

**MINUTES OF THE TOWN MEETING HELD IN THE
JUDITH'S FIELD PAVILION AT 19.00 ON THURSDAY 15TH JULY 2021**

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

Town Clerk: Ms V PRYCE
Minute Taker: Mrs C WHITLOCK
Mace Bearer: Mr M WILLIAMS

Three members of the public were in attendance

MINUTES

Action

21/101 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE:

Deputy Mayor, Cllr C HYAMS – other commitment
Cllr R MAHMOOD – no apologies received
Cllr Mrs S WILSON – other commitment

21/102 DECLARATIONS OF INTEREST:

Cllr VANE PERCY – planning application.

21/103 MINUTES:

The MAYOR noted a typographical error under item 21/87 where the word 'request' had been omitted. The MAYOR proposed the Council approve, as a correct record, the minutes of the Town Council meeting held on 24th June 2021, all were in favour and it was so **resolved**.

21/104 TOWN MAYOR'S ANNOUNCEMENTS:

The MAYOR reported he had officially opened the new public toilet at Judith's Field and that he had also become an honorary chair of Godmanchester charities.

Unfortunately, due to a miscommunication, a few hall bookings had been taken for July and August, including for a wedding reception. The consensus was the bookings should be honoured. The Personnel Committee and the Business Group would review opening up of the halls. However, due to ongoing staff shortages, the halls would remain closed to any further bookings at the current time.

21/105 PUBLIC PARTICIPATION SESSION:

None.

21/106 CASUAL VACANCY

The MAYOR welcomed the two candidates, Alison Mackie and Debbie Mickelburgh to the meeting and thanked them for their interest in becoming a Town Councillor. Each candidate was given the opportunity to deliver their submission as to who they were, their background and what had inspired them to put themselves forward for the position. The Councillors asked the same

Signed as a true copy of the minutes: (Mayor)
Date:

questions to each candidate. The MAYOR thanked both candidates for their presentations and confirmed that the TOWN CLERK would contact them once a decision had been made. The MAYOR confirmed that a decision would be made later in the meeting.

Town Clerk

The MAYOR carried out the Club 800 Draw.

21/107 OUTSTANDING ACTIONS:

The MAYOR invited the Councillors to highlight any outstanding matters but none were raised.

21/108 CORRESPONDENCE:

The MAYOR invited the Councillors to highlight any matters but none were raised.

21/109 PROPERTY REPORT:

Cllr RADFORD reported that there were no items which required a decision by Council this month.

21/110 FINANCIAL AND ACCOUNTS:

Cllr MORGAN noted that a payment to Godmanchester in Bloom (GMCiB) for £500 was listed on the Payment Schedule. However, at the last Town Council meeting, the Council agreed to give GMCiB bulbs from the Nursery to the value of £500 rather than awarding them a monetary grant. The TOWN CLERK confirmed that the payment would not be made and would apologise and clarify the situation with GMCiB.

Town Clerk

It was noted that the Mayoral chain had been repaired by a goldsmith in St Neots who had advised that the chain required additional work. Goldstraws would provide the Council with a quote for the essential work which, in turn, would be passed to the Business Group for consideration.

Business Group

The list of payments were approved and would be authorised by Cllrs CONBOY and RADFORD.

Cllrs Conboy and Radford

21/111 BUSINESS REPORT:

Cllr ROUND proposed that the Council approved the spending of up to £100 for the Nursery Manager to hold a barbeque at the Nursery to thank the volunteers for their help. Cllr TAPLIN seconded the proposal, all were in favour and it was so **resolved**.

21/112 ENVIRONMENT REPORT:

Cllr HOOKER explained that approximately a year ago the Group had suggested the Council earmark £30,000 from CIL money to increase the play equipment in the Toddler Play Area at Judith's Field. Since then the fenced area had been enlarged and the existing fencing replaced as it was deemed non-compliant with the health and safety legislation. Cllr HOOKER advised that the additional play equipment had never been approved and proposed that the £30,000 of CIL money now be approved. Cllr VANE PERCY seconded the proposal, the majority were in favour and it was so **resolved**.

Signed as a true copy of the minutes:
Date:

(Mayor)

Cllr CONBOY requested that provision be made to maintain/refurbish the Council buildings and equipment to ensure that CIL money did not run out in the future. The TOWN CLERK confirmed that these items would be noted in the Five Year Rolling Business Plan.

Town Clerk

21/113 PLANNING REPORT:

Cllr VANE PERCY left the room having an interest in the amended planning application at Island Hall. Cllr G WILSON advised that a variation had been made to a planning application at Island Hall, which had previously been approved by HDC. The new proposal would see a substantially bigger building on the site than the previous one. The revised proposal did not show the new height (it would be two storey), it would take up flood plain and the details regarding the drainage were not sufficient. The Council agreed that saying the new proposal was a 'minor change' was misleading, although some felt that the new design would provide a more aesthetically pleasing building. Cllr G WILSON proposed that the application be refused on the grounds that the new building would be larger, it would encroach on the flood plain and details of the drainage arrangements were inadequate. Cllr ROUND seconded the proposal, the majority were in favour and it was so **resolved**. Cllr VANE PERCY rejoined the meeting.

The TOWN CLERK would advise HDC of planning application recommendations.

Town Clerk

The Council had previously negotiated an amount of £22,000 to create a permissive pathway at Judith's Field from the new development on the A1198. The MAYOR proposed that the TOWN CLERK write to Seagate Properties to confirm when the donation would be received, all were in favour and it was so resolved.

Town Clerk

The TOWN CLERK was pleased to confirm that David Wilson Homes would continue to empty the litter bins on Roman's Edge fortnightly and in addition to this Huntingdonshire District Council (HDC) would begin emptying the bins three times a fortnight.

The MAYOR advised that Cllr ROUND had drafted a response to the Cycling and Walking Strategy consultation. The MAYOR proposed that the Council accepted Cllrs ROUND, YOUNG and IRVING's response. Cllr TAPLIN seconded the proposal, all were in favour and it was so **resolved**.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND PUBLIC: To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and Public be excluded from the meeting.

21/114 ENVIRONMENT REPORT:

Cllr HOOKER confirmed that the budget and contractor had been approved for the surfacing work at Willow Walk. The contractor had advised the most appropriate time to commence the work would be mid-August as they were concerned that if the weather was inclement, the grassed recreation land would be damaged.

Signed as a true copy of the minutes:
Date:

(Mayor)

Cllr HOOKER advised that the Group and families with young children had provided useful feedback on which items of equipment would be most desirable in the Toddler Play Area at Judith's Field. The brief was to provide additional equipment for 2-6 year olds. Four companies were reduced to two, namely; HAGS and Play Equipment Supplies (Europlay range of equipment). The cost for supply, installation and security for HAGS' items was £14,645 and Play Equipment Supplies' items totaling £16,800. He reported that only two of the four companies were able to provide the equipment the Group selected and were not required to go through the tender process. Cllr HOOKER proposed Council approved the amount not exceeding £30,000 to be allocated to the project. Cllr RADFORD seconded the proposal, all were in favour and it was so **resolved**.

Cllr HOOKER reported that one of the bollards at Devana Park had seized up in the ground, which had made the land vulnerable to access. Cllr HOOKER proposed that Council agreed to Security Bollards Direct removing the dysfunctional bollard and replacing it with a new one at a cost of £628 plus VAT. The cost had been budgeted under cost code 4700. The MAYOR confirmed that as it had already been agreed via the budgetary line Council's approval was not required and the bollard could be purchased. Cllr VANE PERCY reported that the bollard at Mill Steps wasn't working efficiently. Cllr HOOKER would look at the bollard.

Cllrs Hooker
and Vane
Percy

Cllr CONBOY proposed that the Council recommend that the quote received from SKW for £211,364 for a building at the Nursery, which met the Group's budget and aspirations, be accepted. Cllr ROUND seconded the proposal, the majority were in favour and it was so **resolved**.

Cllr CONBOY proposed, from the knowledge gained from previous projects, that it would be sensible to have a contingency fund of 10% of the contractor's quote for the Nursery building. Cllr TAPLIN was against the suggestion as having a contingency fund meant it could encourage the contractors to spend the money. Cllr CONBOY explained that having the contingency in place would mean that should anything crop up, work could still continue rather than waiting for to meet as a Council and for additional funding to be agreed. Cllr TAPLIN counter-proposed a contingency fund of 2.5% of the quote (£5,300) which would give enough operating costs with the hope that the money would not be spent. The TOWN CLERK advised that SKW's quote had not included the cost of removing the existing portacabin which would be just under £2,000. Cllr CONBOY was happy to withdraw her proposal and accept Cllr TAPLIN's recommendation. Cllr TAPLIN proposed that a contingency fund of up to 2.5% of the cost of the contract to £5,300 be approved by Council. Cllr RADFORD seconded the proposal, the majority were in favour and it was so **resolved**.

Cllr CONBOY strongly advised that the Council appointed a JCT contractor (quantity surveyor) up to £8,000 with the caveat not to spend that in full if a better price was found. Cllr CONBOY confirmed that she was waiting for two further quotes. Cllr CONBOY proposed that Council set aside £8,000 to instruct a competitive JCT contractor. Cllr MORGAN seconded the proposal, all were in favour and it was so **resolved**.

21/115 PERSONNEL REPORT:

Signed as a true copy of the minutes:

(Mayor)

Date:

Cllr WORTHINGTON advised that unfortunately, as the Chairman and two members were absent at the last Committee meeting, they had not been able to select a new Chair. Therefore, Cllr Worthington was still in situ and a decision would be made at the next meeting.

The TOWN CLERK had identified a course on procurement via CIPFA but unfortunately it was not currently available. Alternative courses would be looked at and discussed at the next meeting. Town Clerk

Cllr WORTHINGTON reported that unfortunately the TOWN CLERK had not received any interest in the Deputy Clerk or Town Warden positions. As one of the Admin Officers was due to leave at the end of the year, a new Admin Assistant position was being considered with the view to them being trained as a Deputy Clerk. An additional Town Warden was required to assist with the opening of the halls. Cllr WORTHINGTON confirmed that the next Committee meeting would be devoted to thinking 'creatively' about recruitment.

21/116 CASUAL VACANCY:

The MAYOR conducted a secret ballot to decide on the candidate for the Casual Vacancy position following Alison Mackie and Debbie Mickelburgh's presentations earlier in the meeting. The TOWN CLERK counted the ballot papers and confirmed that candidate B (Debbie Mickelburgh) had been successful. The MAYOR proposed that Debbie Mickelburgh be appointed Town Councillor, all were in favour and it was so **resolved**. The TOWN CLERK would write to both candidates with the outcome. Town Clerk

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC. To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

The MAYOR thanked the Council for their hard work this month and confirm that the next meeting would be on 19 August at the QES Hall. He requested that as the TOWN CLERK would be absent for Councillors to defer items to the September meeting.

The meeting closed at 20.44.

Signed as a true copy of the minutes:
Date:

(Mayor)