

# Godmanchester Town Council

Town Clerk  
Vicky Pryce

e: [townclerk@gmccouncil.com](mailto:townclerk@gmccouncil.com)



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8<sup>th</sup> April 2020

To: The Town Mayor and Members of Godmanchester Town Council.

You are hereby summoned to attend a Meeting of Godmanchester Town Council online on Thursday 16<sup>th</sup> April at 7.00pm for the purpose of transacting the following business. Members of the public and press are cordially invited to attend. A link to join our meeting via the internet will be provided on our website in due course.

Vicky Pryce  
**TOWN CLERK**

If any member of the public or press intend to record all or part of the meeting, would they please advise the Town Clerk at the start of the meeting.

## AGENDA

To conclude by:

|                  |   |      |
|------------------|---|------|
| 20/47<br>2 min   | TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE  | 7.02 |
| 20/48<br>2 mins  | DECLARATIONS OF INTEREST:<br>To receive declarations of personal and/or prejudicial interest and the nature of those interests relating to any Agenda item.   | 7.04 |
| 20/49<br>2 mins  | MINUTES:<br>To approve as a correct record the minutes of the Town Council meeting held on 19 <sup>th</sup> March.  | 7.06 |
| 20/50<br>5 mins  | TOWN MAYOR'S ANNOUNCEMENTS  | 7.13 |
| 20/51<br>12 mins | PUBLIC PARTICIPATION SESSION:<br>To hear from any member of the public in respect of an item on the agenda and other matters that are of mutual interest  | 7.25 |
| 20/52<br>5 mins  | OUTSTANDING ACTIONS<br>To receive a report and note progress on outstanding matters   | 7.30 |
| 20/53<br>5 mins  | CORRESPONDENCE:<br>To consider items of correspondence received   | 7.35 |
|                  | <b>BUSINESS &amp; FINANCE PORTFOLIO MATTERS</b>   |      |
| 20/54<br>5 mins  | FINANCIAL AND ACCOUNTS:<br>20/54.1 & 20/54.2 To approve the list of payments to be made.<br>20/54.3 To note receipt of petty cash reconciliation to 31 <sup>st</sup> March, monthly budget report on the year to date, monthly bank reconciliation. | 7.40 |
| 20/55            | BUSINESS REPORT:  | 7.50 |

|                  |  |      |
|------------------|--|------|
| 10 mins          | To receive a report and consider recommendations (Cllr Thomas)                         |      |
|                  | <b>PLANNING PORTFOLIO MATTERS</b>  |      |
| 20/56<br>15 mins | PLANNING REPORT:<br>To receive a report and consider recommendations (Cllr Wilson)     | 8.05 |
|                  | <b>PROPERTY PORTFOLIO MATTERS</b>  |      |
| 20/57<br>10 mins | PROPERTY REPORT<br>To receive a report and consider recommendations (Cllr Campbell)    | 8.15 |
|                  | <b>ENVIRONMENT PORTFOLIO MATTERS</b>   |      |
| 20/58<br>10 mins | ENVIRONMENT REPORT:<br>To receive a report and consider recommendations (Cllr Hooker). | 8.25 |

The next Town Council meeting will be held on **Thursday 21<sup>st</sup> May 2020** online, starting at 7.00pm.

Certified as a true copy of the agenda for the meeting held on Thursday 16<sup>th</sup> April 2020.

.....  
TOWN MAYOR  
CLLR

.....  
DATED

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## PLANNING APPLICATIONS

|                                |   |  |
|--------------------------------|---|--|
| 20/00490/HHFUL                 | 4 Parcell Walk  | Installation of dormer windows to front elevation of dwelling – loft conversion, no impact on neighbours   |
| 20/00341/LBC<br>20/00563/HHFUL | 11 Post Street  | Replacement flooring. Repairs to windows on all elevations. Replacement of window in stair well on northern wall. Removal and infilling of downstairs bathroom window. Replacement of the ground floor bathroom flat roof and installation of flat roof skylight. Works to north and south gable walls and east gable wall (first floor elevation). General repairs.<br>Rendering over timber frame on front and sides of house will affect appearance and street scene  |
| 16/00906/FUL                   | Land At Former Site Of Huntingdon Marine And Leisure Ltd Bridge Place       | Demolition of existing building and proposed erection of a mixed use development (C3 and A3/A4) comprising of 16 dwellings and café.<br><i>In 2016 we returned: RECOMMEND APPROVAL - GMCTC is pleased to see this site being redeveloped for mixed use, as in the Local Plan, as it has been derelict and unsightly for many years. We are disappointed that this site will not be subject to a requirement to provide affordable homes, either on the site, or through a substantial section 106 contribution for off-site provision.</i> |
| 20/00505/REM                   | Land On The West Side Of A1198 And Behind 29 - 31 Pettit Road Godmanchester | Details of appearance, landscaping, layout and scale for 46 no. dwellings on the Northern Parcel and Southern Parcel as defined in the approved documents to the outline planning permission   |

## PLANNING CORRESPONDENCE

| From | Subject  | Comment  |
|------|--|--|
| CCC  | Cambridgeshire and Peterborough Minerals and Waste Local Plan and associated Policies Map Submission to the Secretary of State | Submitted to Planning Inspector, await further info on timescale |

## TRAFFIC MATTERS

| From             | Subject   |
|------------------|---|
| Highways England | Response to our email expressing concern about HGVs using medieval bridge or turning in GMC. Includes sentence:<br><i>However, we acknowledge that this is an issue and the traffic management team will look into the usage of the temporary sign and other ways to discourage HGVs from using this route.</i> |
| CPCA             | Approved Huntingdon Prospects for Growth which includes reference to the third river crossing and Tyrells Marina  |
| CCC              | TTRO 20/325 - St Anns Lane, Godmanchester   |
| CCC              | 20/341 London Street, Godmanchester   |

|            |   |
|------------|---|
| CCC        | Tudor Road yellow lines                                   |
| CCC        | Possible LHI bids   |
| Stagecoach | Various bus timetable changes – don't seem to affect GMC? |
| CCC        | 2020 Micro Asphalt Program                                |

## CORRESPONDENCE

### Mayor

|                         |  |
|-------------------------|--|
| HGTA                    | Quiz Night (Cancelled)                               |
| Mayor of Huntingdon     | Fundraising Cheese & Wine Party (Cancelled)          |
| Mayor of St Ives        | Mayors Quiz (Cancelled)                              |
| HDC                     | St Georges Day Flag Raising (Cancelled)              |
| Huntingdon Town Council | St Georges Day Church and Dinner Service (Cancelled) |

| ACCOUNTS PAYABLE - 16 APRIL 2019 |      |              |                                     |                        |                    |                 |                    |
|----------------------------------|------|--------------|-------------------------------------|------------------------|--------------------|-----------------|--------------------|
| CLLR                             | CLLR | DD           | PAID TO                             | DETAIL                 | NET                | VAT             | TOTAL              |
|                                  |      | DD           | HDC                                 | Council Tax            | £ 423.99           |                 | £ 423.99           |
|                                  |      | DD           | UW                                  | Line rental/internet   | £ 33.00            | £ 6.60          | £ 39.60            |
|                                  |      | DD           | UW                                  | Landline QES           | £ 28.00            | £ 5.60          | £ 33.60            |
|                                  |      | DD           | Total Gas & Power                   | Electric Supply QES    | £ 265.83           | £ -             | £ 265.83           |
|                                  |      | DD           | Total Gas & Power                   | Gas Supply QES         | £ 244.86           | £ -             | £ 244.86           |
|                                  |      | DD           | Total Gas & Power                   | Electric Supply JF     | £ 90.99            |                 | £ 90.99            |
|                                  |      | DD           | Total Gas & Power                   | Gas Supply JF          | £ 17.82            |                 | £ 17.82            |
|                                  |      | DD           | Wave                                | Water rates: cemetery  | £ 4.00             | £ -             | £ 4.00             |
|                                  |      | DD           | Wave                                | Water rates: QES       | £ 40.00            | £ -             | £ 40.00            |
|                                  |      | DD           | Wave                                | Water rates: JF        | £ 51.50            | £ -             | £ 51.50            |
|                                  |      | DD           | Plusnet                             | Broadband @ JF         | £ 46.00            | £ 9.20          | £ 55.20            |
|                                  |      | DD           | Virgin                              | Town Office phone line | £ 20.74            | £ 4.15          | £ 24.89            |
|                                  |      | DD           | NEST                                | Pension contributions  | £ 359.45           | £ -             | £ 359.45           |
|                                  |      | <b>TOTAL</b> |                                     |                        | <b>£ 1,626.18</b>  | <b>£ 25.55</b>  | <b>£ 1,651.73</b>  |
| CLLR                             | CLLR | BACS         | PAID TO                             | DETAIL                 | NET                | VAT             | TOTAL              |
|                                  |      | B354         | V Pryce                             | April Salary           |                    |                 |                    |
|                                  |      | B355         | J Royle                             | April Salary           |                    |                 |                    |
|                                  |      | B356         | C Whitlock                          | April Salary           |                    |                 |                    |
|                                  |      | B357         | M Grice                             | April Salary           |                    |                 |                    |
|                                  |      | B358         | S Wakeman                           | April Salary           |                    |                 |                    |
|                                  |      | B359         | M Hanson                            | April Salary           |                    |                 |                    |
|                                  |      | B360         | D Anderson                          | April Salary           |                    |                 |                    |
|                                  |      | B361         | HMRC                                | Tax & NI 126PP00116523 |                    |                 |                    |
|                                  |      |              | <b>TOTAL SALARIES, TAX &amp; NI</b> |                        | <b>£ 7,105.01</b>  | <b>£ -</b>      | <b>£ 7,105.01</b>  |
|                                  |      | B362         | Fergusons                           | Grounds Maintenance    | £ 2,120.91         | £ 424.18        | £ 2,545.09         |
|                                  |      | B363         | Fergusons                           | Extras (Silt evening)  | £ 320.00           | £ 64.00         | £ 384.00           |
|                                  |      | B364         | JRB Enterprises                     | Dog Bags               | £ 448.00           | £ 89.60         | £ 537.60           |
|                                  |      | B365         | GMC Senior Citz                     | Contribution           | £ 250.00           |                 | £ 250.00           |
|                                  |      | B366         | ACR                                 | Contract Cleaning      | £ 637.00           | £ 127.40        | £ 764.40           |
|                                  |      | B367         | Ask IT                              | Splashtop              | £ 74.00            | £ 14.80         | £ 88.80            |
|                                  |      | <b>TOTAL</b> |                                     |                        | <b>£ 10,954.92</b> | <b>£ 719.98</b> | <b>£ 11,674.90</b> |
| CLLR                             | CLLR | CHQ          | PAID TO                             | DETAIL                 | NET                | VAT             | TOTAL              |
|                                  |      |              |                                     |                        |                    |                 |                    |
|                                  |      |              |                                     |                        |                    |                 |                    |
|                                  |      | <b>TOTAL</b> |                                     |                        | <b>£ -</b>         | <b>£ -</b>      | <b>£ -</b>         |
| <b>GRAND TOTAL</b>               |      |              |                                     |                        | <b>£ 12,581.10</b> | <b>£ 745.53</b> | <b>£ 13,326.63</b> |

| RECEIPTS MARCH 2020 |                       |                  |
|---------------------|-----------------------|------------------|
| QES                 | Hall hire             | £684.00          |
| Judiths Field       | Hall hire             | £127.00          |
| Cemetery            | Income                | £1,210.00        |
| Interest            |                       | £1,021.00        |
| Miscellaneous       |                       | £181.00          |
|                     | <b>TOTAL RECEIPTS</b> | <b>£3,223.00</b> |

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## Outstanding Actions

| PLANNING PORTFOLIO           |                                  |   |                    |        |
|------------------------------|----------------------------------|---|--------------------|--------|
| Jan-18                       | Additional entrance at JF        | Gate installed. Repairs needed. Town Clerk chasing DWH to carry these out. PPA required. Mills & Reeve acting for landowners awaiting response from DWH (July 2018). Repairs to gate hastened through DWH. Details of PPA hastened through DWH (Aug & Dec 2018) Repairs remain outstanding (June 2019) DWH advise that a new gate has been authorised (July 2019) <b>Agreement remains with Copleys (Dec 2019)</b>  | CLLR G WILSON      | Jun-18 |
| Dec-19                       | Tudor Road - Double Yellow Lines |   | CLLR G WILSON      |        |
| PROPERTY PORTFOLIO           |                                  |   |                    |        |
| Feb-14                       | Ownership of Town Council land   | Registration of all parcels of Town Council land and property to be undertaken. Deputy Town Clerk has checked Land Registry registers and is liaising with Land Registry re requirements to register Town Hall and QES. (Feb 2018). Cllr Irving arranging contact with Clerk and Mr Westcott Rudd (Nov 2019). Meeting at the end of February with the Clerk and Mr Westcott Rudd (Feb 20). Plans in place to register the Town Hall, QES and War Memorial to start, queries raised over the Recreation Ground to be resolved. (March 2020). <b>Discussions ongoing with Mr Westcott-Rudd</b>  | PROPERTY PORTFOLIO | Jun-18 |
| BUSINESS & FINANCE PORTFOLIO |                                  |   |                    |        |
| Feb-19                       | Community Nursery Site           | Discussions started with HDC re transfer of Community Nursery site to GMCTC. Information on costs, budgets, staff, inventory of equipment requested. (Feb 2019) Awaiting Heads of Terms from HDC. Solicitor appointed. (March 19). Updated Heads of Terms received, information received from HDC that full legal transfer may be delayed until July 2019 (April 2019). Meeting with Solicitor and revised Heads of Terms sent to HDC. Confirmation received from HDC that the Town Council has no authority for third parties to use the site and cannot hold the takings from the Nursery, any sales must go to HDC. Transfer advised October 2019 HDC advise transfer on course for October 2019 (June 2019). Personnel Committee have created a person specification for the role of Nursery Manager. TC had been |                    | Apr-20 |

|        |            |   |  |        |
|--------|------------|---|--|--------|
|        |            | <p>advised that current manager was off sick and unlikely to return and that the lead volunteer was also not attending the Nursery regularly. Takeover expected in October. Takeover now expected in December (October 2019). Transfer deed has been received by Copleys. HDC have indicated a transfer date of 1st March. Community Nursery Meeting being held on 23rd January to discuss takeover and recruitment. (Jan 2020). Transfer deeds have been received for Council perusal and further searches to be carried out. Interviews for Nursery Manager to be carried out on 25th February. (Feb 20) Nursery Manager successfully recruited and takes up the post on 1<sup>st</sup> June. Lead volunteer will be temporarily recruited by the Council for the interim. Official handover date 31<sup>st</sup> March. Search results and updates being chased with Copleys. (March 2020). <b>The Council took over the running of the site as planned although official paperwork has yet to be signed. A Community Plant Nursery Assistant has been recruited to maintain the running of the site until Oscar joins the Council in June. This means that the site can continue to be attended and is insured. The site is currently closed to members of the public due to the Coronavirus outbreak (April 2020).</b></p>   |  |        |
| Jun-19 | Mill Steps | <p>HDC renovating the Mill Steps site. Community working group set up with GMCiB, the Town Council, Ouse Valley Trust and the Community Association. A project board is also being set up including the EA, the Town Council, the A14 project and HDC as major contributors. (June 2019). Community liason group have met and looked at the fish pass in cambridge. Liason group meeting at HDC on 16th July (June 2019). Community Liaison Group met on 12th September with N Sloper (HDC) and K Jerrom (EA) who advised a plan would be in place for January with two options including siting of the fish pass on either the left or right side of the Mill Steps. Advised expected work to begin in Autumn 2020. Clerk attended project board meeting and was advised that a third location for a fish pass is being considered. Community Liaison Group meeting held on 13th November. Still at scoping stage. Community Liaison Group encouraged to work with schools and decide what they want to see for the finished result. November 2019. Meeting being held on 9th December with the Community Group. Designs and Feasibility Study results to be available from HDC at January 2020 meeting.(Jan 2020). Piling to establish feasibility of a fish pass has began work - Community Group meeting again on 17th Feb (Feb 20). Piling completed and results to be discussed at the next Mill Steps meeting. (March 2020). <b>The Mill Steps project has been put on hold due to the coronavirus outbreak (April 2020)</b></p> |  | May-20 |