

# Godmanchester Town Council

Town Clerk  
Vicky Pryce

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12<sup>th</sup> November 2021

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

You are hereby summoned to attend the meeting of Godmanchester Town Council at the Queen Elizabeth School Hall on Thursday 18<sup>th</sup> November 2021 at 7.00pm for the purpose of transacting the following business. Members of the public and press are cordially invited to attend.

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:

21/166 1 min	TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE	7.01
21/167 2 mins	DECLARATIONS OF INTEREST: To receive declarations of personal and/or prejudicial interest and the nature of those interests relating to any Agenda item.	7.03
21/168 2 mins	MINUTES: To approve as a correct record the minutes of the Town Council meeting held on 16 <sup>th</sup> September and the Extra Ordinary meeting held on 23 <sup>rd</sup> September 2021.	7.05
21/169 10 mins	TOWN MAYOR'S ANNOUNCEMENTS	7.15
21/170 10 mins	PUBLIC PARTICIPATION SESSION: 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
21/171 5 mins	OUTSTANDING ACTIONS: To receive a report and note progress on outstanding matters.	7.30
21/172 5 mins	CORRESPONDENCE: To consider items of correspondence received.	7.35
	<b>ENVIRONMENT PORTFOLIO MATTERS</b>	
21/173 10 mins	ENVIRONMENT REPORT: To receive a verbal report and consider recommendations (Cllr Hooker)	7.45
	<b>BUSINESS &amp; FINANCE PORTFOLIO MATTERS</b>	
21/174 5 mins	FINANCIAL AND ACCOUNTS: 21/174.1 To approve the list of payments for November. 21/174.2 To note receipt of salary information, petty cash reconciliation to 31st	7.50

	October, monthly budget report on the year to date, monthly bank reconciliation.	
21/175 10 mins	BUSINESS REPORT: To receive a report and consider recommendations (Cllr Hladkiwskyj)	8.00
	<b>PROPERTY PORTFOLIO MATTERS</b>	
21/176 10 mins	PROPERTY REPORT: To receive a report and consider recommendations (Cllr Radford)	8.10
	<b>PLANNING PORTFOLIO MATTERS</b>	
21/177 15 mins	PLANNING: To consider the recommendations of the planning working party in respect of the list of planning applications received. (Cllr Hyams)	8.20
	<b>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.</b>	
	<b>PLANNING PORTFOLIO MATTERS</b>	
21/178 10 mins	TRANSPORT STUDY: To receive a report and consider recommendations (Cllr Hyams)	8.30
	<b>BUSINESS PORTFOLIO MATTERS</b>	
21/179 10 mins	OFFICE/SHOP NURSERY TENDER: To receive a report and consider recommendations (Cllr Hladkiwskyj)	8.40
	<b>PERSONNEL COMMITTEE</b>	
21/180 10 mins	PERSONNEL REPORT To receive a report and verbal update. (Cllr Worthington)	8.50
	<b>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.</b>	

The next Town Council meeting will be held on **Thursday 9<sup>th</sup> December** at Queen Elizabeth School Hall, starting at 7.00pm.

Certified as a true copy of the agenda for the meeting held on 18<sup>th</sup> November 2021.

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TOWN MAYOR

.....  
DATED

## CORRESPONDENCE

Mayor / Host

Martin Williams	Rehoboth Rendevouz - Filipno food and craft	20/11/2021
RAF Alconbury	Thanksgiving and Pie Social	22/11/2021
Godmanchester Museum	Book Talk Catherine Howard Tudors Starkey	27/11/2021
RAF Alconbury	Christmas Reception	09/12/2021
HGTA	Christmas Dinner	11/12/2021

## PLANNING

<b>Planning Application</b>	21/00898/FUL
<b>Location</b>	Sports Pavilion Bearscroft Lane Godmanchester
<b>Planning Application</b>	21/02353/HHFUL
<b>Location</b>	The Gnome Home 43A West Street Godmanchester
<b>Planning Application</b>	21/02330/HHFUL
<b>Location</b>	11 Tudor Road, Godmanchester
<b>Planning Application</b>	21/02573/LBC
<b>Location</b>	18 Post Street Godmanchester Huntingdon

## PLANNING CORRESPONDENCE

**From:** CCC

**Subject:** Huntingdonshire Landscape and Townscape Supplementary Planning Document: Consultation Draft 2021.

**From:** Highways England

**Subject:** ['Vision for Route Strategies – Planning for the future of our roads'](#).

## **ENVIRONMENT PORTFOLIO**

J Kirby	Pigeons, Cambridge Road
Environmental Health	Pigeons
G Outridge	Solar PV and Charging Infrastructure

## **BUSINESS PORTFOLIO**

J Sheppard	Democracy
J Sheppard	Democracy
Camsar	Grant Application
HGTA	Twinning Business Meeting
CCC	Flood Follow Up

## **PROPERTY PORTFOLIO**

V Lutsenko	Skate Park lights
E Pearson	Skate Park Lights

## **ALL**

The Fire Fighters Charity	Grant
GOVT	Tourism Invitation
District Cllr S Conboy	HDC Update
HVC	Newsletter
Mayor Dr Nik Johnson	Have your Say Transport
CPCA	Update
CCC	Climate Change Strategy Seminar
CCC	Flood Mobile Event

## Outstanding Actions

PLANNING PORTFOLIO				
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). Discussions ongoing with Mr Westcott-Rudd. Meeting with Mr Westcott-Rudd scheduled for 16 <sup>th</sup> October (October 2020). Paperwork for the Town Hall, QES and War Memorial has been completed, statutory declaration to be witnessed. (Nov 2020) Paperwork sent to Land Registry (Jan 21)	PROPERTY PORTFOLIO	<b>Jun-18</b>
Sep-20	Multi Wheel Fun Track	Invitations to tender advertised on Contract Finder. (October 2020).Tenders due to be received 18 <sup>th</sup> January 21 (Jan 21). Three tenders received to be considered by the Steering Committee (Feb 21). Review carried out by Cllr G Wilson and Cllr Round (Mar 21). Review complete and recommendation to be put to Council (June 21) Clark & Kent appointed (July 21). PRP Consultants appointed as QS for project (August 21). Project commenced 13 <sup>th</sup> October expected to be completed in 5 weeks. <b>Opening of MWFT expected on 27<sup>th</sup> Nov (Nov 21)</b>	PROPERTY PORTFOLIO	
BUSINESS & FINANCE PORTFOLIO				
Jun-19	Mill Steps	HDC has requested that the Town Council commit to funding £40k towards the project and agree that the project can commence (Feb 21). The Clerk has requested detail of proposed finish of the 'topside' of the project. HDC have confirmed that the maintenance of this area is expected to be carried out a by a community group (Mar 21). Work commenced on site (June 21). Delay due to material supply availability, Brehenys have temporary left the site (Sept 21) Material expected by the end of October.		<b>May-20</b>
July 20	EOI CCC	Nursery Grant. Correspondence received to advise that the grant of £190,000 has been agreed with match funding of £100,000 from CIL money. Project to start as soon as possible (September 2020). Meeting held with Qube to discuss possibilities of portable building, tender document to be produced (October 2020). Early Engagement advertised on Contract Finder (Nov 2020). Tenders due to be returned at the end of January (Jan 21). Three tenders received to be considered initially by a small working party (Feb 21). Following a query with HDC it has been	S CONBOY	

		confirmed that buildings can go on to the site within the permitted development, a clearer specification will be provided and the tender process revisited. (Mar 21). 6 Tender submissions returned for kitchen and classroom buildings – to be reviewed. Tender documentation for office and kiosk space underway (June 21) SKW chosen as successful tenderer, Barker Associates appointed as QS. Tender for office building released on Contract Finder (Sept 21). Site surveys due to commence mid-October with work due to start in November. Grant from HDC applied for £45k (Oct 21). <b>Meeting with SKW on Monday 15/11 regarding delay to start of project and issues with the JCT contract (Nov 11)</b>		
<b>ENVIRONMENT PORTFOLIO</b>				
Sep-20	Skyworld	Invitation to tender and tender details advertised on Contract Finder (October 2020). Kompan selected as successful tenderer and planning application submitted to HDC (Jan 21) Planning Application sent to HDC (Feb 21) Planning received, work to commence as soon as possible (Sept 21). Due to expected ground conditions, work has been delayed until April 22. (October 21)	ENVIRONMENT PORTFOLIO	

ACCOUNTS PAYABLE - 18 NOVEMBER 2021								
CLLR	CLLR	DD	INVOICE NO	PAID TO	DETAIL	NET	VAT	TOTAL
		DD		British Gas	Gas Supply: Nursery	£ -	-	£ -
		DD		British Gas	Electric Supply: Nursery	£ -	£ -	£ -
		DD	3210111	HDC	Council Tax: Cemetery	£ 51.00	-	£ 51.00
		DD	2544245	HDC	Council Tax: Judith's Field	£ 232.00	-	£ 232.00
		DD	3441792	HDC	Council Tax: Public Toilet	£ 39.00	-	£ 39.00
		DD	3441814	HDC	Council Tax: QES	£ 205.00	-	£ 205.00
		DD	337906X	HDC	Council Tax: TH F/F Office	£ 95.00	-	£ 95.00
		DD	3420914	HDC	Council Tax: TH G/F Office	£ 15.00	-	£ 15.00
		DD	Z3480769	Information Commissioner's Office	Data Protection Renewal Fee	£ 40.00	-	£ 40.00
		DD		Lloyds Bank	Credit Card	£ 1,252.19	£ 77.14	£ 1,329.33
		DD		NEST	Pensions	£ -	-	£ -
		DD		Plusnet	Broadband: TH	£ 22.00	£ 4.40	£ 26.40
		DD		Plusnet	Broadband: JF	£ 22.00	£ 4.40	£ 26.40
		DD		Plusnet	Broadband: QES	£ 20.33	£ 4.07	£ 24.40
		DD	250481150/21	Total Gas & Power	Electric Supply QES	£ 275.10	£ 13.76	£ 288.86
		DD	250183675/21	Total Gas & Power	Gas Supply QES	£ 47.67	£ 2.38	£ 50.05
		DD		Total Gas & Power	Electric Supply JF	£ 82.28	£ 4.11	£ 86.39
		DD		Total Gas & Power	Gas Supply JF	£ -	-	£ -
		DD		Virgin	Town Office: Phone Line	£ 16.17	£ 3.23	£ 19.40
		DD		Virgin Media	Clerk's Mobile (Data)	£ 8.12	-	£ 8.12
		DD		Virgin Mobile	Clerk's Mobile (Handset)	£ 12.00	-	£ 12.00
		DD		Wave	Water rates: Cemetery	£ 4.00	-	£ 4.00
		DD		Wave	Water rates: QES	£ -	-	£ -
		DD		Wave	Water rates: JF	£ 42.00	-	£ 42.00
		DD		Wave	Water rates: Nursery	£ 49.00	-	£ 49.00
<b>TOTAL</b>						<b>£ 2,529.86</b>	<b>£ 113.49</b>	<b>£ 2,643.35</b>
CLLR	CLLR	BACS	PAID TO	DETAIL	NET	VAT	TOTAL	
			V Pryce	November Salary				
			C Whitlock	November Salary				
			S Wakeman	November Salary/Leave				
			M Grice	November Salary				
			M Hanson	November Salary				
			O Jeakings	November Salary				
			M Williams	November Salary				
			A Chivers	November Salary				
			C Elhers	November Salary				
			D Anderson	November Salary				
			HMRC	Tax & NI 126PP00116523				
			TOTAL SALARIES, TAX & NI				£ -	
		6959	ACR	Cleaning Contract: JF Public Toilet November	£ 121.33	£ 24.27	£ 145.60	
		6973	ACR	Cleaning Contract: QES and JF November	£ 637.00	£ 127.40	£ 764.40	
		20779	Avanti	Traffic Management - Remembrance Sunday	£ 270.00	£ 54.00	£ 324.00	
		98659651	Ball Colegrave	Nursery Stock	£ 16.91	£ 3.38	£ 20.29	
		70755	Berrycroft	Nursery Stock	£ 384.32	£ 76.86	£ 461.18	
		1083	Blue Tech Electrical	Maintenance of Lights at Judith's Field	£ 60.00	£ 12.00	£ 72.00	
		2950	CPALC	New Councillor Training	£ 150.00	-	£ 150.00	
			C Thomas	Mayoral Expenses	£ 73.21	£ 0.99	£ 74.20	
			C Whitlock	Expenses	£ 75.95	-	£ 75.95	
		291021	Clark & Kent Contractors	Multi Wheel Fun Track - Cert No 2	£ 34,743.12	£ 6,948.62	£ 41,691.74	
		20238ab	Cloudy Group	Accounting Software Licence	£ 100.00	£ 20.00	£ 120.00	
		C-5043-1	Concept Leisure Co	Marquee & Stage - Picnic in the Park	£ 2,000.00	£ 400.00	£ 2,400.00	
		SIN043840	Fenland Leisure Products Ltd	Playground Inspection	£ 230.00	£ 46.00	£ 276.00	
		SIN043747	Fenland Leisure Products Ltd	Playground Maintenance	£ 1,291.52	£ 258.30	£ 1,549.82	
		SIN044045	Fenland Leisure Products Ltd	Investigative Work: Cantilever Swing	£ 595.00	£ 119.00	£ 714.00	
			GMC Senior Citizens	Quarterly Contribution for Town Hall	£ 250.00	-	£ 250.00	
		121585	Hygiene Supplies Direct Ltd	Toilet Paper & Hand Towels	£ 160.44	£ 32.09	£ 192.53	
		34058998	Initial Washroom Hygiene	Sanitary Maintenance	£ 13.64	£ 2.73	£ 16.37	
		23182	JRB	Dog Bags	£ 448.00	£ 89.60	£ 537.60	
		377455	Ken Booth & Co Ltd	Toilet Paper	£ 16.99	£ 3.40	£ 20.39	
		INV-0524	K Fergusons Ltd	Grounds Maintenance	£ 3,085.00	£ 617.00	£ 3,702.00	
			L Reeve	Cleaning - Town Hall	£ 60.00	-	£ 60.00	
			M Grice	Expenses: Wood for Stakes and Cable Ties	£ 83.74	-	£ 83.74	
			M Hanson	Mileage: November	£ 20.25	-	£ 20.25	
			M Williams	Mileage: November	£ -	-	£ -	
		H25051	Pearce Sound & Lighting Limited	Audio Equipment Picnic in the Park	£ 3,236.52	£ 647.30	£ 3,883.82	
		SIN1868361	PPL PRS Ltd	Music Licence - Christmas Market	£ 135.92	£ 27.18	£ 163.10	
			PRP Surveying Ltd	Professional Fees - Multi Wheel Pump Track	£ 16,904.97	£ 3,380.99	£ 20,285.96	
		182222	PRP Surveying Ltd	Professional Fees - Multi Wheel Pump Track	£ 1,520.00	£ 304.00	£ 1,824.00	
			Rushden Mayor's Charity Account	Mayor's Cabaret Evening	£ 75.00	-	£ 75.00	
		INV-5724	Russell HR Consulting	HR Support	£ 670.00	£ 134.00	£ 804.00	
			S Wilson	Expenses - Raffle Tickets Civic Supper	£ 6.53	£ 1.31	£ 7.84	
		FM-062699	T Clarke Contracting Ltd	Heating Maintenance - Judith's Field	£ 147.00	£ 29.40	£ 176.40	
<b>TOTAL</b>						<b>£ 13,359.82</b>		
CLLR	CLLR	CHQ	PAID TO	DETAIL	NET	VAT	TOTAL	
			The Poppy Appeal	Wreaths, Poppies and Crosses	£ 63.50	-	£ 63.50	
<b>TOTAL</b>					<b>£ 63.50</b>	<b>£ -</b>	<b>£ 63.50</b>	
<b>GRAND TOTAL</b>						<b>£ 81,985.00</b>	<b>£ 13,473.31</b>	<b>£ 95,381.11</b>

RECEIPTS OCTOBER 2021				
		Nursery	Income	£3,258.00
		Christmas Market	Stalls	£315.00
		HDC	CIL	£33,230.00
		Judiths Field	Income	£1,844.00
		QES	Income	£1,566.00
		Allotment Association	Rent	£465.00
		Cemetery	Income	£688.00
		<b>TOTAL RECEIPTS</b>		<b>£41,366.00</b>