

**MINUTES OF THE TOWN COUNCIL MEETING HELD
ON-LINE ON THURSDAY 17TH SEPTEMBER 2020**

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

Town Clerk: Ms V PRYCE
Minute Taker: Mrs C WHITLOCK

No members of the public were present

MINUTES

Action

20/113 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE:

Cllr MAHMOOD – None given

20/134 DECLARATIONS OF INTEREST:

None received

20/135 MINUTES:

The MAYOR proposed the Council approve as a correct record the minutes of the Town Council meeting held on 20th August, all were in favour and it was so **resolved**.

Cllr CONBOY apologised for not attending the meeting on 10 September as she had intended to be there.

Cllr G Wilson advised that the version of the minutes of 10 September circulated earlier in the week had not been the correct copy as they did not include Cllr WORTHINGTON's apologies and still showed the tracked changes in red. The TOWN CLERK confirmed the changes had been accepted.

The MAYOR advised that the minutes of the Extra Ordinary Meetings held on 2 and 10 September would be reviewed at the next meeting of the Town Council.

20/136 TOWN MAYOR'S ANNOUNCEMENTS:

The MAYOR noted that, at the request of Cllr RADFORD, the outdoor cinema showing for 12 September, which was unable to take place due to the limits of Covid, had been intended to be a free event for residents of Godmanchester.

The MAYOR advised that he had enjoyed a very pleasant, socially distanced afternoon tea at Wisbech Castle on Sunday 13 September. The event was attended, amongst others, by Swaffham, Kings Lynn and Huntingdon and also included a tour of the dungeons and the Catholic chapel.

Cllr HYAMS was concerned that councillors go out of their way to attend meetings and it is the duty of every councillor to apologise and given a reason if they are unable to attend. This does not always happen.

Cllr MORGAN advised that if a councillor does not attend six consecutive Town Council meetings the councillor would be removed. Cllr YOUNG confirmed that as a School Governor if the first meeting was missed then attending another one five months later would be seen as not pulling his or her weight.

The MAYOR confirmed that he would remind everyone in writing that attending meetings was a requirement and would encourage all councillors to turn up and do their bit.

Cllr WORTHINGTON welcomed Clair Whitlock (Administration Officer) to the meeting in the capacity of minute taker.

In the absence of the minutes from 2 and 10 September, Cllr WORTHINGTON requested the success of the Garage Sale should be noted (noted in minutes of 2 September 2020)

The MAYOR personally thanked Cllr WORTHINGTON for running a stall.

The Mayor

20/137 PUBLIC PARTICIPATION SESSION:

None were in attendance.

The club 800 Draw took place with the assistance of the Mayoress.

20/138 OUTSTANDING ACTIONS:

Cllr G WILSON advised that the big hole on the A1198 was not linked to the additional entrance proposed at Judith's Field, but for the purpose of an archeological dig.

Cllr THOMAS advised that HDC are seeking cost savings on the technical aspect of the fish run at Mill Steps. HDC have provided assurance that the cost savings will be achieved and the project will continue. Savings would be made by using a less attractive material and doing without an eel run.

Cllr HOOKER advised that he had measured up the Willow Walk for the Environment Agency permit and had started work on the drawings.

Cllr HOOKER confirmed he had emailed the TOWN CLERK with information for Log World to enable her to complete the Contracts Finder process. The TOWN CLERK confirmed that this had been received.

Town Clerk

20/139 CORRESPONDENCE:

The MAYOR advised that he had received and attended the Mayor of Wisbech's Afternoon Tea. Unfortunately, the invitation from the Mayor of Huntingdon to attend the Battle of Britain 80 Year Service was withdrawn due to Covid restrictions.

The Twinning Association had written with the suggestion that they were considering disconnecting the colocation of the annual Youth Festival and the Business Meeting; however, no further information was available.

The MAYOR acknowledged receipt of a Thank You letter from Mr Cohen for the grant the Council had given Godmanchester in Bloom.

The MAYOR advised that the Covid-19 Group, which comprised the Timebank, the Mutual-Aid Group and the Foodbank in addition to the Town Council, had received a County Council Chairman's Commendation and he thanked everyone involved in the group.

The MAYOR asked Cllr S WILSON if she would be attending the Cambridgeshire and Peterborough Clinical Commissioning Group's (CCG) Annual General Meeting. Cllr S WILSON said she would need to check on the date first. **(Post meeting note: AGM was held on 15 September).**

Cllr S Wilson

20/140 ENVIRONMENT REPORT:

Cllr HOOKER advised there were a couple of elements to note, and to accept or otherwise from his paper, including the grounds maintenance review. This document has been revised and the format changed. Instead of using square meterage to detail locations, maps showing what and where the work would be required have been used to make it easier for alternative contractors to tender for the work.

The hanging baskets, planters and tidying up were already in the tender document. Cllr HOOKER confirmed there were six Godmanchester in Bloom planters and the Town's own two planters at the town signs. The 7th one is maintained by resident Mrs S Brown. Cllr MORGAN raised concerns over the hanging baskets on the lamppost by the hairdressers at Chadley Lane being hit by HGV lorries negotiating the roundabout. Cllr MORGAN asked whether this one should be dispensed with and to reinstate the basket at Gatehouse Estates. Cllr HOOKER confirmed that Balfour Beatty had been informed of the hairdresser's basket and it had been added to the tender and booked in with Balfour Beatty. Both baskets need to be replaced in the hope that as soon as the A1307 opens this should put a stop to HGV's using the road.

Cllr CAMPBELL advised that there were actually eight planters and two Godmanchester in Bloom planters in Earning Street, opposite the pub. Cllr CAMPBELL congratulated Cllr HOOKER on having done a marvellous job with the mapping system on Parish Online. Cllr CAMPBELL reported that this would be a useful tool for staff to be trained on.

Cllr WORTHINGTON had highlighted this and confirmed it would be taken forward. The MAYOR proposed that the grounds maintenance tender form be accepted; all were in favour and it was so **resolved**.

Cllr Worthington

Cllr HOOKER advised that, following the circulation of the PSPO Dog Order Renewal email, councilors had agreed that it should be renewed and the TOWN CLERK would prepare a response to the question in a timely manner. Cllr HYAMS reported the sad news that a dog had been attacked on Judith's Field and subsequently had to be put down. Unfortunately, no action could be taken when one dog attacks another dog. Cllr HYAMS enquired whether the Council should write to the victim's owner. Cllr CONBOY pointed out that, although terribly sad, the incident did not happen on Council land. Cllr HLADKIWSKYJ advised that the victim's owner could bring a private prosecution via third party insurance. The MAYOR agreed that insurance could be taken out to the value of a dog for this purpose. The MAYOR proposed that a letter should not be sent to the victim's owner as the incident had not taken place on Council land. The MAYOR advised that it was a requirement of the Order that dogs should be on leads, which is displayed at Judith's Field.

Town Clerk

Cllr WORTHINGTON referred back to the last meeting where there had been some criticism of the new adult gym equipment. However, Cllr WORTHINGTON was able to report that three people had commented how wonderful Queens Walk looked and were very satisfied. Cllr HOOKER agreed that he too had received good feedback when a resident waxed lyrical about the same area.

The TOWN CLERK advised that a Sandy Town councillor had commented on the floral decorations when passing through the Godmanchester. The MAYOR congratulated Fergusons on their continuing work.

The MAYOR had a pleasant conversation with Sheena Kynoch a resident of Post Street. Mrs Kynoch felt it would be nice for residents to be informed, even if not consulted on, when decisions are made on Queens Walk. The adult equipment was good but some of the equipment faced the playground which potentially allowed voyeurs to watch children play. The MAYOR had responded that the thought was that parents could exercise whilst watching their own children play.

20/141 FINANCIAL AND ACCOUNTS:

The list of payments were approved.

The Mayor and
Cllr G Wilson

20/142 BUSINESS REPORT:

Cllr Thomas advised that there were five issues which required a decision by Council. The review of policies comprising of the Code and Conduct, Health and Safety and Standing Orders. All of the documents had been circulated and they all required the review dates updating. Cllr S WILSON noted that the Health and Safety Policy read it would be reviewed on a two yearly cycle, however, it had been previously agreed that there would be an annual review of this policy at the annual meeting. Cllr S WILSON and the TOWN CLERK will amend the Health and Safety Policy to 'review annually' and change the review date to today's date on the other two policies. The MAYOR proposed the Council adopt the reviewed policy; all were in favour and it was so **resolved**.

Town Clerk and
Cllr S Wilson

Cllr THOMAS advised that the Acquisition Policy which was endorsed and adopted at the August Town Council meeting required an annex. Following the recent presentations of proposal for three major infrastructure projects a template had been drawn up as an annex. The suggested areas covered in future presentation had been circulated. The Business Group sought approval of the annex to the policy. Cllr HYAM asked whether the policy was constitutionally correct, and the TOWN CLERK confirmed that it was. The MAYOR proposed the annex be accepted; all were in favour and it was so **resolved**.

Cllr THOMAS advised that the Nursery business plan, to enable the Nursery to run with autonomy on a day to day basis under the management of the Nursery Manager and the TOWN CLERK, had been drawn up but subsequently withdrawn as it required amendment. The new business plan which had been circulated to the group wished for Council to

approve it. The MAYOR proposed Council accept the Nursery business plan; all were in favour and it was so **resolved**.

Cllr THOMAS advised that, back in February, Council approved in principle the Business Group proposal for three defibrillators to be located at the Nursery, QES and Judith's Field. The finding and proposals had been circulated prior to the meeting. The Business Group recommended that the Council approves the acquisition and installation of three x I Pad AED at approximately £4,725 to be funded from the Council's CIL holdings. Installation would also cover the electrical cost with each box costing £45 per annum for maintenance. Cllr THOMAS had attached information on the defibrillators with the business plan. The company who the Council would be acquiring the products from also provide training which would be of benefit to the Nursery and QES and JF users. Cllr G WILSON could not see on the supplementary notes where on the QES the defibrillator would go, being a listed building and in a conservation area. Cllr THOMAS advised he was pursuing the issue of being a listed building and the fact we could position it outside depending on the advice of the electrician. Cllr CAMPBELL wished it to be noted that although Judith's Field Pavilion is not a listed building, he would not wish to see cabling everywhere. The MAYOR proposed approval of the acquisition and installation of three defibrillators of approximately £4,725 to be funded from CIL holdings; all were in favour and it was so **resolved**.

Cllr THOMAS advised that the Council had already approved the acquisition of a new polytunnel at the Nursery, anticipating grant funding. However this had not been forthcoming and the Council could not apply for another grant until November. The successful bid for Community Capital Funding did not cover the polytunnel. Cllr THOMAS advised there was a requirement, before the November business group meeting, that funding of £12k should be allocated from CIL and that withdrawal would be replaced if a subsequent grant application was successful. Cllr CAMPBELL confirmed he fully supported this but would it comply and meet with the acquisition policy. The MAYOR confirmed that the Council have the money in CIL holdings and if would not matter if it came out of that. Cllr HYAMS thought that the original figure quoted was £14k and not £12k. Cllr THOMAS advised that the figure of £14k was refined to £12k following Cllr HOOKER's measurements as the initial one would have been too large for the site. The MAYOR proposed that funding up to £12k for the polytunnel should come from CIL. All were in favour and it was so **resolved**.

Cllr THOMAS requested the Council to note that a five year business plan exists. The Business Group looked at this being a useful a tool to help with workload. The TOWN CLERK has undertaken to revise the current plan and the layout and to schedule for month and yearly portfolio updates. The templates would be updated and reviewed at Town Council meetings.

Town Clerk

Cllr CONBOY wished to ensure that the Community Capital Funding grant had been acknowledged and how very grateful the Council were to receive it. Cllr WORTHINGTON referred to the Council charging for the use of their land and advised the introduction of a policy had now been incorporated in a draft licence which would be brought to Council.

20/143 PLANNING REPORT:

Cllr G WILSON thanked those councillors who stayed behind after the Extra Ordinary Planning Meeting on 10 September.

Clerk to advise HDC of planning application recommendations.

Cllr G WILSON congratulated Cllr ROUND on doing a tremendous amount of work relating to the Neighbourhood Plan in a tight timescale. Cllr G WILSON had struggled to receive any information from Cambridgeshire County Council (CCC) as to their response to things which are and are not relevant. Cllr G WILSON advised that he was in two minds as to whether the Council should put in a response; would Cllr ROUND be happy for his work to be submitted and also - being only one council out of thousands - whether Government

would listen to Godmanchester. Cllr ROUND confirmed although the work would be more suited for HDC and CCC he had no issue with it being submitted but agreed that it may have no impact. The MAYOR asked what the report covered; couple of consultation points for the environment but not a lot of material. Cllr HYAM felt the work should be submitted and congratulated Cllr ROUND, being a newly elected councillor on his very professional work and that he should be commended for it. Cllr HYAM suggested a joint submission to include Peterborough, Northampton, and Bedford. Cllr G WILSON advised that as CCC had yet to prepare its response, although he had raised this at committee, their submission would be late and did not wish to wait. Cllr CONBOY was asked if she could find out the timescale so the deadline could be met. The MAYOR offered his assistance if required.

Cllr G WILSON advised that CCC had been doing the St Ives transport study to see how they could reduce transport problems in the area. Cllr G WILSON advised that correspondence had been received from Mr Greagg requesting a copy of the recently submitted LHI application which had been referred to by the TOWN CLERK. Mr Greagg has subsequently written to the Clerk asking for more information which will need to be sent, and that he was likely to object to double yellow lines along parts of London Road. Cllr G WILSON advised that there may be other residents who may object to the LHI on London Road but that the CCC would undertake consultation before any decisions were made. Cllr G WILSON referred to the Freedom of Information request which had been received from Mr Sheppard. Cllr S WILSON reported that Mr Sheppard had written to at least another two District Councillors since. The MAYOR confirmed that the TOWN CLERK would be writing to Mr Sheppard tomorrow.

Cllr G WILSON and the MAYOR had attended a Zoom meeting with Frances Schultz (Fran) who is advising the Council about the Godmanchester Neighbourhood Plan update and would be emailing the Council tomorrow about a draft and what to do next.

20/144 PROPERTY REPORT:

Cllr CAMPBELL was pleased to report that the public toilet was now open and flushing. Cllr CAMPBELL and the TOWN CLERK opened two tenders today for the Judith's Field toilet contract. These would now be looked through at the Property Group meeting which would provide a recommendation at the next Town Council meeting. Cllr CAMPBELL confirmed that both tenders fall within the ballpark figure of £80k, one below and one above. Cllr CAMPBELL also confirmed he had provided the TOWN CLERK with information on the Multi Wheel Fun Track to place on contract finder.

Cllr CAMPBELL advised that Cllr S WILSON had done a lot of work, including risk assessments, on trying to reopen the Council buildings. The Property Group were reluctant to reopen. Cllr S WILSON advised that she had written a letter to all of the hirers to explain the current situation and asking whether they were interested in returning. The letter had gone out on Monday and already replies were being received, some of which had been quite lengthy and the majority fully in support of the Council's decision. The majority did not really want to come back yet and were happy and pleased with the information they had received. Cllr S WILSON confirmed that no one was 'grumpy' that the halls were not reopening, but were pleased the Council were being realistic to wait until it was safe to do so. Cllr CAMPBELL reported that he is keeping a watch on Fen Drayton's policy as they have reopened their hall for yoga classes. If things were to change and improve with all the information that Cllr S WILSON had produced, the Council would be able to act quickly if need be. Cllr HLADKIWSKYJ was not concerned with what other authorities were doing and felt the Council were taking the right approach and believed that things would not change by Christmas. Cllr HYAMS commented that Slimming World had been due to reopen on Monday but the venue, The Black Bull, had gone into receivership.

The MAYOR advised that following various incidents which had occurred locally, the question of CCTV use had been discussed. The MAYOR had come up with his thoughts

after research which were passed to the Business Group asking for people's opinions and to define what the Council could do. Cllr CONBOY reiterated that it was not about having the facility to view and report the CCTV footage that was a problem, but GDPR issues meant only the TOWN CLERK could view the CCTV. However, it was agreed that every incident should be reported to the Police. Cllr HLADKIWSKYJ felt that the Council were confusing CCTV use with surveillance cameras. There was a requirement to limit who can view the CCTV footage; councillors are not legally allowed to view the data but employees could. If in an emergency the Police required information, and the TOWN CLERK was not available, contact could be made with Lukasz at Cambridge Alarms who would be able to obtain the footage. Alternatively, the device could be unplugged and the whole equipment passed onto the Police. The MAYOR referred to the cost of the CCTV and the fact the Council have it, meant it should be used and there should not be a single point of failure by having only one person authorised to examine it. There was concern that Cambridge Alarms would view the material, Cllr HLADKIWSKYJ advised that this would not be the case. Cambridge Alarms would be able to provide codes for other employees to view it. Following the tree being uprooted on Judith's Field, the MAYOR felt it would be fairly easy to fine down timings by viewing footage of the tree location on several days to at least narrow the day when the damaged was done. Unfortunately the Police had not assisted when previous damage to Council land had taken place. Cllr HLADKIWSKYJ informed the Council that surveillance cameras watch real life on the high streets. The Council could not do that as this would be an infringement on people's privacy and would become a GDPR issue.

Councillors and non-employees are not covered by insurance so the Council could not pick and choose what is watched. However, the TOWN CLERK could view footage and other employees could be trained on how to use the system. The Council are prevented from publishing images anywhere but could contact the Police. Viewing footage when not knowing when a crime was committed would take a lot of time, obviously if the crime was a murder or particularly serious that would be different. Cllr CONBOY advised that with the Police having limited resources to prosecute, incidents should simply be reported, which builds a pattern for the Police to analyse. Cllr THOMAS asked if CCTV was merely used as a deterrent. Cllr HLADKIWSKYJ stated that the CCTV was there to protect the Council's valuable assets; Judith's Field Pavilion, QES and the Town Hall. If the Council were to protect trees and prevent littering then CCTV at Queens Walk would be required. The TOWN CLERK commented that the stone which had chipped the window at Judith's Field may not have been picked up by the CCTV due to its size and speed. Cllr IRVING asked how to differentiate between one property and another; deterring people is great but it also would enable the Council in some circumstances to identify people who have damaged property and then pass the information to the Police. If they are not going to be deter people, insurance would be affected. Cllr HLADKIWSKYJ advised that there should be a procedure to follow in the absence of the TOWN CLERK.

Town Clerk

THE MAYOR asked councilors to bring a Christmas Hat to the October meeting in preparation for the Council's Christmas card this year. He was hoping that we could take a topical photo of a Zoom meeting.

All

The meeting closed at 20.45