record.

148/16 PLANNING APPLICATIONS:

- a) 15/02084/1 - Land to the rear of 3 Green Drift, Royston
Members raised no objection to this application.
- b) 15/02182/1 - Former Taxi Office, Barkway Street, Royston
Councillor Kennedy proposed an objection to this application as he felt the site was unsuitable as it was too small to accommodate a restaurant/café, this was not seconded and therefore lost. Members then voted to raise no objection to the application. 1 Member voted against and 1 member abstained.
- c) 15/02184/1 - Former Taxi Office, Barkway Street, Royston
Members raised no objection to this application.
- d) 15/01886/1HH - 13 Lower King Street, Royston
Members raised no objection to this application.
- e) 15/00152/1HH - 33 Stamford Avenue, Royston
Members raised no objection to this application.
- f) 15/02160/1HH - 5 Stile Plantation, Royston
Members raised no objection to this application.
- g) 15/02055/1HH - 1 Newman Avenue, Royston
Members raised no objection to this application.

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- h) 15/02234/1 - Land Rear of 39A and 41 Old North Road, Royston
Members raised no objection. 2 Members abstained.

149/16 PLANNING APPLICATION – HERTFORDSHIRE COUNTY COUNCIL

- a) 15/02166/1CC - Tannery Drift School, Tannery Drift, Royston
Members raised no objection to this application. In further discussion Members expressed concern regarding the ongoing issue of buses using the Tannery Drift route, close to the school, rather than the Kneesworth Street route. Councillor Hill provided an update on the position detailing the efforts Town, District & County Council, as well as Hertfordshire's Traffic Safety Police, had taken to resolve this matter – without success. Members found it hard to believe that the bus companies concerned could not be mandated to use a more appropriate route and their concerns would be relayed back to Hertfordshire County Council.

150/16 PLANNING DECISIONS:

Members noted the decision made by NHDC.

Date of next meeting: Monday 12th October 2015.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 21st September 2015 in Room 11, Town Hall, Royston, at 7.30pm.

PRESENT: Councillor Lewis (Town Mayor in the Chair)
Councillors Baker, Burt, Davidson, Davison, Dingley, Hughes, Hulström-Allen,
Kennedy, Smith, Swallow & Turner
Town Clerk
Administration Assistant

The Reverend John Fidler led the meeting in Prayer.

Councillor Hulström-Allen and Councillor Kennedy arrived at the meeting at 7.32pm.

151/16 PUBLIC PARTICIPATION

There was none.

152/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Harrison & Inwood.

153/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

154/16 TOWN MAYOR'S ANNOUNCEMENTS:

The Town Mayor reported that he had attended a leaver's event at Greneway School where he handed out prizes to students, Icknield Walk School Summer Fayre, the Royston in Blue Fun Run at the Heath, The Kite Festival, also at the Heath, and the Royston in Bloom event. In addition he also attended a VJ ceremony at the Parish Church, had a meeting with the Home Start charity and attended a civic reception in Buntingford.

155/16 MINUTES:

Subject to the amendment of the name from Councillor Robert 'Cunningham' to 'Cunnington' it was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Council held on Monday 29th June 2015 (minutes 62/16 to 72/16).

156/16 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:

a) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on Monday 15th June 2015 (minutes 56/16 to 61/16) be adopted as a correct record, into the workings of the Council.

It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on Monday 6th July 2015 (minutes 83/16 to 90/16) be adopted as a correct record, into the workings of the Council.

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It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on Monday 10th August 2015 (minutes 124/16 to 132/16) be adopted as a correct record, into the workings of the Council.

- b) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on Monday 29th June 2015 (minutes 73/16 to 82/16) be adopted as a correct record, into the workings of the Council.

It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on Monday 27th July 2015 (minutes 112/16 to 123/16) be adopted as a correct record, into the workings of the Council.

157/16 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE NOT BEEN APPROVED AS A CORRECT RECORD:

- a) The minutes of the meeting of the General Purpose and Highways Committee held on Monday 6th July 2015 (minutes 91/16 to 103/16) were presented by Councillor Burt. It was **RESOLVED** that the minutes of the General Purpose and Highways Committee be adopted as a correct record into the workings of the Council.
- b) The minutes of the meeting of the Finance Committee held on Monday 24th August 2015 (minutes 133/16 to 143/16) were presented by Councillor Smith. It was **RESOLVED** that the minutes of the Finance Committee be adopted as a correct record into the workings of the Council.
- c) The minutes of the meeting of the Planning Committee held on Monday 7th September 2015 (minutes 144/16 to 150/16) were presented by Councillor Davidson. It was **RESOLVED** that the minutes of the Planning Committee be adopted as a correct record into the workings of the Council. Members were advised that the minute numbers of this meeting as shown on the agenda were incorrect.

158/16 EXTERNAL AUDIT REPORT:

The Town Clerk reported the outcome of the External Audit for the year 2014-2015 in that there were no matters to draw to the council's attention as everything was in satisfactory order. Members considered this an excellent result and expressed their gratitude to the Clerk and staff in achieving this outcome and accepted the Annual Return into the workings of the council.

159/16 LOCAL COUNCIL AWARD SCHEME:

The Town Clerk explained that the Council's 'free foundation' year is due to expire at the end of the year and therefore invited Members' views as to whether the Council should apply for formal accreditation under the Scheme, and if so, at what level. Councillor Davidson sought clarification as to what benefits resulted from accreditation. The Town Clerk confirmed that this was a new scheme and there is no financial benefit. However by achieving accreditation it formally recognizes that the Council is working in an open and transparent manner. Councillor Burt sought clarification of the fees payable for accreditation at the various levels. The Town Clerk confirmed that in addition to a £50 registration fee, the accreditation fee for the Foundation Award would

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be £50 per application, the Quality Award fee was £100 per application and the Quality Gold Award fee was £200 per application.

Members were agreed that the Town Council should seek accreditation and discussions centred at what level to seek accreditation. It was then **RESOLVED** that the Town Council seek accreditation at the Foundation Award level, but with the aspiration of achieving the Quality Award in due course.

The Town Clerk advised Members that an Action Plan will now be required which will need to be agreed by Members and this would be discussed further at the next meeting of the Finance Committee.

160/16 CLERK'S REPORT:

The Clerk reported:

90 tickets had been issued so far for the Silver Sunday screening of Casablanca in the Royston Picture Palace on 4th October 2015. Several enquiries had been received from individuals aged over 65 living in surrounding villages and if enough tickets were available they will also receive tickets.

A date for the Mayor's Civic Reception had been set – Friday 11th March 2016. Members were asked to note this date.

161/16 REPORTS FROM COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Kennedy reported on the work of Royston District Community Transport which was greatly appreciated by its many users. This organization relied on approximately 80 volunteer drivers to transport users, who did not otherwise have means of transport, to medical appointments, shopping trips, etc. Funding for this service is provided by a number of public and charitable organisations but there is no certainty that this funding will continue in future. Councillor Kennedy made the point that the Town Council does not currently offer any funding and he hoped that during the next budget round the Town Council could find some funding to support this excellent service. Members agreed that this warranted further consideration at the appropriate time.

Councillor Kennedy also spoke about the A10 Corridor Cycling Campaign and the progress that had been made to date – with the aim of encouraging more cycle use between Royston and Cambridge. This was felt to be possible if the route was deemed to be safer. Whilst Cambridgeshire County Council were keen to promote cycling the missing link to the plans was a crossing over the A505. Councillor Kennedy sought support from the Town Council re: this project. The Town Mayor noted Councillor Kennedy's comments and stated that the Town Council fully supports the work of County Councillors Hill and Hunter in trying to achieve a safer crossing over the A505 as previously minuted.

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Cllr Dingley drew Members' attention to the Royston Arts Festival which continued to grow from strength to strength and adds a great deal to the life of Royston residents. Councillor Dingley felt that there was scope however for more enthusiasm for this Festival from residents of the Town and was keen for more people to get involved in the running of the events and serve on the organising Committee to ensure its success is maintained.

There being no further business the Town Mayor closed the meeting at 8.15pm.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 28th September 2015 at 7.30 p.m.

PRESENT: Councillor Smith (in the Chair)
Councillors Burt, Davidson, Davison, Harrison, Hughes & Kennedy
Town Clerk
Administration Assistant
County & District Councillor Hill

162/16 PUBLIC PARTICIPATION:

There was none.

163/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Baker & Hulström-Allen.

164/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

165/16 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 24th August 2015 (minutes 133/16 to 143/16) were approved for signature by the Chairman.

166/16 MINUTES OF SUB-COMMITTEES & WORKING PARTIES:

The minutes of the meeting of the Markets Advisory Sub-Committee held on 17th August 2015 were received into the workings of the Council.

167/16 ACCOUNTS FOR PAYMENT:

Councillor Kennedy raised a query with regards the sum to be paid in respect of "Rates" and wanted to know whether the figure shown was a monthly or annual payment. The Town Clerk confirmed that this was a monthly payment. Members then **RESOLVED** to approve the accounts for September 2015 in the sum of £36,201.61 for payment.

The Town Clerk also advised Members of potentially large forthcoming expenditure in respect of the essential remedial work needed to be carried out relating to faults in the electric and heating systems in the Town Hall. The Town Council will need to pay a proportion of the costs relating to this work. Members noted this.

168/16 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- (i) Members noted the Bank Reconciliation for August 2015.
- (ii) Members noted the Income & Expenditure for August 2015. Councillor Kennedy raised a query with regards the summary spreadsheet and asked if this document could show those items which are billed monthly and which are billed annually. The Town Clerk advised that the spreadsheet could be altered if

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Members wanted this. Councillor Davison felt the spreadsheet was quite clear and Members therefore decided to leave the spreadsheet as it stood.

169/16 BANKING – CHANGES TO CHEQUE PROCESSING:

Members noted that used cheques will no longer be returned to the Council along with the monthly statement. Therefore the cheque stubs will need to be initialled at the same time as signing the cheques. The Town Clerk confirmed this change in procedure will take place immediately.

170/16 BUDGET 2016-2017:

Members **RESOLVED** to set up a Budget Working Party to discuss and prepare the budget for the year 2016-2017. The working party will comprise the same Members as last year, namely, Councillors Baker, Burt, Davison, Harrison, Hughes, Kennedy & Smith.

171/16 REMEMBRANCE DAY:

It was **RESOLVED** to:-

- Donate £50 to the Poppy Day Appeal
- Donate £50 to the Royston Branch Royal British Legion for refreshments after the Remembrance Day Parade

Members also provisionally agreed to donate £150 to the Royston Branch of The Royal British Legion if required for Programmes/Order of Service.

172/16 LOCAL COUNCIL AWARD SCHEME:

Members were advised that an Action Plan in respect of the application that will be made for the Foundation Award, needed to be approved. Members considered the example Action Plan which had been circulated. Councillor Smith felt two additional items “Maintenance of the Cross Public Conveniences” and “The provision of a Cemetery” needed to be added under “Community” and “Open Spaces” respectively. Councillor Davidson felt reference to the Royston Cave, Royston Museum, Royston Market and the Community Trust Fund also needed to be added.

Councillor Kennedy felt the format of the circulated Action Plan needed much more work devoted to it because as it stood it did not show how the various aims and objectives will be achieved and in what timescales.

The Town Clerk confirmed that the circulated Action Plan was a representative document required for the Foundation Award. After further discussion Members **RESOLVED** to approve the generic headings set out in the Action Plan with the inclusion of the additional items requested by Councillors Davidson and Smith.

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173/16 THE CROSS PUBLIC CONVENIENCES:

Members discussed the report from the Working Party set up to consider applying to NHDC for the Community Asset Transfer of the building to the Town Council. Members were advised that the recommendation of the Working Party was to apply to NHDC for this transfer. Members were advised that any formal decisions to accept this transfer, if offered, would need to be agreed by Full Council. At this stage only the opening of a dialogue with NHDC was being recommended.

Councillor Kennedy argued that the Town Council should make a decision first about what it wanted to do with the conveniences before making any approach to NHDC about a Community Asset Transfer. Members agreed that there were three options - a) hand back to NHDC who will close the conveniences, b) leave the operation of them as it is or c) Investigate transfer and consider refurbishment.

Councillor Hughes put forward a motion supporting the option of closing the Cross Public Conveniences. He argued that there were sufficient alternative public conveniences at Fish Hill and also at Royston Railway Station and the costs of keeping open the Cross Conveniences could not be justified. Members voted and this motion was defeated 4 votes to 3 with the Chairman using his casting vote against this motion. There was 1 abstention.

Councillor Smith put forward a further motion supporting the recommendations of the Working party which was to liaise with NHDC with regards a Community Asset Transfer. 3 Members voted in favour of this and 3 voted against. The chairman using his casting vote voted in favour of the motion. The Motion was therefore carried 4 votes to 3. There was 1 abstention.

174/16 WICKER HALL CEMETERY DEVELOPMENT:

Councillor Burt explained the current position and recommended that Members agree the payment of fees for the work required to discharge the pre-commencement planning conditions.

Councillor Kennedy raised a query on who would be carrying out this work and also whether an up to date ecology report will now be commissioned, as he believed the previous one obtained was now out of date. Councillor Kennedy also requested that a survey be carried out to determine whether there are bats & badgers on the site and felt no additional money should be spent until these matters are resolved.

Councillor Burt confirmed that "Cemetery Development Services" an experienced and competent specialist organisation would carry out the work. Councillor Burt added that there are only 47 plots left in the current cemetery and some of these are pre-sold family plots, so space was running out.

Members agreed that action was needed to get the new cemetery built as soon as possible. Members were assured that appropriate surveys would be done at the time they are required, which was not now. Members voted and **RESOLVED** to approve the payment of fees, covering work required to discharge the pre-commencement planning conditions. 5 Members voted in favour, 1 Member voted against and 1 Member abstained.

There being no further business the Chairman closed the meeting at 8.27pm

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 12th October 2015 at 7.30pm.

PRESENT: Councillor Davison (in the Chair)
Councillors, Inwood & Kennedy, Smith, Swallow & Turner
Town Clerk
Administration Assistant
County & District Councillor Hill
District Councillor Green

175/16 PUBLIC PARTICIPATION:

There was none.

176/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Davidson and Hulström-Allen.

177/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

178/16 MINUTES:

The minutes of the meeting of the Planning Committee held on Monday 7th September 2015 (minutes 144/16 to 150/16) were approved and signed as a correct record.

179/16 PLANNING APPLICATIONS:

- a) 15/02328/1HH - 5 Ash Way, Royston
Members raised no objection to this application.
- b) 15/02365/1HH – 2 Downlands, Royston
Members raised no objection to this application
- c) 15/02399/1HH - 54 Hawthorn Way, Royston
Members raised no objection to this application.
- d) 15/02561/1 - 10 Briary Lane, Royston
Members raised no objection to this application.
There was 1 abstention.

180/16 PLANNING DECISIONS:

Members noted the decision made by NHDC.

Date of next meeting: Monday 9th November 2015.

There being no further business the chairman closed the meeting at 7.35 pm.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **GENERAL PURPOSE & HIGHWAYS COMMITTEE** held in Room 11, Town Hall, Royston at 7.30pm on Monday 19th October 2015.

PRESENT: Councillor Harrison, (Chairman)
Councillors, Baker, Burt, Dingley, Hughes, Inwood & Turner
Town Clerk
Councillor Davison and Smith, County & District Councillor Hill

The Chairman opened the meeting by reminding members of the Highways Fault reporting details. Telephone 0300 1234047 or online at <https://www.hertsdirect.org/faultreporting/> and request that members take a note of the ref number so faults can be chased up if needs be.

181/16 PUBLIC PARTICPATION: There was none.

182/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Swallow

183/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

184/16 MINUTES:

The minutes of the meeting of the General Purposes & Highways Committee held on Monday, 6th July 2015 (minutes 91/16 to 103/16) were approved and signed by the Chairman.

185/16 REPORTS OF WORKING PARTIES:

Members received the notes of the Royston in Bloom Working Party meetings held on:

- 16th June 2015
 - 7th July 2015
 - 8th September 2015
- into the workings of the Council.

186/16 TRAFFIC ISSUES – ROYSTON:

Members discussed the response received from Hertfordshire Highways and with regards to their comments about imposing a lower speed limit along Baldock Road, it was agreed the council would need to wait and see if further housing development takes place along this stretch of road and then review the situation again. Councillor Davison reported he had raised the second request, which was to extend the 30mph speed limit from the town out to the furthest current housing development along Baldock Road, at a meeting he had attended with Councillors Hill and Hunter and Police Chief Inspector Julie Wheatley. Inspector Wheatley said she would aim to use local resources to monitor speeds in Baldock Road, Newmarket Road and the A10 and also liaise with the Speed Watch Team.

The issues regarding weight limits signs was then discussed and Councillor Hill reported that this could be dealt with by using funds from the Highways Locality

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Budget next year. A feasibility study along the roads requested for the signs to be installed would need to be carried out.

187/16 CAMBRIDGESHIRE COUNTY COUNCIL – Verge Grass Cutting Schedule

Members noted the grass verges maintenance schedule and asked for the details of Cambridgeshire Highways fault reporting details to be forwarded to them.

188/16 ANPR CAMERAS:

Members expressed their disappointment that all the cameras in Royston could not be switched back on, but noted that the cameras in Old North Road and London Road are ready to be turned on if needed, with other cameras being ready if a crime spike occurred in the area.

189/16 LED STREET LIGHTING

Members noted the proposed schedule for replacement of North Herts street lights to LEDs. (February to May 2016)

190/16 BUS ROUTES

Members still have concerns over the Bus 331 using Tannery Drift as an alternative route due to parked cars obstructing the route via Kneesworth St. The bus has been seen mounting the pavement in Tannery Drift and the safety of the school children must be taken into consideration. Various meetings have been held together with the County, District, Town council, the bus operator and police safety advisor officer but nothing has changed. Members agreed to set up a small group and approach the Head Teacher to see if she would attend a meeting so this could be discussed further with the school and obtain their views. Councillors Burt, Davison, Turner and County Councillor Hill agreed to be part of the group.

191/16 OUTSIDE ORGANISATIONS:

No reports were given by Members.

There being no further business the Chairman closed the meeting at 8. 06pm.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston at 7.30pm on Monday 26th October 2015.

PRESENT: Councillor Smith (in the Chair) Councillors Baker, Burt, Davidson, Davison, Harrison, Hughes, Kennedy & Lewis
Town Clerk & Administration Assistant
County and & District Councillors Hill & Hunter, Town Councillor Swallow

192/16 PUBLIC PARTICIPATION:

There was none.

193/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Hulström-Allen.

194/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

195/16 MINUTES:

Councillor Kennedy asked for an amendment to be made to the previous minutes. In particular the wording "he believed" in the second paragraph of minute 174/16 should be deleted, as the comment he made about the ecology report was correct. Subject to this amendment the minutes of the meeting of the Finance Committee held on Monday 28th September 2015 (minutes 162/16 to 174/16) were approved for signature by the Chairman.

196/16 ACCOUNTS FOR PAYMENT:

Councillor Kennedy raised a query regarding items 52 & 53 which related to payments to Cemetery Development Services. He believed these items should be shown under a separate Cemetery heading. Members noted Councillor Kennedy's comments. Members then **RESOLVED** to approve the accounts for October 2015 in the sum of £35,706.42 for payment.

197/16 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- (i) Members noted the Bank Reconciliation for September 2015.
- (ii) Members noted the Income & Expenditure for September 2015.

198/16 MAYORAL CHAIN:

Members considered how to fund the repairs of the Mayoral Chain. Work, which all were agreed, needed to be undertaken without delay. The Town Clerk confirmed there was no provision in the budget for this work.

Councillor Lewis, the Town Mayor, indicated that he was content to use his allowance towards the costs of the work required which Members agreed was a very generous offer. This would still however leave a shortfall to be found.

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Members then discussed the detail of the two estimates that had been received from companies to carry out this work. Unfortunately, Members had no knowledge of these two companies and so the Town Clerk agreed to check with District & County Council to see whether they have any experience of the two companies involved, with regards the standard of their work and costs.

At the conclusion of discussions, Members **RESOLVED** to go ahead with the work that had been identified. Former Town Mayors would be approached to ascertain whether they would be willing to contribute to the costs of this work – failing which funds from the Reserves would be used to meet any shortfall.

199/16 ROYSTON TOWN GUIDE:

The Town Clerk confirmed that subject to a couple of late additions, including the Town Mayor's message, the Town Guide was ready to be published. Members **RESOLVED** to approve the publication of the next issue of the Town Guide subject to the additions the Town Clerk had identified.

200/16 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

No matters were raised by Members.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **TOWN COUNCIL PROPERTIES SUB-COMMITTEE** held in Room 11, Town Hall, Royston on Monday 26th October 2015 at 7.55pm.

PRESENT: Councillor Davison (in the Chair) Councillors Burt, Davidson, Harrison & Smith
Town Clerk & Administration Assistant
County & District Councillors Hill & Hunter District Councillor Lewis
Councillors Baker & Kennedy

201/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Hulström-Allen

202/16 MINUTES:

The minutes of the meeting of the Town Council Properties Sub-Committee held on Monday, 8th June 2015 (minutes 53/16 to 55/16) were approved as a correct record.

203/16 TOWN COUNCIL PROPERTIES:

Market Hill Rooms

Work to improve safety of inside step has now been completed. Councillor Harrison commented that a request had been made to him from the Women's Institute for signage to be erected on the Market Hills Rooms as some users had trouble finding the building. The Town Clerk agreed to investigate this further to ascertain what can be done, and the costs involved etc.

Town Hall

Members were advised that the Air Conditioning extension had now been completed as had the re-wiring of the offices. There were still however, ongoing problems with heating in the Town Hall and offices. The Town Clerk confirmed that her concerns had been escalated and were now being addressed. Contractors had visited the offices today to inspect the problem.

Green Street Allotments

Members were advised of a change of Committee Members and the Chairman of RAGA. The Acting Chairman is Ian Hirst.

Stile and Green Walk Plantations

The litter pick has been completed by Leo's club members and there had been further requests for work to trees from local residents.

The Cross Public Conveniences

As previously agreed at the Finance Committee, investigations would be made to apply for Community Assets Transfer.

War Memorial

The Town Clerk provided an update. Remedial work on the War Memorial is required. The left hand side is very worn and the rope design weathered back. There are three options with regards this work, with corresponding cost implications. Members discussed the options set out by the Town Clerk. A simple sign-write of the lettering which is worn was the cheapest option at £500 - £600. However the Memorial would

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weather again fairly quickly, possibly within the next 8 years. A further option of supplying a brand new Portland Stone panel with the rope design and lettering, which may cost in the region of £5000 - £6,000, was dismissed as being too expensive.

The final option, which involved a re-cutting of the letters on the left and side which is worn and then a repaint of the letters at a cost of between £1500 - £2000, was discussed and Members agreed this the most sensible and cost effective way forward. Members asked the Town Clerk to obtain a firm quote for this work. At the same time she was asked to ascertain whether there is any alterations that could be made to the Memorial to protect it from rainwater down the front, which over time will undoubtedly cause further weathering.

There were no other comments on any other Town Council properties.

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

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held in Room 11, Town Hall, Royston at 7.10pm on Thursday 5th November 2015.

PRESENT: Town Councillors: F J Smith (Chairman), Robert Inwood, Vera Swallow.
History Society Trustees: Martin Kaszak, James Robinson, Jenny Smith and Phil Smith
History Society Chairman: Neville Chuck
Friends of Museum: Reg Hounsell
Town Council Officers: Susan Thornton-Bjork (Town Clerk),
Jenny Oxley (Museum Curator), Ian Eastwell (Admin Assistant)

204/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors, Les Baker, Peter Burt, John Davison and Trustee Peter Franks.

205/16 MINUTES:

The minutes of the meeting held on Thursday 16th July 2015 (minutes 104/16 to 111/16) were approved for signing by the Chairman.

206/16 CURATORS REPORT: (copy attached to the minute book)

The Curator updated members on various points in the report.

In addition the following issues were discussed.

- The Curator suggested getting the Museum carpets cleaned. To hire a carpet cleaner and undertake the work in-house would cost approximately £40.00. Members suggested that getting the carpets professionally cleaned, although costing more, would be preferable. The Curator would therefore undertake to get a quotation from a professional carpet cleaning company and report back.
- The Curator explained that there are various unwanted items in the cellar which need clearing out and she suggested hiring a man with a van to undertake this work. In principle this was agreed, and the Curator will go ahead and obtain a quotation for this work and report back.
- Duplo Creative Play Sessions will be arranged, run by the company which manufactures Duplo. There would be no cost to the Museum.
- The Curator suggested that current charges and fees levied by the Museum were set too low and could justifiably be increased to the level charged by similar sized Museums. The Chairman asked that the Curator prepare a report for the next meeting, where the proposed changes could be fully considered.
- The Curator proposed seeking a grant from the Small Scale Capital Grants Scheme for Museums (SHARE), with a view to using this money to upgrade lighting and displays. The Curator proposed seeking a grant of £10,000, which was considered reasonable. During discussions it was agreed that in the first instance, the Curator should obtain quotations for the lighting & displays upgrade so the matter of applying for such a grant could be referred to the Finance Committee for further consideration.

The Chairman thanked the Curator for her detailed report, commenting that it was very good to note that visitor numbers and takings continue to rise. The Chairman also added

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that he was concerned that the long term illness of the Museum cleaner, meant that Museum staff have had to resort to undertaking cleaning duties themselves, in addition to their normal duties and he asked the Town Clerk to look into this situation.

207/16 FINANCE:

- Members noted the Income & Expenditure figures for the Museum.
- Members noted the shop sales for the Museum.

208/16 ACCREDITATION POLICIES AND PLANS:

Members discussed the policies and plans. Martin Kaszak asked for an amendment to the Collections Development Policy. It had been stated that in the case of a disposal, sale or transfer of any item in the Museum's collection it should be agreed first by the governing body (via the sub-committee which consists of Town Councillors and the Trustees of the collection). Whilst Martin Kaszak agreed with that, he felt it should say definitively, that the final decision should be made by the Collections Trustees as they own the collection. Members agreed and the Curator will add this to the document.

Subject to this amendment, members were content to recommend to the Full Council for the policies and plans to be adopted into the workings of the Town Council.

209/16 REPORT FROM THE CHAIRMAN OF THE ROYSTON & DISTRICT LOCAL HISTORY SOCIETY:

Martin Kazak gave a brief update on behalf of the Society. (Copy attached to minutes).

The Autumn Programme began after the summer break, when the Society held its committee meeting on 24 September 2015, and the first Lecture meeting of this session was held on 1 October 2015 when the Society's newly re-printed and updated publication 'Royston Inns and Public Houses' was on sale for the first time. The speaker that evening was Archaeologist Keith Fitzpatrick-Matthews who gave a very interesting insight from the Ice Age to the present period on the Heath, called 'Kelshall Past'.

The next Lecture will be held this evening (5th November 2015), when Stephen Poulter will give an illustrated talk on Theobalds; Hertfordshire's Lost Royal Palace, which should be very interesting.

210/16 REPORT FROM CHAIRMAN OF THE FRIENDS OF THE MUSEUM:

Reg Hounsell explained that he had no report to give on the Friends of the Museum, other than to advise their next meeting would be held on 11th November 2015.

211/16 ANY OTHER BUSINESS:

The Curator raised the issue of the proposed access ramp to the Museum. Whilst a fixed ramp had previously been discussed and agreed, the quotation recently obtained had increased and she was now undecided whether to proceed with the fixed ramp or obtain a temporary lightweight ramp which could be folded away when not in use. Members were minded to proceed with the fixed ramp option as this would look more inviting to

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Museum users. The Curator was asked to provide details of the revised estimate for the fixed ramp together with photographs so this could be considered further at the next Finance Committee meeting. Members also asked the Curator to double-check the measurements of the ramp to ensure it was suitable.

There being no further business the Chairman thanked everyone for attending and closed the meeting at 7.40pm

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 9th November 2015 at 7.30 p.m.

PRESENT: Councillor Davidson (in the Chair)
Councillors Davison, Dingley, Inwood, Smith, Swallow & Turner
Town Clerk
Administration Assistant
County & District Councillor Hill
District Councillor Green
2 Members of the public

212/16 PUBLIC PARTICIPATION:

David Bainbridge, with his colleague Melissa Balk, representing Bidwells, addressed the Committee relating to the emerging outline planning application for land west of Royston and north of Baldock Road, Royston. It was confirmed Bidwell's client was E W Pepper Limited.

David Bainbridge explained that initial discussions with the Planning Department at NHDC had already taken place. He pointed out that this process was at the pre-application stage and the outline planning application would be submitted by the end of December 2015. Members were passed copies of the plans which had been drawn up so far. He went on to explain that the site in question covers 7.5 hectares and it is believed the land could accommodate up to 320 residential dwellings – 40% of which would be set aside for affordable housing. In addition, it is proposed that part of the site on serviced land, will be set aside for a possible new primary school for Royston, although it was pointed out that further detailed discussions with Hertfordshire County Council will be needed, as whilst a requirement for a new primary school has been identified by Hertfordshire County Council, it needs to be ascertained whether this is the best site for it to be built. The plans could therefore change. It was also pointed out that a public consultation event would be held at The Heath Sports Centre between 4pm-8pm on 16th November 2015 where the initial plans would be available for inspection by members of the public.

Further discussions then took place where Members questioned David Bainbridge about the proposals, including sewage, access to and from the development, traffic flows as a result of this development, the design of potential dwellings and the retention of trees along the Baldock Road. In summary David Bainbridge emphasized the plans as they stood at the moment could change, depending on the outcome of discussions with the planning authorities – but hoped his presentation had been of assistance to Members and offered to return in future and provide further updates.

The Chairman thanked David Bainbridge for his presentation.

Councillor Dingley arrived at the meeting at 7.53 pm.

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213/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Hulström-Allen, Kennedy & McGlynn

214/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

215/16 MINUTES:

The minutes of the meeting of the Planning Committee held on Monday 12th October 2015 (minutes 175/16 to 180/16) were approved and signed as a correct record.

216/16 PLANNING APPLICATIONS:

- a) 15/02137/1HH - 14 Keats Close, Royston
Members raised no objection to this application.
- b) 15/02719/1HH - 34 Fieldfare Way, Royston
Members raised no objection to this application.
- c) 15/02676/1HH - 13 Lower King Street, Royston
Members raised no objection to this application. Cllr Davidson declared an interest and did not vote.

217/16 PLANNING DECISIONS:

Members noted the decision made by NHDC.

Date of next meeting: Monday 14th December 2015.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 9th November 2015 in Room 11, Town Hall, Royston, at 8.05 pm.

PRESENT: Councillor Lewis (Town Mayor in the Chair)
Councillors Davison, Davidson, Dingley, Harrison, Inwood, Smith, Swallow & Turner
Town Clerk
Administration Assistant
County & District Councillor Hill
District Councillor Green

The Reverend John Fidler led the meeting in Prayer.

218/16 PUBLIC PARTICIPATION

There was none.

219/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Baker, Burt, Hughes, Hulström-Allen, Kennedy & McGlynn

220/19 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

221/16 TOWN MAYOR'S ANNOUNCEMENTS:

The Town Mayor reported that he had attended the Royston Arts Festival finale at the Parish Church which was excellent. He had also attended the Fireworks display at Icknield Walk School which was attended by over 1000 people. This past weekend he had attended the Remembrance Day service at the War Memorial and will also attend the event on Wednesday 11 November. Finally the Town Mayor confirmed his attendance at the recent Town Mayor's charity quiz night at the Town Hall which raised £960. This was an excellent event much enjoyed by all those participating.

222/16 MINUTES:

It was **RESOLVED** to approve as a correct record, the minutes of the meeting of the Council held on Monday 21st September 2015 (minutes 151/16 to 161/16).

223/16 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:

- a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on Monday 28th September 2015 (minutes 162/16 to 174/16) be adopted as a correct record, into the workings of the Council.

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224/16 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE NOT BEEN APPROVED AS A CORRECT RECORD:

- a) The minutes of the meeting of the Planning Committee held on Monday 12th October 2015 (minutes 175/16 to 180/16) were presented by Councillor Davidson. It was **RESOLVED** that the minutes of the Planning Committee be adopted as a correct record into the workings of the Council.
- b) The minutes of the meeting of the General Purpose and Highways Committee held on Monday 19th October 2015 (minutes 181/16 to 191/16) were presented by Councillor Harrison. The Town Clerk advised that minute 186/16 "Traffic Issues- Royston" required a small amendment to show that County & District Councillor Hunter also attended the meeting with Councillor Davison, Councillor Hill and Police Chief Inspector Julie Wheatley. Subject to this amendment it was **RESOLVED** that the minutes of the General Purpose and Highways Committee be adopted as a correct record into the workings of the Council.

225/16 LOCAL COUNCIL AWARD SCHEME:

- a) Members **RESOLVED** that the Council holds all the documentation as set out in the first document list copied to Members and that these documents are published on-line. (copy with minutes)
- b) Members **RESOLVED** that the Council has the second list of documents published which are held in the Council offices. Councillor Davidson asked whether the Town Council has a policy for training new staff and Councillors. The Town Clerk confirmed that there is such a policy. (copy with minutes)

226/16 CLERK'S REPORT:

The Clerk reported:

As a result of the recent Break-in at the Town Hall extra security on internal doors where cash is held has been introduced. Royston First will install a safe, and shutters on the bar are to be locked. There will also be an outside security light at the emergency exit door.

There will be candlelight opening at the Royston Cave between 10am – 1pm on 5th December 2015.

Rudolph the Reindeer Christmas Trail will take place on Saturday 5th December 2015.

The Christmas Fair, in Royston High Street will take place on Saturday 12th December 2015.

The Christmas Market will take place on Saturday 19th December 2015. There will be a market on Wednesday December 23rd but no market on either 30 December 2015 or 2 January 2016.

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The resurfacing of the car-park around the council offices is proposed to take place between 25th - 30th November 2015. The car parks will be closed during this time and staff will be given permits to park in the main car-park. During this work contractors will incorporate a ramp to the Town Hall door.

Finally, heating in the Town Hall is now working okay.

227/16 OUTSIDE ORGANISATIONS:

Councillor Davidson drew Member's attention to the minutes of the Royston Youth Network meeting held on 24th September 2015. It was pointed out that more people came along to this meeting which was encouraging. One of those attending was Andy Smith the manager of Tesco's, who indicated that he was very keen that his company gets involved and gives something back to the local community. He indicated that he has a group of workers who are willing to assist in local projects, such as repairing fences and helping tidy gardens, etc. It was suggested that Andy Smith liaises with Denise Graham, the Volunteer Centre Manager, as she already has similar links with Johnson Matthey who are involved in similar projects.

One other point concerning Tesco's is that part of the revenue they raise under the new law about charging for plastic carrier bags will be passed to local charities. Councillor Smith queried whether Tesco's could pass this money to the Mayor's Trust Fund so as a number of differing charities may benefit. Councillor Davidson agreed to raise this with Andy Smith.

There being no further business the Town Mayor closed the meeting at 8.27 p.m.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 30th November 2015 at 7.30 p.m.

PRESENT: Councillor Smith (in the Chair)
Councillors Baker, Burt, Davidson, Harrison, Hulström-Allen, Hughes & Kennedy
Town Clerk
Administration Assistant
County & District Councillors Hill & Hunter
District Councillor Green

228/16 PUBLIC PARTICIPATION:

There was none.

229/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Davison & Lewis.

230/16 DECLARATIONS OF INTEREST & DISPENSATIONS:

No declarations were received.

231/16 MINUTES:

The minutes of the meeting of the Finance Committee held on 26th October 2015 (minutes 192/16 to 200/16) were approved for signature by the Chairman.

232/16 MINUTES OF SUB-COMMITTEES & WORKING PARTIES:

- The minutes of the Markets Advisory Sub-Committee meeting held on 23rd October 2015 were received into the workings of the Council.

Councillor Hulström-Allen arrived at the meeting at 7.33 pm.

- The minutes of the Town Properties Sub-Committee meeting held on 26th October 2015 (minutes 201/16 to 203/16) were received into the workings of the Council.
- Subject to an amendment to show the correct spelling of “Curator” at 206/16, the minutes of the Museum Advisory Sub-Committee meeting held on 5th November 2015 (minutes 204/16 to 211/16) were received into the workings of the Council.

233/16 ACCOUNTS FOR PAYMENT:

Councillor Kennedy raised a query with regards to the cost of the locks installed on the roller shutter within the Town Hall as a result of the recent break-in. Councillor Kennedy wondered whether these costs could be claimed back on the building insurance. The Town Clerk advised that there is a £200 excess to pay and also any claim would be likely to increase the Town Council’s future insurance premiums. Therefore it was not planned to make a claim on the insurance policy. Members then **RESOLVED** to approve the accounts for November 2015 in the sum of £29,592.70 for payment.

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The Town Clerk also confirmed that the costs of electricity shown for the Christmas lights related to the last Christmas period (November 2014 – January 2015).

234/16 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- Members noted the Bank Reconciliation for October 2015.
- Members noted the Income & Expenditure for October 2015.

235/16 ROYSTON AND DISTRICT MUSEUM AND ART GALLERY:

Members discussed the options for the access ramp into the main entrance of the Museum, in particular the costs of installing a standard ramp with a double handrail at a cost of £775 plus £30 fitting compared to a temporary ramp which can be put out and used as and when required by the Museum volunteers which would cost £298. Members were of the view that a permanent ramp would be preferable, as the gradient on the temporary ramp was too steep and it also placed too heavy a burden on the Museum volunteers who would be responsible for putting it out whenever it was required. Also a permanent ramp would likely to be more enticing to disabled visitors. Members therefore **RESOLVED** to approve the expenditure of a permanent standard ramp with handrails.

236/16 ROYSTON AND DISTRICT MUSEUM AND ART GALLERY ALARM SYSTEM:

Members noted that emergency works costing £633.27 have had to be carried out to the Museum alarm system after it developed a fault. This will ensure the continued safety of the Museum, appropriate Police response when required and unaltered insurance cover.

The Town Clerk advised Members that at the next meeting of the Finance Committee there would need to be discussions with regards the alarm system at the Town Hall which is considered to be out of date. Members noted the Town Clerk's comments.

237/16 DRAFT BUDGET FOR 2016-2017:

Members considered the proposals of the Budget Working Party for the 2016-2017 budget and precept.

Councillor Kennedy had concerns about the forecast out-turns and projected spend data that had been produced. He believed the Council should aim for a balanced budget and mentioned the continued growth of the Council's reserves. He queried why the Council's reserves could not be used to off-set any need to increase the precept?

In further detailed discussions Councillor Kennedy raised the issue of future expenditure on the Cemetery and wanted to know when work on this would begin. Councillor Smith confirmed that work would begin next year. Councillor Kennedy indicated that work could be stalled because of evidence of badger setts on the cemetery site. He stressed that further expert advice on this aspect is required at an early stage before more money is expended. Members were advised that the site would indeed be monitored by relevant experts during the construction phase.

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Councillor Hughes agreed with Councillor Kennedy's comments regarding the budget and the proposed increased precept. Whilst he accepted that this resulted in an increase of £0.63 a year for a Band D household, the % increase was 1.47% and as a matter of principle the Council, if it was more financially prudent, should not be seeking any increase at all at this time to send a clear message to council tax payers that it is acting responsibly in these times of austerity.

Councillor Burt felt the draft budget under discussion was very sensible – although he did share some concerns as to whether the reserves could be utilized better. He would like to see the reserves used for projects which would benefit the people of Royston. Councillors Baker, Harrison and Hulström-Allen agreed that this was a sensible budget. Councillor Hulström-Allen did not feel the reserves should be reduced.

Following further discussion Councillor Hughes proposed a motion which would allow for no increase in the precept, and for any shortfall to be off-set by reducing the Council's reserves. Councillor Kennedy seconded this motion. 2 Members voted in favour of this motion, 5 Members voted against and 1 Member abstained.

Councillor Smith then advised that further discussion on the budget/precept would need to be considered at the next Full Council meeting in January 2016 where all members would be able to consider, offer comment and agree this matter. The Town Clerk indicated by the time of that meeting some updated figures for the number of Band D properties would be available and also the draft budget sheet would cover 8 months, rather than 7.

238/16 MARKET HILL ROOMS:

The Town Clerk updated Members on the progress since the request from groups that use Market Hill Rooms to display the name on the gates of the building. A sign-writer has produced an A3 size sign with the name of the building which, subject to member's approval, is planned to bolt onto the gate. The cost of this was £43.16. Members **RESOLVED** to approve this expenditure.

239/16 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Smith reported that on Tuesday 24th November 2015 he had attended the 25th anniversary of the Royston Day Centre in the Old Barn. The Building was officially opened on 24 November 1990. The event was very successful and a great many clients whom the Day Centre serves were able to attend. Councillor Smith was of the view that the Town was lucky to have such a valuable asset.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 14th December 2015 at 7.30 p.m.

PRESENT: Councillor Davidson (in the Chair)
Councillors Davison, Hulström-Allen, Inwood, Kennedy, Smith, Swallow & Turner
Town Clerk
Administration Assistant
County & District Councillor Hill
2 Members of the public

240/16 PUBLIC PARTICIPATION:

There was none.

241/16 APOLOGIES FOR ABSENCE:

There were no apologies.

242/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

Councillor Hulström-Allen arrived at the meeting at 7.32 pm.

243/16 MINUTES:

The minutes of the meeting of the Planning Committee held on Monday 9th November 2015 (minutes 212/16 to 217/16) were approved and signed as a correct record.

244/16 PLANNING APPLICATIONS:

- a) 15/02904/1HH - 79 Redwing Rise, Royston
The Chairman reported that the Planning Officer at NHDC will be requesting further amendments to this application, as a result of objections from neighbours. Councillor Smith had concerns over the plans as they stood and indicated he would wish to see the revised plans prior to making any comment. Members agreed and subsequently voted to object to this application as it stood.
1 member abstained.
- b) 15/02776/1 - 10A Angel Pavement, Royston
Members expressed concern about this application as it proposed a change of use from offices to residential premises, in an area which was designed as a shopping precinct. Members were not convinced this was appropriate and subsequently voted to object to this application.
- c) 15/02475/1 - Mitre Works, 1 Priory Lane, Royston
Councillor Smith pointed out that the address of this application is incorrect as Mitre Works is situated on Market Hill, and not Priory Lane. Subject to this error being corrected, Members raised no objection to this application.

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- d) 15/2906/1 - 29 Market Hill, Royston
Members raised no objection to this application.
- e) 15/02907/1LB - 29 Market Hill, Royston
Members raised no objection to this application.
- f) 15/02913/1HH - 29 Queens Road, Royston
Members raised no objection to this application.
- g) 15/02865/1HH - 5 Heathfield, Royston
Members raised no objection to this application.

245/16 PLANNING APPEAL – SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL:

- a) APP/W0530/W/3129295 – Horse and Groom, Baldock Road, Royston
Members noted this Appeal. Councillor Smith proposed that the Town Council should take the opportunity to re-iterate to South Cambridgeshire District Council the previous objections that had been made to this application. Members agreed with this proposal.

246/16 PLANNING DECISIONS:

Members noted the decisions made by NHDC.

Date of next meeting: Monday 11th January 2016.

There being no further business the chairman closed the meeting at 7.44 pm

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 21st December 2015 at 7.30 p.m.

PRESENT: Councillor Smith (in the Chair) Councillors Burt, Davidson, Davison, Harrison, Hulström-Allen, Hughes & Kennedy
Town Clerk, Administration Assistant
County & District Councillor Hill

247/16 PUBLIC PARTICIPATION:

There was none.

248/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Baker & Lewis.

249/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

250/16 MINUTES:

Councillor Kennedy raised two queries relating to the minutes of the meeting of the Finance Committee held on Monday 30th November 2015 (minutes 228/16 to 239/16). Firstly he queried minute 233/16 and wished to know whether the Town Hall's insurers had been notified of the recent break-in. The Town Clerk confirmed that they had been informed. Secondly he queried minute 237/16 and the issue of possible badger setts on the cemetery site. He believed the minutes did not accurately record the points he made at the meeting. The Chairman noted the comments made by Councillor Kennedy and felt the minutes did accurately reflect the discussions which had taken place. The minutes of the meeting were then approved for signature by the Chairman.

251/16 MINUTES OF THE MEETING OF THE ROYSTON ALLOTMENTS AND GARDENS ASSOCIATION (RAGA):

Some Members commented that they had not received the minutes of the meeting of the Royston Allotments and Gardens Association (RAGA) held on 7th December 2015. Consequently it was agreed that this item would be dealt with at the next meeting. The Town Clerk was asked to re-send the minutes to Members.

252/16 ACCOUNTS FOR PAYMENT:

The Town Clerk distributed a supplementary sheet. Councillor Hughes queried the item relating to Stamps on the supplementary sheet. The Town Clerk pointed out that from the end of the year SmartStamp would be discontinued and as such The Town Council would be using postage stamps purchased from Royal Mail. Councillor Davidson wondered if, to save money, Members could pick up their post from the Town Hall rather than items being posted out to them. The Town Clerk reminded Members that she was required by statute to send Agendas and Minutes of Town Council Meetings to councillor's home addresses. Members then **RESOLVED** to approve the accounts for December 2015 in the sum of £37,563.20 for payment.

ROYSTON TOWN COUNCIL

253/16 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- i) Members noted the Bank Reconciliation for November 2015.
- ii) With regards Income & Expenditure, Councillor Kennedy queried the Cemetery item on Page 1, pointing out that the monthly expenditure figures were blank. The Town Clerk said that this would be corrected for future copies. Subject to this Members noted the Income & Expenditure for November 2015.

254/16 INTERNAL AUDIT 2015-2016:

Members noted the report from the Internal Auditor for the first part of the internal audit 2015-2016.

255/16 CHRISTMAS OPENING HOURS:

Members noted the Town Council opening hours over the Christmas and New Year period.

256/16 ANNUAL REVIEW OF THE EFFECTIVENESS OF THE INTERNAL AUDIT CONTROLS:

Members **RESOLVED** to appoint a Working Party to review the effectiveness of the Council's system of internal audit control. The members of the Working Party would comprise Councillors Davison, Kennedy & Smith.

257/16 COUNCILLORS AS REPRESENTATIVES OF OUTSIDE ORGANISATIONS:

Councillor Smith reported that last week Royston & District Community Transport celebrated their 21st anniversary. This worthwhile charity is going from strength to strength with the number of volunteers and the vehicles available increasing all the time.

There being no further business the Chairman closed the meeting at 7.44 pm.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 11th January 2016 at 7.30 p.m.

PRESENT: Councillor Davidson (in the Chair)
Councillors Davison, Dingley, Inwood, Kennedy, Smith & Swallow
Town Clerk
Administration Assistant
County & District Councillors Hill & Hunter
1 Member of the public

258/16 PUBLIC PARTICIPATION:

David Smith, secretary of the Therfield Heath Conservators addressed the Committee regarding section 106 monies.

David Smith gave a brief history of Therfield Heath and the role of the conservators in managing the Heath for the benefit of the residents of Royston. It was explained that the Heath is well used and appreciated by local residents and there were a number of clubs and organisations, paying nominal rents, who use the Heath for sporting pursuits, as well as walkers and wildlife enthusiasts. David Smith went on to explain that only limited facilities at the Heath were available and were located in the sports club and it is the conservators aspiration that should further development on Ivy Farm land come to fruition - with resultant section 106 monies becoming available - it was hoped they could be allocated some of the Section 106 money towards building a new high quality sports club so that the local clubs and groups could have their own individual clubrooms. The plan was to build some of the club rooms and facilities below ground level. Members were generally supportive of these plans and David Smith answered some additional questions that were raised on this and the role of the conservators.

The Chairman thanked David Smith for his presentation.

259/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Hulström-Allen & Turner.

260/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

261/16 MINUTES:

The minutes of the meeting of the Planning Committee held on Monday 14th December 2015 (minutes 240/16 to 246/16) were approved and signed as a correct record.

ROYSTON TOWN COUNCIL

262/16 PLANNING APPLICATIONS:

- a) 15/02904/1HH - 79 Redwing Rise, Royston
Members raised no objection to this application.
- b) 15/03090/1 - The Bourne, 2 Gower Road and land rear of 15 Old North Road, Royston
Several Members expressed concerns over this application believing it was an over-development of the site. Members subsequently voted to object to this application. 1 Member abstained and 1 member voted for no objection.
- c) 15/03071/1HH - Providence House, 14 Old North road, Royston
Members raised no objection to this application.
- d) 15/03159/1HH - 14 Serby Avenue, Royston
Members raised no objection to this application.
- e) 15/03152/1HH - 176 Green Drift, Royston
Members raised no objection to this application.
- f) 15/03116/1HH - Ashtrees, London Road, Royston
Members raised no objection to this application.
- g) 15/03020/1HH - 6 Goodwood Road, Royston
Members raised no objection to this application.
- h) 15/03004/1HH - 4 Icknield Walk, Royston
Members raised no objection to this application.

263/16 CAMBRIDGE LOCAL PLAN 2014:

The Chairman introduced this item, reminding Members that they had considered this in detail in the past and the Town Council had submitted its comments. There are no major changes in the plan although it is now pleasing to see that there is now reference in the document to a transport strategy.

Members subsequently discussed what if any further comments the Town Council should make to the modified plan. Several Members believed that the Town Council should again write re-iterating previous comments, as the modified plan still did not meet all their concerns. Councillor Kennedy stated that it was not possible for the Town Council to comment further as comments already submitted would already have been considered – to repeat these would not be productive. The Town Clerk confirmed that the forms that needed to be submitted were only for comments on the modifications to the original plan. Members voted and **RESOLVED** that the Town Council would comment on the amendments to the plan which relate to transport issues. 1 Member abstained.

ROYSTON TOWN COUNCIL

264/16 PLANNING DECISIONS:

Members noted the decisions made by NHDC.

Date of next meeting: Monday 15th February 2016.

There being no further business the chairman closed the meeting at 8.08 pm.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **GENERAL PURPOSE & HIGHWAYS COMMITTEE** held in Room 11, Town Hall, Royston at 7.30 p.m. on Monday, 18th January 2016

PRESENT: Councillor Harrison (in the Chair)
Councillors Burt, Dingley, Hughes, Inwood & Swallow
Town Clerk
Administration Assistant
Councillors Davidson & Smith
1 Member of the public

265/16 PUBLIC PARTICIPATION:

Time was set aside for members of the public to address the Council regarding business on the agenda.

Tony Mills, Reader from St John the Baptist Church, spoke about Agenda Item 5 – Priory Memorial Gardens. Tony Mills explained that he believed that the Town War Memorial and the 91st Bomber Group Memorial in Priory Memorial Gardens were inappropriate for commemorations/observances such as Holocaust Memorial Day, as these are primarily to honour those who died in the time of war and he requested that a more suitable Memorial of a non-denominational nature - also multi faith and for those of no faith - be erected.

Tony Mills went on to explain his thoughts regarding the possible design and location of such a memorial within Priory Memorial Gardens and asked for the support of Town Councillors in respect of this project. It was stressed that the memorial would carry no religious symbols, but could be engraved with the Town Crest.

The Chairman thanked Tony Mills for his presentation.

266/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Baker, Lewis & Turner

267/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

268/16 MINUTES:

The minutes of the meeting of the General Purpose & Highways Committee held on Monday, 19th October 2015 (minutes 181/16 to 191/16) were approved and signed by the Chairman.

269/16 REPORTS OF WORKING PARTIES:

Members received the notes of the Royston in Bloom Working Party meetings held on:

- 6th October 2015
- 17th November 2015
- 12th January 2016

Councillor Davidson addressed the Committee. Councillor Davidson explained that it was the Royston in Bloom Working Party's view that the Royston in Bloom competition be suspended for 2016, as it was felt the competition was beginning to become stale and needed to be made more exciting and relevant. Councillor Davidson's plan was to consult with the community to ascertain what they wished to see in future and after that launch a revised Royston in Bloom competition in 2017. Councillor Davidson asked for the Committee's support in this and to agree that the suspension of the 2016 Royston in Bloom competition be promulgated in the local press as a matter of urgency.

Members were in agreement and felt that it was an opportune time to review the Royston in Bloom competition and the terms of reference of the Royston in Bloom Working Party, to perhaps widen its appeal to the local community.

Members **RESOLVED** that Councillor Davidson take action to notify the community, by way of an article in the Royston Crow, that the 2016 Royston in Bloom competition has been suspended. It was further **RESOLVED** that the Royston in Bloom Working Party report back to the General Purpose and Highways Committee once the consultation process has taken place and the way forward becomes clearer.

270/16 PRIORY MEMORIAL GARDENS:

Members considered the request from Tony Mills, Reader at Royston Parish Church, that a non-denominational memorial/plaque is put in the Memorial Gardens which could be used for events such as the Holocaust Day.

During discussions Members were in principle, broadly supportive of such a request, but believed that a wider consultation among the community was needed to determine the nature of the Memorial and, if this will go ahead, where it should be sited. Councillor Hughes suggested the involvement of local schoolchildren for ideas would be advantageous. Councillor Burt suggested that as Priory Memorial Gardens are administered by the District Council, he takes matters forward with Tony Mills and reports back to the Committee once the way forward is clearer. The Chairman felt that some form of written agreement from District Council confirming that they have no objection to this plan be obtained in the first instance. Members **RESOLVED** that Councillor Burt make the initial approaches and to report back to the Committee in due course.

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271/16 HERTFORDSHIRE WASTE LOCAL PLAN:

Members noted the adoption of the Waste Local Plan Employment Land Areas of Search Supplementary Planning Document, which is available to view on-line.

272/16 HERTFORDSHIRE'S TRAFFIC AND TRANSPORT DATA REPORT 2015:

Members noted that the Hertfordshire Traffic and Data report is available to view on-line.

273/16 OUTSIDE ORGANISATIONS:

No matters were raised by Members.

The Town Clerk reminded Members of new parking regulations covering Priory Lane /Austin Corner.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 25th January 2016 in Room 11, Town Hall, Royston at 7.30 pm.

PRESENT: Councillor Dingley (Deputy Town Mayor in the Chair)
Councillors Baker, Burt, Davison, Harrison, Hughes, Hulström-Allen, Inwood, Kennedy, Smith, Swallow & Turner
Town Clerk
Administration Assistant
County & District Councillors Hill & Hunter
District Councillors Davidson & Green
15 Members of the public
2 Members of the press

Reader Tony Mills led the meeting in prayer.

274/16 PUBLIC PARTICIPATION: REPORT FROM POLICE CHIEF INSPECTOR JULIE WHEATLEY:

Police Chief Inspector Julie Wheatley was invited to provide Members with a report – in particular ANPR cameras and general crime issues in the Town.

Chief Inspector Wheatley firstly introduced her colleague, Sgt Westwood. Chief Inspector Wheatley then began by giving a history of the use of ANPR cameras in Royston and was clear that they act as a useful tool in the Police's armoury but in themselves are not a panacea for all crime reduction/detection. It was pointed out that the use of ANPR cameras has to be proportionate and justified and there are human rights issues that have to be considered. The Information Commissioner had well known concerns in this regard and those were the grounds which led to some of these cameras being turned off within the town in the past. Chief Inspector Wheatley accepted that this decision had angered and confused some local residents and whilst she understood their concerns, the Police had to abide by the Information Commissioner's decision. However since that time, crime trends, which are under constant review, have indicated an increase in certain types of crime being committed – many it must be said by criminals who come into Royston, by road, from surrounding counties. Consequently it is now proposed that a case be put forward to re-introduce two new ANPR cameras within fixed sites in the town – one on the Melbourn Road and the other on the Newmarket Road. Chief Inspector Wheatley was confident that their re-introduction was justified as a proportionate response and an aid to the reduction/detection of crime. A case has been submitted to the ANPR Council to consider this request and a Privacy Impact Assessment will need to be carried out first.

After Chief Inspector Wheatley's presentation several Members took the opportunity to offer her their support with the plans she had outlined regarding ANPR cameras. Members also raised some specific questions regarding their usage. Several members of the public present also raised similar issues which Chief Inspector Wheatley responded to.

In summary Chief Inspector Wheatley stated she was confident that the Police now have the necessary intelligence based information with which to put forward a compelling case for the siting of two new fixed ANPR cameras within the Town.

ROYSTON TOWN COUNCIL

The Deputy Town Mayor thanked Chief Inspector Wheatley for her presentation and stated that it was clear from the comments from Members, and those members of the public who had spoken this evening, that she had their overwhelming support in her plans for the siting of 2 new ANPR cameras within the Town.

275/16 NOTIFICATION OF A CASUAL VACANCY:

The Clerk advised that as a result of Councillor McGlynn's non-attendance at meetings, with effect from 25th January 2016 Councillor McGlynn ceases to be a Member of the Town Council. Therefore a casual vacancy must be declared and advertised publicly.

The Clerk asked Members to note that, in accordance with Section 86 of the Local Government Act 1972, she is required to notify North Herts District Council and declare that there is a vacancy in the office for a Member of the Royston Town Council in the Meridian Ward. The Town Clerk would keep Members advised of developments. Members voted and **RESOLVED** that this vacancy be declared.

Councillor Smith wished to record his thanks on behalf of all Members to Paula McGlynn for the contribution she had made to the Town Council and wished her well and good health in the future. Members concurred with these sentiments.

276/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Davidson & Lewis.

277/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

278/16 TOWN MAYOR'S ANNOUNCEMENTS:

The Deputy Town Mayor reported that the Town Mayor had attended the Home Start Tea-Party on Saturday 23rd January which was very successful & enjoyable. In addition the Deputy Town Mayor reminded Members of the Holocaust Memorial Day on Wednesday 27th January and the 'Clean for the Queen' event which will be taking place in the Town Centre on Saturday 5th March (weather permitting) and for which participants would be warmly welcomed.

279/16 MINUTES:

It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on 9th November 2015 (minutes 218/16 to 227/16).

280/16 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:

- (a) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on 26th October 2015 (minutes 192/16 to 200/16) be adopted as a correct record, into the workings of the Council.

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It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on 30th November 2015 (minutes 228/16 to 239/16) be adopted as a correct record, into the workings of the Council.

- (b) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on 9th November 2015 (minutes 212/16 to 217/16) be adopted as a correct record, into the workings of the Council.

It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on 14th December 2015 (minutes 240/16 to 246/16) be adopted as a correct record, into the workings of the Council.

281/16 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE NOT BEEN APPROVED AS A CORRECT RECORD:

The minutes of the meeting of the Finance Committee held on 21st December 2015 (minutes 247/16 to 257/16) were presented by Councillor Smith.

It was **RESOLVED** that the minutes of the Finance Committee be adopted as a correct record into the workings of the Council.

282/16 DRAFT BUDGET FOR 2016-2017:

Councillor Smith introduced this item – explaining that this year’s budget process had been similar to that of 2015-16. The Budget Working party had met and made recommendations to the Finance Committee, which has agreed the figures under discussion this evening.

Councillor Smith went on to state that the gross precept figure arrived at, stood at £277,656, but after this had been reduced by the £14,927 CTRS grant via the District Council, this results in a net precept to be levied of £262,729 – which has the effect of the annual cost to a Band D householder of £42.10 – an 8p a year decrease from the current year. Councillor Smith recommended that Members approve this budget, stating that it represents good value for money for the residents of Royston. It was also pointed out that to balance the budget the sum of £4222 be drawn from the Council’s reserves. Councillor Smith commented that the CTRS was likely to cease for the year 2017-2018 and that the precept would need to increase at that time. Finally Councillor Smith thanked the Town Council staff for their efficiency.

Several Members then spoke and expressed their support of the decisions not to increase the precept. However several Members pointed out that this, and the resultant reduction of 8p a year to the Band D householder, only resulted from the increase of the number of Band D properties. Councillor Kennedy stated that the Budget Working Party was not in total agreement with this proposed budget and that he believed the Town Council was not running a balanced budget and was again over-budgeting. He believed this needed to be addressed further. Councillor Hughes echoed Councillor Kennedy’s comments and also added that he was concerned by Councillor Smith’s comments that an increase in the precept in 2017-2018 was a foregone conclusion after the CTRS ceases. Councillor Hughes believed that rather than asking residents to pay more, the Town Council should be offering residents better value for money.

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The Chairman asked Members to now vote on the following two motions:-

Motion 1: To accept the budget for 2016-2017 as presented.

Members **RESOLVED** to approve this. 2 Members abstained.

Motion 2: To approve the raising of a net Precept of £262,729.

Members **RESOLVED** to approve this. 2 Members abstained.

283/16 ROYSTON AND DISTRICT MUSEUM AND ART GALLERY:

1. Members considered the Revised Agreement between Royston Town Council and Royston & District Local History Society Trustees.
 - a. Members **RESOLVED** to approve the new wording for the agreement between Royston Town Council and the Royston & District Local History Society Trustees regarding the collection.
 - b. Members **RESOLVED** to approve the use of the seal on the document.
2. Members considered and **RESOLVED** to approve the updated policies and plans for accreditation, as listed below:
 - i) Collections development policy (2.2)
 - ii) Collection information and document policy (2.3)
 - iii) Collections care and conservation policy (2.4)
 - iv) Documentation Plan (2.5)
 - v) Care and Conservation plan (2.6)
 - vi) Emergency plan (1.9)
 - vii) Environmental sustainability policy statement (1.10)
 - viii) Access policy statement (3)

Members also wished to express their thanks to the Museum Curator for the work she had devoted to this matter.

284/16 PUBLIC TOILETS – ROYSTON CROSS:

The Chairman invited Members to consider the options open relating to future management of the Public Toilets at Royston Cross. The three options being, i) continue as now, whilst accepting the toilets are no longer fit for purpose, owing to their dilapidated state, lack of proper disabled facilities, and occasional vandalism, ii) hand them back to NHDC who have stated that they will be closed, or, iii) agree to a 99 year lease with a peppercorn rent with NHDC and refurbish them to provide two standard cubicles and one accessible cubicle.

Members discussed these options. Several Members expressed the view that it would be inappropriate to agree a 99 year lease in acquiring the toilets and the additional costs of refurbishment and pointed out that there were many other toilet facilities in the town if

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local pubs and cafes were included. Other Members took the view that suitable Public Toilets at Royston Cross should be provided and pointed out that in the public consultation, 80% of the public who replied were in favour of keeping them open. In response Councillor Kennedy stated it is certainly debateable whether the public would want up to £80K being spent on a refurbishment and they had not been asked this particular question. The Chairman pointed out that the Town Council does have reserves to pay for the refurbishment.

After considerable further debate the Chairman proposed option iii) with the Town Council agreeing to a 99 year lease with a peppercorn rent with NHDC and then refurbishing the toilets to provide two standard cubicles and one accessible cubicle and that Members should now vote on this. Members **RESOLVED** to vote in favour of this motion with three Members (Councillors Harrison, Hughes & Kennedy) voting against the motion.

285/16 FORMAL COMPLAINT:

Members noted the formal complaint submitted by Councillor Kennedy about the report published by the Town Council in the September 2015 issue of the Town Crier in relation to the public meeting where the plans for the new Royston cemetery were reported on. Councillor Kennedy was given the opportunity to address Members regarding his complaint and did so re-affirming the basis of his complaint -which was that the report published contained unsubstantiated opinion and should have been limited to actual facts and asked for a correction to the article to be published.

Councillor Hughes agreed with Councillor Kennedy that the published report did contain opinion which was clearly inappropriate.

Councillor Smith felt that the most appropriate response to the complaint brought by Councillor Kennedy was that it should simply be noted and no further action taken.

Members therefore voted and **RESOLVED** that Councillor Kennedy's complaint be noted, but no further action be taken. One Member voted against.

286/16 CLERK'S REPORT:

The Clerk reported that invitations had now been sent out for the Town Mayor's Civic reception on Friday 11th March 2016 at the Town Hall.

287/16 OUTSIDE ORGANISATIONS:

No matters were raised by Members.

There being no further business the Town Mayor closed the meeting at 9.00 pm.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston at 9.10 pm on Monday 25th January 2016.

PRESENT: Councillor Smith (in the Chair)
Councillors Baker, Burt, Davison, Harrison, Hughes, Hulström-Allen & Kennedy
Town Clerk
Administration Assistant
County & District Councillors Hill & Hunter
District Councillor Green
1 Member of the public

288/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Davidson & Lewis.

289/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No Declarations were received.

290/16 MINUTES:

- The minutes of the meeting of the Finance Committee held on Monday 21st December 2015 (minutes 247/16 to 257/16) were approved for signature by the Chairman.

291/16 MINUTES OF THE ROYSTON ALLOTMENTS AND GARDENS ASSOCIATION:

- The minutes of the meeting with the Royston Allotments and Gardens Association held on 7th December 2015 were received into the workings of the Council.

292/16 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the accounts for January 2016 in the sum of £45,313.76 for payment.

Councillor Kennedy queried whether the Town Council was getting the best available deal for its utility services and when the contracts were last re-negotiated. The Town Clerk confirmed that the contracts were re-negotiated within the last 12 months and the Town Council does get the best deal available.

293/16 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- iii) Members noted the Bank Reconciliation for December 2015.
- iv) Members noted the Income & Expenditure for December 2015.

294/16 TOWN CRIER FUNDING:

Members noted that funding for publication of the Town Crier for the year 2016/2017 had been agreed by Johnson Matthey and the Listing. Members agreed that a letter of thanks be sent to John Matthey for their support.

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295/16 MANAGEMENT OF RESERVES AND BALANCES OF THE COUNCIL:

The Chairman drew Members attention to the proposal put forward by Councillor Kennedy that a policy is drawn up for the management of the Council's reserves and balances. Councillor Kennedy had put forward examples of such policies for consideration.

The Chairman stated that that the documents circulated were very useful and this matter would be considered in further detail at the next meeting of the Finance Committee.

296/16 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

No matters were raised by Members.

297/16 EXCLUSION OF THE PUBLIC & PRESS:

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 15th February 2016 at 7.30 p.m.

PRESENT: Councillor Davidson (in the Chair)
Councillors Davison, Dingley, Hulström-Allen, Inwood, Swallow, Smith & Turner
Town Clerk
Administration Assistant
County & District Councillors Hill & Hunter
District Councillor Green

299/16 PUBLIC PARTICIPATION:

There was none.

300/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Kennedy.

301/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

302/16 MINUTES:

The minutes of the meeting of the Planning Committee held on Monday 11th January 2016 (minutes 258/16 to 264/16) were approved and signed as a correct record.

303/16 PLANNING APPLICATIONS:

- a) 16/00008/1 - 10a Angel Pavement, Royston
Members raised no objection to this application.
- b) 15/03198/1 - 50-52 High Street, Royston
Members commented that it was impossible to give due consideration to this. Members voted to object to this application. Councillor Smith asked that NHDC be reminded that in future sufficient information is made available to allow Members to give proper consideration of applications.
- c) 16/00063/1 - Katherine's Barn, Katherine's Yard, Melbourne Street, Royston
Members raised no objection to this application.
- d) 16/00277/1LB - Katherine's Barn, Katherine's Yard, Melbourne St, Royston
Members raised no objection to this application.
- e) 16/00279/1 - Land rear of 39a and 41 Old North Road, Royston
Several Members expressed the view that that in their opinion, this application should be objected to as it was an over development of the site. Members subsequently voted to object to this application.

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- f) 16/00022/1HH - 52 Mill Road, Royston
Members raised no objection to this application.
- g) 16/00038/1HH - 10 Echo Hill, Royston
Members raised no objection to this application.
- h) 16/00169/1HH - 34 Hawthorn Way, Royston
Members raised no objection to this application.
- i) 16/00133/1HH - 51 Old North Road, Royston
Members raised no objection to this application.
- j) 15/03238/1HH - 2 Mill Hill, Royston
Members raised no objection to this application.
- k) 15/03241/1HH - 113 Redwing Rise, Royston
Members raised no objection to this application.
- l) 15/03213/1HH - 9 Victoria Crescent, Royston
Members raised no objection to this application.
- m) 16/00238/1HH - 26 Hunters Way, Royston
Members raised no objection to this application.

304/16 PLANNING DECISIONS:

Members noted the decisions made by NHDC.

Date of next meeting: Monday 14th March 2016.

There being no further business the chairman closed the meeting at 7.48 pm.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 29th February 2016 at 7.30 p.m.

PRESENT: Councillor Smith (in the Chair)
Councillors Davidson, Davison, Harrison, Kennedy & Lewis
Town Clerk
Administration Assistant
County & District Councillors Hill & Hunter
District Councillor Green

305/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Baker, Burt, Hulström-Allen & Hughes.

306/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

307/16 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 25th January 2016 (minutes 288/16 to 298/16) were approved for signature by the Chairman.

308/16 MINUTES OF SUB-COMMITTEES & WORKING PARTIES:

The minutes of the meeting of the Markets Advisory Sub-Committee held on Wednesday 27th January 2016 were received into the workings of the Council.

Councillor Lewis arrived at the meeting at 7.34 pm.

309/16 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the accounts for February 2016 in the sum of £36,623.34 for payment.

310/16 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- i) Members noted the Bank Reconciliation for January 2016.
- ii) Members noted the Income & Expenditure for January 2016.

311/16 MARKET STALLS AND CABLE COVERS:

- i. Members considered the funding of 16 replacement market stalls along with Royston First Bid Company who have agreed to fund 50% of the cost. After discussion it was **RESOLVED** that Royston Town Council agree to fund 50% with Royston First funding 50%.
- ii. Members noted the purchase of electric cable covers for external use on the market days for health and safety reasons.

ROYSTON TOWN COUNCIL

312/16 TOWN COUNCIL OFFICES INTRUDER ALARM:

Members considered the options regarding the intruder alarm system installed at the Town Council offices in the annex building and **RESOLVED** that the existing alarm system should be kept as it is. The position will be reviewed at the time the existing alarm system ceases to function.

313/16 INSURANCE QUOTATIONS FOR 2016-2017:

Members considered the two quotations received for the annual insurance renewal. After discussions, Members **RESOLVED** that the 3 year option with the current insurers, at a cost of £6862.12 per year be agreed.

314/16 ROYSTON MUSEUM AND ART GALLERY RISING DAMP AND DAMP PROOF WORKS:

Members discussed the survey report received relating to the damp in the museum. Members **RESOLVED** that the rectification work is absolutely necessary and should be carried out as soon as possible. It was pointed out that the Town Council, as the leaseholders of the Museum, are responsible for this work. The Town Clerk will proceed to obtain quotations for the auxiliary work required to enable the damp course to be installed.

315/16 MANAGEMENT OF RESERVES AND BALANCES:

Members noted that further detail will be available at the next meeting of the Finance Committee on 21st March 2016.

316/16 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

No matters were raised by Members.

There being no further business the Chairman closed the meeting at 7.59 pm.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **TOWN COUNCIL PROPERTIES SUB-COMMITTEE** held in Room 11, Town Hall, Royston on Monday 29th February 2016 at 8.00 pm.

PRESENT: Councillor Davison (in the Chair)
Councillors Davidson, Harrison & Smith
Town Clerk
Administration Assistant
County & District Councillors Hill & Hunter
District Councillors Green & Lewis
Councillor Kennedy

317/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Burt & Hulström-Allen.

318/16 MINUTES:

The minutes of the meeting of the Town Council Properties Sub-Committee held on Monday 26th October 2016 (minutes 201/16 to 203/16) were approved as a correct record.

319/16 3 YEAR MAINTENANCE PLAN:

Members considered the draft 3 year maintenance plan and **RESOLVED** to approve the document for referral to the Finance Committee.

320/16 TOWN COUNCIL PROPERTIES:

Market Hill Rooms - Building sign now installed

Town Hall - The flooring on one of the side entrance stairwells is beginning to lift on corners and edges. This could become a safety hazard and a quotation to get this fixed will be obtained.

Green Street Allotments - Work on two water leaks and relocation of mains stop cock has now been completed.

Stile and Green Walk Plantations - Further work needs to be undertaken now at the Stile Plantation due to broken branches and fallen trees over the winter period. Green Walk Plantation requires work to remove ivy from some trees. This work would normally cost £1060 plus VAT. However the developers, Kier Living Eastern, are looking for small projects within the local community to get involved in and have offered to send a group of 10-12 volunteers to undertake this work. Members agreed to accept this offer from Kier Living Eastern.

The Cross Public Conveniences – NHDC have been contacted re the Town Council wanting to have a long term lease on the building.

Market Place – Purchase of new stalls was agreed by the Finance Committee.

ROYSTON TOWN COUNCIL

30 Kneesworth Street - No issues were raised.

War Memorial – Town Clerk to check with the Listed Buildings officer re work that is required to the memorial.

Cave - There are still issues with water leaking into the tunnel. Further investigations are required as initial investigations, which include Highways Department and Anglian Water, have failed to detect the cause of the leak.

Royston and District Museum and Art Gallery - Installation of a new Damp course has been agreed by the Finance Committee.

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

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of **ROYSTON TOWN COUNCIL** held on Monday, 7th March 2016 in Room 11, Town Hall, Royston at 7.30 pm.

PRESENT: Councillor Dingley (Deputy Town Mayor in the Chair)
Councillors Davidson, Davison, Harrison, Hughes, Kennedy, Lewis & Smith
Town Clerk
Administration Assistant
County & District Councillor Hill
District Councillor Green
1 Member of the public
1 Member of the press

The Reverend Heidi Huntley led the meeting in prayer.

321/16 PUBLIC PARTICIPATION:

There was none.

322/16 CASUAL VACANCY – NOTICE OF INTENTION TO CO-OPT TO FILL A VACANCY OCCURRING ON ROYSTON TOWN COUNCIL:

Members were advised that a public notice had been published advertising that the Town Council had a casual vacancy, in the Meridian Ward. North Herts District Council Electoral Services had confirmed that no request had been received by 10 electors or more for the area, within the time stipulated, and therefore the Town Council must now fill the vacancy by co-option as soon as is practicable.

Members **RESOLVED** to agree that the Town Clerk should now issue a notice inviting applications for co-option. Any person willing to fill the vacancy will be invited to submit their application to the Town Clerk in the first instance. Applications would be considered at the next suitable meeting of the Council.

323/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Baker, Burt, Inwood, Swallow & Turner.

324/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

325/16 TOWN MAYOR'S ANNOUNCEMENTS:

In the Mayor's absence the Deputy Town Mayor reported that she had enjoyed taking part in an event at Trinity Life Church where she had judged a Star Wars costume party.

326/16 MINUTES:

It was **RESOLVED** to approve as a correct record the minutes of the meeting of the Council held on 25th January 2016 (minutes 274/16 to 287/16).

ROYSTON TOWN COUNCIL

327/16 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE ALREADY BEEN ADOPTED AS A CORRECT RECORD:

- (a) It was **RESOLVED** that the minutes of the meeting of the Planning Committee held on 11th January 2016 (minutes 258/16 to 264/16) be adopted as a correct record, into the workings of the Council.
- (b) It was **RESOLVED** that the minutes of the meeting of the Finance Committee held on 25th January 2016 (minutes 288/16 to 298/16) be adopted as a correct record, into the workings of the Council.

328/16 TO RECEIVE MINUTES OF COMMITTEES WHICH HAVE NOT BEEN APPROVED AS A CORRECT RECORD:

- (a) The minutes of the meeting of the General Purpose and Highways Committee held on 18th January 2016 (minutes 265/16 to 273/16) were presented by Councillor Harrison.

It was **RESOLVED** that the minutes of the General Purpose and Highways Committee be adopted as a correct record into the workings of the Council.

- (b) The minutes of the meeting of the Planning Committee held on 15th February 2016 (minutes 299/16 to 304/16) were presented by Councillor Davidson.

It was **RESOLVED** that the minutes of the Planning Committee be adopted as a correct record into the workings of the Council.

- (c) The minutes of the meeting of the Finance Committee held on 29th February 2016 (minutes 305/16 to 316/16) were presented by Councillor Smith.

It was **RESOLVED** that the minutes of the Finance Committee be adopted as a correct record into the workings of the Council.

Councillor Lewis arrived at the meeting at 7.45 pm and took over as Chair for the remainder of the meeting from Councillor Dingley.

The meeting then referred back to agenda item 4 Mayor's announcements.

The Town Mayor reported that he attended the opening of the new Wood Green Animal Shelter charity shop in Royston High Street, alongside Sir Oliver Heald. On the evening of Friday 11th March he will be hosting a reception in the Town Hall and on the evening of 6th May there will be another quiz night in the Town Hall.

Councillor Davison arrived at the meeting at 7.48pm.

329/16 MEMBERS REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT CONTROLS:

Members **RESOLVED** to approve:-

- The Members Review of the of the Effectiveness of Internal Audit Controls report.
- The Risk Management document.

330/16 CLERK AND COUNCILLOR'S REPORT:

The Clerk asked members to note the slightly amended Agenda item, which will now include reports from the Clerk and Town Councillors on Town Council activities.

The Clerk reported that she had attended the Royston First Board meeting earlier that day. The Cinema continues to do very well, with increased numbers attending and more screenings of popular films being arranged. Royston First have agreed to support the cinema operation until the end of their current bid term.

Royston First created the Royston's first pop-up shop in Angel Pavement in the 2 months leading up to Christmas. Unfortunately the retailer has chosen not to set up in Royston on a more permanent basis.

The windows of vacant shops in the High Street will soon be painted with Spring scenes.

A new Town Centre website is near completion and will be launched soon, detailing shops and business in the Town and with a 'what's on' section.

The Easter Trail will take place on Saturday 26th March 2016 – with lots of different activities planned.

Councillor Davidson drew Members' attention to the 'Clean for the Queen' activities which had taken part in the Town on Saturday 5th March. This event which was an initiative by the Keep Britain Tidy campaign group, generated a lot of local interest and despite the inclement weather was attended by more than 20 local residents, and various Councillors, who took part in litter picking around various roads and the Health Centre. Councillor Davidson wished to thank all those who participated.

331/16 OUTSIDE ORGANISATIONS:

Councillor Davidson drew Members' attention to the 2015 report on the Royston Volunteer Centre prepared by the Volunteer Centre Manager. It was pointed out that 2015 was another challenging, but successful year. It was encouraging to see that 862 new volunteers had registered, a 2% increase on 2014 and there had been over 4,000 visitors to the new website. Councillor Davidson explained that the work which was ongoing had improved standards of volunteering which was both valuable and rewarding. A quiz night will be held on 22nd April 2016 in St Thomas Church Hall which will help raise funds for the Volunteer Centre. All are welcome to attend.

There being no further business the Town Mayor closed the meeting at 7.58pm.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 14th March 2016 at 7.30 p.m.

PRESENT: Councillor Davidson (in the Chair)
Councillors Davison, Dingley, Inwood, Kennedy, Smith, Swallow & Turner
Town Clerk
Administration Assistant
County & District Councillor Hill
9 Members of the public
1 member of the press

332/16 PUBLIC PARTICIPATION:

Time was set aside for members of the public to address the Council regarding business on the agenda.

Mrs Sarah Cooper addressed the Committee with regards application 16/00298/1 – 36 Barkway Road, Royston. Mrs Cooper explained that she represented a number of local residents opposed to this application, which she believed was an over-development of the site and out of keeping with Victorian properties close by. She believed the plans as drafted took no account of other residential properties bordering this proposed development. Mrs Cooper also had concerns about retained trees bordering her property and additional parking problems this development would generate which she believed would encourage more on-street parking.

The Chairman thanked Mrs Cooper for her presentation.

Mr Alan Cecil addressed the Committee with regards application 16/00298/1 – 36 Barkway Road, Royston. Mr Cecil explained that he was one of the owners of the property in question and had sought advice from a developer to carry out the design work. He did not believe the plans as submitted would cause over-looking to neighbouring properties and the only windows where this did occur would be from the bathroom windows and therefore these would be frosted. He also explained that he had encouraged the developer to retain as many trees as possible and therefore asked the Town Council and NHDC to support his application.

The Chairman thanked Mr Cecil for his presentation.

333/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Hulström-Allen.

334/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

335/16 MINUTES:

The minutes of the meeting of the Planning Committee held on Monday 15th February 2016 (minutes 299/16 to 304/16) were approved and signed as a correct record.

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336/16 PLANNING APPLICATIONS:

- a) 16/00378/1 - Land West of Royston & North of Baldock Road

Councillor Davison set out his six areas of concern:-

- i. Absence of the Local Plan
- ii. Tree Boundary
- iii. Access onto Baldock Road
- iv. Sewerage
- v. Primary School
- vi. 106 money to Conservators of the Heath

Each of these issues was then discussed in detail by Members.

Members were agreed that such a large residential development would have a major impact on the town and it was questionable whether the current local infrastructure was in place to make this development sustainable.

Members specific concerns were summarised as follows:-

Absence of the Local Plan: In the absence of a local plan this development will be difficult to oppose, but it must be carried out to the highest quality, meeting local concerns.

Tree Boundary: The existing mature trees on the north side of Baldock Road and the more recent plantings must be kept with an obligation on the developer to continue to maintain them.

Access onto Baldock Road: There are already plans to introduce weight restrictions on this stretch of road. When investigating the siting of the 40 mph sign for the new development adjacent to Ivy Farm, the Police recommend traffic calming measures nearer MacDonalds and a Stage 3 Safety Audit be conducted. This audit should take account of the impact of this proposed development as well as the current development. The application proposes 2 x "T" junctions and a 40 mph speed limit for the new development. Members were agreed that the "T" junction proposals were insufficient to allay concerns about speeding vehicles along this road, especially bordering this proposed development and therefore felt additional speed reducing measures should be provided to compliment the 40 mph gateway extension.

A roundabout linking the new development to Baldock Road would be a solution – possibly at the junction with New Road leading to Therfield

Sewerage: There are already concerns with the pumped sewage from Ivy Farm causing smells and overflow on to the Heath which is being investigated by Anglian Water. Sewerage must be pumped northward and not into Baldock Road's sewers.

Primary School: It is considered that there is no requirement for a new primary school at this development. It is the wrong site for such a school and if needed other local schools are capable of expansion to meet increased demand.

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106 Money to Conservators of the Heath: Some of the 106 monies should go to the Conservators of the Heath so as they can continue to manage it for the leisure and sporting activities of the people of Royston and Therfield.

After all these issues were debated, for the reasons set out above, Members voted to object to this application. Councillor Inwood abstained.

- b) 16/00298/1 - 36 Barkway Road, Royston
During discussion members took the view that this proposed application would result in an over-development of the site and would be out of keeping with the surrounding area. Members therefore voted to object to this application.
- c) 15/03198/1 - 50-52 High Street, Royston
During discussion, members took the view that this proposed development was inappropriate as it was an over-development of the site and with poor access. Members therefore voted to object to this application.
- d) 16/00299/1 - 9 Baldock Street, Royston
A number of Members had concerns over the loss of a retail outlet in the town to a residential dwelling, and subsequently voted in favour of objecting to this application. Councillors Inwood & Kennedy voted in favour of this application and wished their votes to be recorded.
- e) 16/00300/1LB - 9 Baldock Street, Royston
A number of Members had concerns over the loss of a retail outlet in the town to a residential dwelling, and subsequently voted in favour of objecting to this application. Councillors Inwood & Kennedy voted in favour of this application and wished their votes to be recorded.
- f) 16/00144/1 - Burloes Hall, Newmarket Road, Royston
Members raised no objection to this application.
- g) 16/00188/1 - Yard 1, South Close, Royston
Members raised no objection to this application. Members did however wish to ensure that the Fire Service is consulted with regards this application.
- h) 16/00366/1 - Lumen House, Lumen Road, Royston
Members raised no objection to this application.
- i) 16/00454/1HH - 19 Hawthorn Way, Royston
Members raised no objection to this application.
- j) 16/00413/1HH - 7 Coltsfoot Drive, Royston
Members raised no objection to this application.
- k) 16/00433/1HH - 36 Fieldfare Way, Royston
Members raised no objection to this application.
- l) 15/003238/1HH - 2 Mill Hill, Royston
Members raised no objection to this application

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- m) 16/00427/1HH - 40 Poplar Drive, Royston
Members raised no objection to this application.
- n) 16/00349/1 - Seven Rides Cottage, London Road, Royston
Members raised no objection to this application.
- o) 16/00368/1HH - 2 Nightingale Way, Royston
Members raised no objection to this application.
- p) 16/00320/1 - Unit 1, Anglian Business Park, Orchard Road, Royston
Members raised no objection to this application, subject to further investigation relating to environment and noise issues being carried out.
- q) 16/00443/1HH - 40 Melbourn Road, Royston
Members raised no objection to this application
- r) 16/00491/1 - 20 Ermine Close, Royston
Members raised no objection to this application
- s) 16/00387/1LB - 25 High Street, Royston
Members raised no objection to this application.

337/16 PLANNING APPEAL:

15/02561/1 - 10 Briary Lane, Royston
Members noted this appeal.

338/16 PLANNING APPEAL – SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL:

APP/WO530/W/3129295 - Site of the Horse and Groom, Baldock Road, SG8 9NS
Members noted the appeal decision.

339/16 STREET NAMING – FORMER HEASELL’S, BALDOCK STREET, ROYSTON:

Members discussed the name, ‘Brewers Yard’ proposed by the developer, for the former Heasell’s Site. Members were not convinced this was an appropriate name, and, bearing in mind historical links, felt ‘Thomas Yard’ would be more appropriate. Members subsequently **RESOLVED** to approve the name ‘Thomas Yard’ for the former Heasell’s Site.

340/16 PLANNING DECISIONS:

Members noted the decision made by NHDC.

Date of next meeting: Monday 11th April 2016.

There being no further business the chairman closed the meeting at 8.34pm.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **MUSEUM ADVISORY SUB-COMMITTEE** held in Room 11, Town Hall, Royston at 7.00pm on Thursday 17th March 2016.

PRESENT: Town Councillors: F J Smith (Chairman), Peter Burt, Robert Inwood, Vera Swallow.
History Society Trustees: James Robinson, Jenny Smith and Phil Smith
History Society Chairman: Neville Chuck
Town Council Officers: Susan Thornton-Bjork (Town Clerk)
Jenny Oxley (Museum Curator), Ian Eastwell (Admin Assistant)

341/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Les Baker & John Davison, Trustee Martin Kaszak and Friend of Museum Reg Hounsell.

342/16 MINUTES:

The minutes of the meeting held on Thursday 5th November 2015 (minutes 204/16 to 211/16) were approved for signing by the Chairman.

Councillor Burt arrived at the meeting at 7.04pm

343/16 CURATORS REPORT: (copy attached to the minute book)

The Curator updated members on various points in the report.

In addition the following issues were discussed.

- Collection Transfers. The Curator explained that the Museum held a number of items with a non-Royston provenance and taking up valuable space. Approval was therefore sought from the collections Trustees to contact other Museums where such items would be more appropriately stored. The Trustees, as owners of the collection were content for the Curator to begin contacting other Museums to dispose of these items.
- Fees and Charges. The Curator explained that she had checked with other local Museums and obtained details of their fees and charges data. This suggested that the fees and charges levied by Royston Museum were very competitive and could be raised – although the Curator was firmly of the view that the current policy of having free admission should be maintained. Members agreed that the proposed increases detailed in the Curator's report should be agreed. These were:-

Group Visits/Venue Hire:

Daytime (outside of standard opening hours) £40 (increased from £30)

Evening £45 (increased from £40)

Events:

Children's Craft Activities £3 per child (increased from £2)

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Exhibitions:

25% commission (increased from 20%)

Loan & Reminiscence boxes:

£10 charge, £10 returnable deposit for a two-week loan period (increased from £5)

Education & Outreach:

£40 for Daytime/Evening for an external talk (increased from £30)

£40 reminiscence/outreach session (increased from £30)

£40 for a class of up to 30 pupils (increased from £35).

The Town Clerk pointed out that the proposed increases should be recommended to the Finance Committee for formal approval. The next meeting of the Finance Committee in which this could be considered would be on 25th April 2016.

- Heath Walks. The Curator explained that the Museum proposed to launch Heath Walks in May 2016 for the Hertfordshire Festival of Walking. The Museum proposed to charge a small sum – perhaps £5 per head for those taking part and it was hoped those taking part would visit the Museum afterwards. The Town Council's public liability insurance would cover any potential injuries sustained by those members of the public taking part. Members were in principle content with this proposal.
- The Curator also advised that Carrie Washington was keen to open up her current dance/movement classes to adults to begin after the toddlers' classes. There would be a small charge on those taking part - although the actual sum was not yet decided. It was pointed out that this may have VAT implications and it would be best to encourage participants to make a donation rather than have a fixed fee. The Curator would investigate this further.

The Chairman thanked the Curator for her detailed report.

344/16 FINANCE:

- Members noted the Income & Expenditure figures for the Museum.
- Members noted the Shop sales for the Museum.

The Chairman asked whether there were any additional expenditure items in the pipeline. The Town Clerk confirmed that there were maintenance charges expected as well as the rent and also the costs of re-wiring fuse boards. However, overall expenditure is still under budget.

Phil Smith wondered whether some of the items held in the Museum Shop which do not sell could be written off. The Town Clerk said that a stock take is being undertaken and current holdings would be reviewed.

ROYSTON TOWN COUNCIL

345/16 REPORT FROM THE CHAIRMAN OF THE ROYSTON & DISTRICT LOCAL HISTORY SOCIETY:

Neville Chuck gave a brief update on behalf of the Society. (Copy attached to minutes).

Since the last meeting the Society has as usual held its interesting monthly lectures at the Town Hall, when Stephen Poulter spoke on '*Theobalds*' the last Royal Palace of the Stuarts in November.

Alan Faulkner told the Society about the '*The Great Ouse Navigation*' in December.

January saw the new agreement between the Town Council and the Royston & District Local History Society Trust came into force and John Lloyd told the society about '*Caring for Traditional Buildings*'.

In February the Society had an illustrated talk by Paul Chamberlain concerning smallpox inoculation entitled '*Edward Jenner, Napoleon and Blossom the Cow*' and the committee members held their annual dinner at the Old Bull Inn.

Dr Andrew Lacey talked about '*Matthew Parker and his Library*' at Cambridge at the Society's March meeting. This month I also had the pleasure of representing the Society at the Town Mayor's Civic Reception.

346/16 REPORT FROM CHAIRMAN OF THE FRIENDS OF THE MUSEUM:

Phil Smith reported that the Friends of the Museum was thriving with membership up and finances healthy. The Brian Racher Trust had kindly donated £3000 for collections care improvements and this is focused around the large photographic collections.

347/16 ANY OTHER BUSINESS:

The date of the next meeting would be on 30th June 2016.

There being no further business the Chairman thanked everyone for attending and closed the meeting at 7.35 pm.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston at 7.30pm on Monday 21st March 2016.

PRESENT: Councillor Smith (in the Chair)
Councillors Burt, Davidson, Davison, Harrison, Hughes, Hulström-Allen,
Kennedy & Lewis
Town Clerk
Administration Assistant
1 Member of the public

348/16 PUBLIC PARTICIPATION:

There was none.

349/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Baker.

350/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

351/16 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 29th February 2016 (minutes 305/16 to 316/16) were approved for signature by the Chairman.

352/16 MINUTES OF SUB-COMMITTEES AND WORKING PARTIES:

- The minutes of the May Fayre Working Party meeting held on 14th January 2016, were received into the workings of the Council.
- The minutes of the Town Council Properties Sub-Committee meeting held on 29th February 2016 (minutes 317/16 to 320/16), were received into the workings of the Council.
- The minutes of the Markets Advisory Sub-Committee meeting held on 9th March 2016, were received into the workings of the Council.

353/16 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the accounts for March 2016 in the sum of £43,544.17 for payment.

354/16 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- (i) Members noted the Bank Reconciliation for February 2016.
- (ii) Members noted the Income & Expenditure for February 2016.

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Councillor Harrison queried whether there was sufficient funds in the Council's budget to cover expenditure in March 2016 and was advised by the Town Clerk that there was.

The Town Clerk also drew Members attention to the item under "Other expenses" which highlighted that the Town Mayor had donated his allowance towards the repair of the Mayoral chain & collar. Members expressed their thanks to the Town Mayor for this donation.

355/16 MAY FAYRE 2016 FUNDING:

Members noted that the Town Council has received grants of £1,200 from the North Herts Area Committee and £335 from Councillor Hunter's Hertfordshire County Council Locality Budget Scheme towards funding the May Fayre 2016. A further grant from Councillor Hill will be received in due course, but not until into the next financial year. Members expressed their thanks to North Herts & County Councillors for these grants.

356/16 MANAGEMENT OF RESERVES AND BALANCES:

Members discussed the draft policy document on Reserves and Balances as presented.

Various comments were made by all members, the Chairman suggested that with the addition of specific reference to the Market and amendment to the document highlighting that the Earmarked Reserves are currently held by the Council, this policy should be adopted. Members were subsequently invited to vote on the Management of Reserves & Balances policy. Members **RESOLVED** to endorse this policy by 5 votes to 3. Councillors Burt, Davidson & Harrison voted against and wished their opposition recorded.

357/16 THERFIELD HEATH:

Members received a report from Councillor Davison regards the emptying of dog waste bins on Therfield Heath. It was explained that District Council have been emptying the dog bins on the Heath for free and they now proposed to charge the Conservators of the Heath at a cost of £100 a year per bin – although this would be phased in over 3 years. The Conservators do not have the funds to pay these charges and it was proposed by Councillor Davison that the Town Council ought to make either a full or partial contribution towards these costs as the Heath is a great asset to the Town and used by the residents of Royston.

In detailed discussions a number of Members took the view that the Town Council should not consider this, as the Heath is used by people from all over North Herts and neighbouring counties, not just Royston residents so it would be unfair to expect Royston residents to pay for this service. Furthermore, it was pointed out that Therfield Heath is not actually in Royston, but comes under the parish of Therfield.

Councillor Davison set down a motion for the Town Council to make a financial contribution towards the emptying of dog bins on the Heath, this was not seconded therefore the motion failed.

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358/16 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

No matters were raised by Members.

359/16 EXCLUSION OF PRESS AND PUBLIC:

It was **RESOLVED** that in view of the confidential nature of the business about to be transacted, it was proposed 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.

ROYSTON TOWN COUNCIL

MINUTES of the Meeting of the **PLANNING COMMITTEE** held in Room 11, Town Hall, Royston on Monday 11th April 2016 at 7.30 p.m.

PRESENT: Councillor Davidson (in the Chair)
Councillors Davison, Dingley, Hulström-Allen, Inwood, Kennedy, Smith & Swallow
Town Clerk
Administration Assistant
County & District Councillor Hill
District Councillors Burt & Green

361/16 PUBLIC PARTICIPATION:

There was none.

362/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Turner.

Councillor Hulström-Allen arrived at the meeting at 7.31pm

363/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

364/16 MINUTES:

The minutes of the meeting of the Planning Committee held on Monday 14th March 2016 (minutes 332/16 to 340/16) were approved and signed as a correct record.

365/16 PLANNING APPLICATIONS:

- a) 16/00682/1 - Edgely, Grange Bottom, Royston
A number of Members had concerns over this application as it was felt to be an over-development of the site and the proposed blocks of apartments were too high. Members therefore voted to object to this application. 1 Member abstained.
- b) 16/00390/1 - 26a High Street, Royston
Members raised no objection to this application. Members however wished their concerns noted that there is no provision for car parking in the plans.
- c) 16/00391/1LB - 26a High Street, Royston
Members raised no objection to this application. Members however wished their concerns noted that there is no provision for car parking in the plans.
- d) 16/00693/1HH - 3 Cedar Crescent, Royston
Members raised no objection to this application.
- e) 16/00692/1HH - 18 Mallard Road, Royston
Members raised no objection to this application.

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- f) 16/00629/1 - 79 Melbourn Road, Royston
Members raised no objection to this application.
- g) 16/00525/1HH - 18 Ackroyd Road, Royston
Members raised no objection to this application.
- h) 16/00274/1HH - 1 Spencer Close, Royston
Members raised no objection to this application.
- i) 16/00520/1HH - 53 Melbourn Road, Royston
Members raised no objection to this application.
- j) 16/00607/1HH - 34 Kingston Vale, Royston
Members raised no objection to this application.
- k) 16/00748/1HH - 23 Serby Avenue, Royston
Members raised no objection to this application.

366/16 PLANNING DECISIONS:

Members noted the decisions made by NHDC.

Date of next meeting: Monday 9th May 2016.

There being no further business the chairman closed the meeting at 7.41pm.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **GENERAL PURPOSE & HIGHWAYS COMMITTEE** held in Room 11, Town Hall, Royston at 7.30 p.m. on Monday, 18th April 2016.

PRESENT: Councillor Harrison (in the Chair)
Councillors Baker, Hughes, Inwood, Swallow & Turner
Town Clerk
Administration Assistant
County & District Councillors Hill & Hunter
Councillor Smith

367/16 PUBLIC PARTICIPATION:

There was none.

368/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Burt, Dingley & Lewis.

369/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

370/16 MINUTES:

The minutes of the meeting of the General Purpose & Highways Committee held on Monday 18th January 2016 (minutes 265/16 to 273/16) were approved as a correct record.

371/16 REPORTS OF WORKING PARTIES:

Members received the notes of the Royston in Bloom Working Party meeting held on:

- 22nd March 2016
- into the workings of the Council.

372/16 ROYSTON SCHOOL VISITS 2016:

Councillor Swallow presented the final report from the Royston school visits 2016. In all 6 schools were visited and it was felt these visits were very successful. The views of the children were very enlightening and it was heartening that the general views expressed were extremely positive about the Town and its facilities. A number of aspects that were liked about the Town were listed, as well as some improvements the children would like to see. In whole it was felt that the children who were addressed, do care a lot about their Town, which is encouraging for the future.

Councillor Swallow wished to thank all the Town, County & District Councillors on the school visits team for their hard work in relation to this visit programme. The Chairman thanked Councillor Swallow for her presentation and also offered his thanks on behalf of the Committee for the work that had been done this year. Thanks also goes to Councillor Davidson for the organisation of the visits and attending every one.

ROYSTON TOWN COUNCIL

373/16 BUS ROUTE 331:

Councillor Hill gave an update to Members regarding the route the Bus 331 takes through the town. Councillor Hill explained that the ongoing issue of the buses using Green Drift has still not been resolved, despite previous meetings with the bus company, Arriva. A further meeting with Councillors, other stakeholders, and Arriva will be taking place on 22nd April 2016. The Town Clerk has been invited to that meeting. The Chairman thanked Councillor Hill for her update and looked forward to receiving a further report at the next meeting.

374/16 WEIGHT LIMIT MELBOURN STREET:

Councillor Hill gave an update on the issue of Weight Limit Regulations for Melbourn Street and Baldock Street. Councillor Hill explained that there will be a meeting next week to discuss this matter further and offered to provide a further progress report at the next meeting of the Committee. The Chairman thanked Councillor Hill for her update and looked forward to receiving a further report at the next meeting.

375/16 OUTSIDE ORGANISATIONS:

No matters were raised by Members.

376/16 ROAD CLOSURE ROYSTON HIGH STREET:

Members noted that Royston High Street would be closed for vehicle access on Saturday 9th July 2016 for the Royston Soul/Royston Rocks joint musical event organised by a local business in the town centre. Members were not opposed to this event in principle and were supportive of the initiative taken by a local business, after the success of last year's event, but wished some procedural clarification as to who the proper authorities are who agreed to the decision to close the High Street and whether the Town Council was consulted/advised. Councillor Hill pointed out that District Council in association with the Police would be the proper authority to make this decision, after the application request had been submitted through the normal channels, and that she believed the Town Council would normally be advised. Members **RESOLVED** that the Town Council contacts the Highways Department at District Council to ensure that for further reference, as a matter of courtesy, the Town Council, is advised as to when decisions are taken regarding road closures within the Town.

There being no further business the Chairman closed the meeting at 7.52 pm, after thanking all members of the Committee, especially his deputy Councillor Burt, for their hard work this year, this being the last meeting of the committee this council year.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **FINANCE COMMITTEE** held in Room 11, Town Hall, Royston on Monday 25th April 2016 at 7.30 p.m.

PRESENT: Councillor Smith (in the chair)
Councillors Davidson, Davison, Harrison, Kennedy & Lewis
Town Clerk
Administration Assistant
County & District Councillors Hill & Hunter
2 Members of the public

377/16 PUBLIC PARTICIPATION:

There was none

378/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Baker, Burt, Hughes & Hulström-Allen.

379/16 DECLARATIONS OF INTEREST AND DISPENSATIONS:

No declarations were received.

380/16 MINUTES:

The minutes of the meeting of the Finance Committee held on Monday 21st March 2016 (minutes 348/16 to 360/16) were approved for signature by the Chairman.

381/16 MINUTES OF SUB-COMMITTEES & WORKING PARTIES:

Councillor Kennedy raised a query on the minutes of the Museum Advisory Sub-Committee meeting held on 17th March 2016 in relation to the proposal for the Museum to launch Heath Walks and the proposed £5 charge which was to be levied (343/16). Councillor Kennedy queried whether the conservators of the Heath had given their permission. The Town Clerk confirmed that they had and would be helping with the walks. Subject to this clarification the minutes of the meeting (minutes 341/16 to 347/16), were received into the workings of the Council.

382/16 MINUTES OF THE MEETING OF ROYSTON ALLOTMENTS AND GARDENS ASSOCIATION (RAGA):

The minutes of the meeting with the Royston Allotments and Gardens Association held on 14th March 2016 were received into the workings of the Council.

ROYSTON TOWN COUNCIL

383/16 ACCOUNTS FOR PAYMENT:

Members **RESOLVED** to approve the accounts for April 2016 in the sum of £48,949.99 for payment.

The Town Clerk reported that due to new legislation requirements, supplementary Accounts for Payment will need to be distributed on the night of meetings, to speed up payments and comply with the 30 day payment rule.

384/16 BANK RECONCILIATION AND INCOME & EXPENDITURE:

- i) Members noted the Bank Reconciliation for March 2016.
- ii) Members noted that the Income & Expenditure report for the year ending 31st March 2016 will be available for the May 2016 Finance Committee Meeting.

385/16 TOWN TWINNING:

Paul Rydon, the Chairman and Jane Guttridge, of the Twinning Association, provided Members with details of the Spanish Twinning and of the way forward.

It was explained that Royston and Villanueva de la Canada have been twin towns since 2010, and a charter of friendship was signed in 2011. However, there are some ongoing issues that need to be resolved, in particular the building up of relationships with the Spanish town. There is a perceived reluctance on the Spanish side, to build family visits and there are issues regarding the less than satisfactory accommodation which was provided on previous visits there. This has resulted in, after 6 years of twinning, the Royston Association knowing little of their Spanish twin town. This is frustrating and it is proposed that the Chairman of the of the Twinning Association visits Villanueva de la Canada at the next San Isidro Festival and discusses the situation with the Chairman of their Association to understand why the relationship is not developing.

Members thanked the Twinning Association for their update and agreed that the situation was not satisfactory. A lot of hard work was being put into developing the relationship which was not being reciprocated and therefore the relationship needed to be reviewed. Members were content for the Chairman to relay his concerns to the Chairman of the Spanish Association and ascertain whether the relationship is worth developing further and to report back to the Finance Committee in due course.

386/16 CHARGING POLICY FOR ROYSTON AND DISTRICT MUSEUM AND ART GALLERY:

Members considered the revised charges and fees policy and **RESOLVED** to approve these and adopted them into the workings of the council.

387/16 HERTFORDSHIRE PENSION FUND LOCAL GOVERNMENT PENSION SCHEME 2016 TRIENNIAL VALUATION:

Members were invited to consider whether they wished to remain in the Parish and Town Council pooling arrangement or opt out. After discussion, Members **RESOLVED** that it would be beneficial to remain in the present pooling arrangements and for the Clerk to confirm that for the next 3 years.

ROYSTON TOWN COUNCIL

388/16 COUNCILLORS AS REPRESENTATIVES ON OUTSIDE ORGANISATIONS:

Councillor Lewis reminded members of the Mayors Quiz in the Town Hall on Friday 6th May 2016. All were invited to attend.

The Chairman then adjourned the meeting at 8.05pm to allow an issue relevant to the Finance Committee to be discussed by the Town Properties Sub-Committee. The Finance Committee meeting would be immediately re-convened after that discussion.

The Finance Committee meeting reconvened at 8.10pm.

389/16 ADDITIONAL AGENDA ITEM – REPLACEMENT OF FLOOR COVERINGS IN TOWN HALL

Members were advised that work to replace floor covering for the bar area and ground floor area of rear stairway and the side stairway within the Town Hall was necessary. The present surfaces presented a health and safety hazard. Two full quotations had been received to carry out this work – the first for £3325 and the other for £2540. Members **RESOLVED** that this remedial work goes ahead and accepted the £2540 quotation for this work. It was also **RESOLVED** that the money for this work is to come out of the reserves budget.

There being no further business the Chairman closed the meeting at 8.12 pm.

ROYSTON TOWN COUNCIL

MINUTES of the meeting of the **TOWN COUNCIL PROPERTIES SUB-COMMITTEE** held in Room 11, Town Hall, Royston on Monday 25th April 2016 at 8.05 pm.

PRESENT: Councillor Davison (in the Chair)
Councillors Davidson, Harrison & Smith
Town Clerk
Administration Assistant
County & District Councillors Hill & Hunter
District Councillor Lewis
Councillor Kennedy

390/16 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Burt & Hulström-Allen.

391/16 MINUTES:

The minutes of the meeting of the Town Council Properties Sub-Committee held on Monday 29th February 2016 (minutes 317/16 to 320/16) were approved as a correct record.

392/16 TOWN COUNCIL PROPERTIES:

Market Hill Rooms

No issues were raised.

Town Hall

The Town Clerk advised Members that work to replace floor covering for the bar area, ground floor area of rear stairway and the whole of the side stairway was necessary. The present surfaces presented a health and safety hazard. Two full quotations had been received to carry out this work – the first for £3325 and the other for £2540. It was agreed to refer this matter urgently to the Finance Committee for consideration of this matter.

Green Street Allotments

No issues were raised

Stile and Green Walk Plantations

The Town Clerk confirmed that contractors regularly now visit the plantations to carry out maintenance work.

The Cross Public Conveniences

The Town Clerk advised that there had been recent vandalism within the ladies' toilet resulting in damage of the locks which have had to be replaced, blocked toilets and excrement on doors and walls. The Police have been informed.

Market Place

No issues were raised.

30 Kneesworth Street

No issues were raised.

ROYSTON TOWN COUNCIL

War Memorial

Councillor Harrison requested an update on the position regarding the remedial work required on the War Memorial. The Town Clerk advised investigations are still ongoing as to whether there are any alterations that could be made to the Memorial to protect the names from rainwater in future.

Cave

The Town Clerk reported that the filters have been blocking up recently, and it has now proved necessary to get them cleaned every other month. It is vital this is done otherwise there would be a build-up of CO2 levels. As a result, the costs of filters this year will be higher than expected. Consideration may need to be given to seeing whether some of the additional costs could be recovered from the entrance fees the History Society collect.

Royston and District Museum and Art Gallery

No issues were raised.

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