

Godmanchester Town Council

Town Clerk
Vicky Pryce

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14th January 2022

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 20th January 2022 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:

22/1 1 min	TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE:	7.01
22/2 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
22/3 2 mins	MINUTES: To approve as a correct record the minutes of the Town Council meeting held on 9 th December 2021.	7.05
22/4 10 mins	TOWN MAYOR'S ANNOUNCEMENTS	7.15
22/5 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
22/6 5 mins	OUTSTANDING ACTIONS: To receive a report and note progress on outstanding matters.	7.30
22/7 5 mins	CORRESPONDENCE: To consider items of correspondence received.	7.35
	PROPERTY PORTFOLIO MATTERS	
22/8 10 mins	PROPERTY REPORT: To receive a report and consider recommendations (Cllr Radford)	7.45
	PLANNING PORTFOLIO MATTERS	
22/9 10 mins	PLANNING: To consider the recommendations of the planning working party in respect of the list of planning applications received. (Cllr Hyams)	7.55

	ENVIRONMENT PORTFOLIO MATTERS	
22/10 10 mins	ENVIRONMENT REPORT: To receive a verbal report and consider recommendations (Cllr Hooker)	8.05
	BUSINESS & FINANCE PORTFOLIO MATTERS	
22/11 5 mins	FINANCIAL AND ACCOUNTS: 22/11.1 To approve the list of payments for January. 22/11.2 To note receipt of salary information, petty cash reconciliation to 31 st December, monthly budget report on the year to date, monthly bank reconciliation.	8.10
22/12 10 mins	BUSINESS REPORT: To receive a report and consider recommendations (Cllr Hladkiwskyj)	8.10
	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.	
	PERSONNEL COMMITTEE	
22/13 10 mins	PERSONNEL REPORT: To receive a report and verbal update. (Cllr Worthington)	8.20
22/14 10 mins	MAYORS REPORT: To receive a verbal report (The Mayor)	8.30
	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 next Town Council meeting will be held on **Thursday 17th February** at Queen Elizabeth School Hall, starting at 7.00pm.

Certified as a true copy of the agenda for the meeting held on 20th January 2022.

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TOWN MAYOR

.....
DATED

Outstanding Actions

PLANNING PORTFOLIO				
Jan-22	LHI & Tudor Road	LHI Bid submitted for 20mph areas town-wide. Tudor Road yellow lines request. London Road LHI bid for double yellow lines submitted and residents currently being consulted.	Planning Chair, Cllr G Wilson	
Jan-22	Transport Study	Contractor inputs – status Questionnaire return progress	Planning Chair, Town Clerk	
BUSINESS & FINANCE PORTFOLIO				
Jan-22	Dredging	Annual contributions to a Dredging Fund are in obedience while expert advice is gathered concerning the need/desirability of further dredging. Progress report.	Business & Finance Chair	
Jan-22	Surveillance System	Council needs to consider whether current surveillance should be upgraded from a recording to a live monitoring system. Comparative costings and benefit analysis required. Update	Business & Finance Chair	
PROPERTY PORTFOLIO				
Jan-22	CCTV	Additional cameras may be required at Judith's Field.	Property Chair	
Jan-22	Acoustic Issues in QES and Hearing Loop Requirement	A solution is required for poor acoustics in QES and there may be a legal requirement to provide Hearing Loops in some facilities. Progress to be reported.	Property Chair	
Jan-22	Alterations to Judith's Field Pavilion	Quotation accepted from A&K Builders, work to commence January 2022.	Property Chair	
Jan-22	Paving to the rear of Judith's Pavilion		Property Chair	
Jan-22	Refurbishment of the Town Hall		Property Chair	
Jan-22	Lighting on School Hill		Property Chair	
Jan-22	Town Trail		Property Chair	
ENVIRONMENT PORTFOLIO				
Jan-22	Skyworld	A contract has been let to install the Skyworld project at the Recreation Ground. Installation due April 2022.	Environment Chair, Town Clerk	
Jan-22	Skyworld Fencing	Fence around tree next to Skyworld	Environment Chair	
Jan-22	Three Saplings	Three saplings left to plant, one on recreation land and the remaining two on Judith's Field	Environment Chair	
Jan-22	Category A and B Tree Reports	Contract awarded to Drayton Tree Care, permission sought and granted. Work to commence imminently.	Environment Chair	
Jan-22	Adult Gym Equipment	Height gauge to provide minimum user's height (1,400mm). Seeking quotes.	Environment Chair	
Jan-22	Queens Walk - Self-closing Gate	Repair or replace self-closing gate at Queens Walk play area. FLP instructed to carry out work (Jan 2022).	Environment Chair	

Jan-22	Queens Walk – Boat and Matting	Seeking quotes to remove boat, matting and return Queens Walk	Environment Chair	
Jan-22	Queens Walk – New Play Installation	Get proposals replacement equipment (removal of boat)	Environment Chair	
Jan-22	Queens Walk – New Hedge	At Queens Walk central front fence	Environment Chair	
Jan-22	Judith's Field - Swing	Stress test of basket swing at Judith's Field carried out, further under surface investigation to be carried out by FLP	Environment Chair	
Jan-22	Judith's Field - Vegetation Clearing	Drayton Trees to clear vegetation at Judith's Field car park. Work completed (Jan 2022)	Environment Chair	
Jan-22	Judith's Field - Upgrade to Car Park	Looking to upgrade Judith's Field car park – seeking quotes.	Environment Chair	
Jan-22	Judith's Field - Sandpit	Proposal due to Council	Environment Chair	
Jan-22	Cemetery	Review landscaping	Environment Chair	
OTHER				
Jan-22	Land Registration	Registration procedures for the Town Hall, QES and War Memorial were commenced in Jan 2021. Progress to be reported. Enquiries requested as to possibility of Registration of Recreation Ground up to but not including river banks. Land registry have responded requesting further information.	Town Clerk Town Clerk	
Jan-22	Land Ownership/ Responsibilities	Discussions underway with HDC Engage solicitor. Meeting held Jan 2022 with Roythornes, attended by Cllr Thomas and Worthington. Report	Cllrs Thomas, Conboy, S Wilson Town Clerk Cllrs Thomas, Worthington	
Jan-22	River Bank/Towpath & Swimming Steps	Outstanding works at river bank/towpath and Swimming Steps. Discussions underway with HDC.	Cllrs Thomas, Conboy, S Wilson	
Jan-22	Nursery Buildings	Contract let to install additional facilities at the Nursery. Classroom, kitchen & toilet. to be handed over 18 th Jan 2022. Office and shop to be installed March 2022.	Town Clerk, Cllr Conboy	
Jan-22	Mill Steps	Work being completed Review topside planting scheme	Town Clerk, Cllr Vane Percy	
Jan-22	Use of Council Land Policy	Policy in respect of Use of Council Land	Cllr Worthington	

Jan-22	Policy Review Schedule	Calendar for Policy reviews to be published	Town Clerk	
Jan-22	Chinese Bridge	Chinese Bridge in need of repairs and refurbishment. CCC responsibility. Update required.	Cllr G Wilson	
Jan-22	West Street	Second petition. Confirm actions taken. Current correspondence Report	Town Clerk	

Planning Application **GTC**
Location **21/02631/TRCA**

PLANNING CORRESPONDENCE

From: **CCC**
Subject: **Godmanchester Proposed LHI Design 21/22**

From: **Denise Sansum**
Subject: **Proposed name for new roads**

From: **Connect - Bellway**
Subject: **Dexter's Farm Update – Answers to outstanding question from face to face meeting in November.**

From: **Connect - Bellway**
Subject: **Dexter's Farm Reserved Matters**

BUSINESS PORTFOLIO

Bon Crepe
Pizza-My-Heart
HGTA Members Meeting

ALL

Public Health, CCC Stay Well this Winter Campaign 2021/22
HVC Newsletter
GOVT Tourism Event

OTHER

CCC Flood Risk Management Strategy Consultation

ACCOUNTS PAYABLE - 20 JANUARY 2022									
CLLR	CLLR	DD	INVOICE NO	PAID TO	DETAIL	NET	VAT	TOTAL	
		DD		British Gas	Gas Supply: Nursery	£ 112.83	£ 5.64	£ 118.47	
		DD		British Gas	Electric Supply: Nursery	£ 26.72	£ 1.33	£ 28.05	
		DD	3210111	HDC	Council Tax: Cemetery	£ 51.00	£ -	£ 51.00	
		DD	2544245	HDC	Council Tax: Judith's Field	£ 232.00	£ -	£ 232.00	
		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	
			Z3480769	Information Commissioner's Office	GDPR/Data Protection Act 2018	£ 40.00	£ -	£ 40.00	
		DD		Lloyds Bank	Credit Card	£ 319.20	£ 19.90	£ 339.10	
		DD		NEST	Pensions - December 2021	£ 849.53	£ -	£ 849.53	
				NEST	Pensions - January 2022	£ 834.02	£ -	£ 834.02	
		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		Total Gas & Power	Electric Supply QES	£ 292.48	£ 14.62	£ 307.10	
		DD		Total Gas & Power	Gas Supply QES	£ 447.31	£ 89.46	£ 536.77	
		DD		Total Gas & Power	Electric Supply JF	£ 182.84	£ 36.57	£ 219.41	
		DD		Total Gas & Power	Gas Supply JF	£ -	£ -	£ -	
		DD		Virgin	Town Office: Phone Line	£ 12.49	£ 2.50	£ 14.99	
		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	
		TOTAL				£ 3,894.87	£ 182.89	£ 4,077.76	
CLLR	CLLR	BACS		PAID TO	DETAIL	NET	VAT	TOTAL	
				V Pryce	January Salary				
				C Whitlock	January Salary				
				C Elhers	January Salary				
				M Grice	January Salary				
				M Hanson	January Salary				
				M Williams	January Salary				
				O Jeakings	January Salary				
				D Anderson	January Salary				
				HMRC	Tax & NI 126PP00116523				
				TOTAL SALARIES, TAX & NI					
			7136	ACR	Window Cleaning: JF	£ 50.00	£ 10.00	£ 60.00	
			7171	ACR	Cleaning Contract: JF Public Toilet	£ 121.33	£ 24.27	£ 145.60	
			7186	ACR	Cleaning Contract: QES and JF	£ 637.00	£ 127.40	£ 764.40	
			119631	Arthur Ibbett Limited	Nursery Equipment	£ 66.20	£ 13.23	£ 79.43	
			16616	Ask It	IT Maintenance - Scanning	£ 30.00	£ 6.00	£ 36.00	
			16621	Ask It	IT Maintenance - Internet Connection	£ 59.99	£ 12.00	£ 71.99	
			16622	Ask It	IT Maintenance - Laptop	£ 56.25	£ 11.25	£ 67.50	
			AVX0012819	AV Xpert Limited	Projector Switch Installed	£ 170.00	£ 34.00	£ 204.00	
			P21-653 - Barker	Barker Associates (Essex) Ltd	Contract Admin Services: Interim Fees	£ 2,341.00	£ 468.20	£ 2,809.20	
			1686	Berrycroft Stores Limited	Nursery Supplies	£ 97.14	£ 19.43	£ 116.57	
				Claire E Burton	Refund of Hall Hire Deposit	£ 50.00	£ -	£ 50.00	
				C Whitlock	Expenses: Plastic Boxes, Mince Pies & Postage	£ 19.85	£ -	£ 19.85	
				Cambridgeshire Search and Rescue (CAMSA)	Grant	£ 300.00	£ -	£ 300.00	
			INV-0177	Cloudy Group	Accounting Software Licence	£ 100.00	£ 20.00	£ 120.00	
			SI-5652	Custom Clothing Ltd	Nursery: Volunteers Uniform	£ 96.06	£ 19.21	£ 115.27	
			1350	Drayton Tree Care	Tree Maintenance - Judith's Field	£ 450.00	£ 90.00	£ 540.00	
				Great Ouse Valley Trust	Refund of Hall Hire Deposit	£ 50.00	£ -	£ 50.00	
			121949	Hygiene Supplies Direct Limited	Toilet Tissue - Public Toilet	£ 59.90	£ 11.98	£ 71.88	
				Huntingdon Bee Keepers	Full Refund of Hall Hire Deposit	£ 192.50	£ -	£ 192.50	
				Janet Belnas	Refund of Hall Hire Deposit	£ 100.00	£ -	£ 100.00	
			23442	JRB Enterprise Ltd	Dog Bags	£ 448.00	£ 89.60	£ 537.60	
			INV-0566	K Fergusons Ltd	Grounds Maintenance	£ 3,085.00	£ 617.00	£ 3,702.00	
				L Reeve	Town Hall Cleaning Expenses	£ 54.00	£ -	£ 54.00	
				M Grice	Expenses: Paint Stripper & Shelving	£ 22.47	£ -	£ 22.47	
				M Hanson	Expenses: Repairs to JF cladding	£ 13.00	£ -	£ 13.00	
				M Hanson	Mileage: January	£ 36.90	£ -	£ 36.90	
				M Williams	Mileage: January	£ 20.25	£ -	£ 20.25	
			1287	Merlin Lighting	Installation: Christmas Lighting and Tree Light	£ 2,270.00	£ 454.00	£ 2,724.00	
				Mrs Katherine E Guerreiro	Refund of Hall Hire Deposit	£ 50.00	£ -	£ 50.00	
				Mrs Kelly Tyte	Refund of Hall Hire Deposit	£ 100.00	£ -	£ 100.00	
			5623	New Century Glasshouses Ltd	New Greenhouse Entrance	£ 685.00	£ 137.00	£ 822.00	
				O Jeakings	Nursery Expenses	£ 85.43	£ -	£ 85.43	
			60369	Playsafety Limited	Annual Playground Inspections	£ 515.00	£ 103.00	£ 618.00	
			GODMANCHESTER	Raunds Town Council (Charity Account)	Burns Night Dinner	£ 70.00	£ -	£ 70.00	
			7486	River Lane Nurseries	Trees	£ 490.50	£ -	£ 490.50	
				S & C Summers	Refund of Hall Hire Deposit	£ 100.00	£ -	£ 100.00	
				S J Pauley	Refund of Hall Hire Deposit	£ 100.00	£ -	£ 100.00	
			1039	SKW Construction Ltd	Nursery: New Classroom (Cert No 1)	£ 155,221.20	£ 31,044.24	£ 186,265.44	
			SP21006516	St John Ambulance	First Aid Provision - Christmas Market	£ 96.00	£ 19.20	£ 115.20	
				St Mary the Virgin Godmanchester PCC	Inspection and Repair of Churchyard Lamps	£ 209.14	£ -	£ 209.14	
			GODMANCHESTER	Thrapston Town Council	Charity Quiz & Chips Tickets x4	£ 40.00	£ -	£ 40.00	
		TOTAL				£ -	£ -	£ -	
CLLR	CLLR	CHQ		PAID TO	DETAIL	NET	VAT	TOTAL	
		TOTAL				£ -	£ -	£ -	
GRAND TOTAL						£ 183,142.22	£ 33,513.90	£ 216,656.12	

RECEIPTS DECEMBER 2021	
Nursery	Income £710.00
Christmas Market	Stalls £25.00
Judiths Field	Income £486.00
QES	Income £572.00
Cemetery	Income £196.00
TOTAL RECEIPTS	£1,989.00

Property Portfolio Report	
Date of Paper	13 th December 2022
Paper Number:	22/8
Paper presented by:	Cllr M Radford
Paper contributions:	Cllrs P Morgan, Mrs S Worthington, C Thomas, P Irving, D Taplin, Mrs D Mickelburgh

Council Actions:

Council are requested to note that:

1. Cllr S Worthington will circulate the policy regarding the use of Council property and that revised charges will be introduced on 1st April 2022;
2. To note that Council have the right to charge companies or groups who impose a fee on clients who attend their outdoor classes on Council property;
3. To note that quotes are to be sought to install ground-level uplighters in School Hill;
4. To discuss whether security or surveillance cameras are required at Judith's Field and to agree the way forward;
5. To note that the implementation of the rights of way on Judith's Field have been transferred to the Planning Portfolio;
6. To note that further quotes are to be sought for the purchase of microphones to be used at meetings;
7. To note that investigations will continue to address the poor audio quality in the Queen Elizabeth School halls.

Environment Portfolio Report

Paper Title:	Environment Portfolio Report
Date of paper:	14 th January 2022
Paper Number	22/10
Paper Presented by	Cllr Hooker
Paper contributions by	Cllrs, Taplin, Irving, Vane Percy, Young & Thomas

Recommendations

- 1 To note- the discussions of the Environment Portfolio Group, and the ongoing general works.

Reports

- 2 **Protection for the Catalpa Aura** – A proposal for a fence around this tree for protection was put forward to council and approved in principle but nothing further materialized. With the adjacent Skyworld now scheduled for installation after the Easter break a proposal has been drawn up by AH using the same fencing section recently used at the Judiths field Toddler area. There are 2 shapes proposed, a square and a pentagon, with the galvanised steel being powder coated the same green as the steelwork on Skyworld. It is proposed the drawing be sent to Steelway-Fensecure for an installed price for both designs for consideration
- 3 **London Road Cemetery** – Carrying on from the decision not to pursue the Rose Arbor structure original proposed, it was agreed a sub committee consisting of CVP, JY, PI & AH be formed to meet at the cemetery on Tuesday 18th January at 2pm to discuss future visual improvements to the site. It was suggested that if any other councilor had views on the subject and would like to be involved this would be of benefit.
- 4 **Judiths Field Toddler Play Area** – The popularity of the new equipment in the wet weather has caused the equipment to become muddy in areas. It was agreed that we should request a warden to clean the mud from equipment as necessary once a week either on Friday's, before the weekend, or Mondays, after the weekend, to ensure families are not deterred from using the site, it was also agreed that we should review the need for rubber surfacing at the high traffic areas to reduce the problem. In the original layout plan a bench had been planned for around the tree. This had to be abandoned when the implications of safety zones were considered, however it was felt the additional area was still in need of an additional bench and an ideal place for it would be between the Roundabout and Mammoth climbing frame where it wouldn't impact on the 'falling zones'
- 5 **Triennial Tree report** – Drayton Tree Care have been awarded the contract for this A & B work. Planning has now been received and they have confirmed they are ready to start as soon as they can be sure of the weather.
- 6 **Queens walk play area** – Play equipment replacement / upgrade. AH has produced a scale layout drawing of the play area with the area for use in the upgrade outlined in red, this was intended to be sent out to equipment designers for suggestions as the most effective use of the space. The committee agreed that instead it should be circulated on social media requesting suggestions from the public as to what they would like to see there.
- 7 **Causeway Slipway area**-The group have investigated the ownership of this area of land around the town sign previously and concluded that in the absence of evidence to the contrary and as HDC were happy to look after the grass, it would either be theirs or them doing it on behalf of CCC. CT felt it should be looked at again to prove the facts as GMCIB have been asking who they needed permission from to look after the rose beds there.

**Bank Reconciliation Statement as at 05/01/2022
for Cashbook 1 - Unity Current AC #9537**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Current Account	30/10/2021		21,242.10
			<u>21,242.10</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			21,242.10
<u>Receipts not Banked/Cleared (Plus)</u>			
31/12/2021 NURSERY		25.00	
			<u>25.00</u>
			21,267.10
		Balance per Cash Book is :-	21,267.10
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/10/2021
for Cashbook 2 - Unity Deposit AC #9540**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Deposit AC	31/10/2021		1,100,662.76
			<u>1,100,662.76</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,100,662.76
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,100,662.76
		Balance per Cash Book is :-	1,100,662.76
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/10/2021
for Cashbook 3 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/09/2021		2.92
			<hr/> 2.92
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			2.92
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			2.92
		Balance per Cash Book is :-	2.92
		Difference is :-	0.00

Godmanchester Town Council Report Paper

Paper Title:	Business Portfolio Report
Date of Paper:	14 January 2022
Paper Presented by:	Cllr Hladkiwskyj
Paper Contributions by:	Business Portfolio Group, other Councillors and Town Clerk

Council Decisions Required

- a) To approve the application for CIL funding from HDC for Skyworld.
- b) To approve that a credit card with a £500 limit be issue to the nursery manager to use for incidental purchases.
- c) To sanction the use of the nursery as a venue for the event.
- d) To not allow groups to store equipment at the nursery
- e) To agree to support the CCC Armed Forces Covenant Initiative.
- f) To agree the monies raised by the Christmas Market that will be given to the mayor's charities.
- g) To refuse permission for mobile food vendors to use council land
- h) That decisions regarding the implementation of a surveillance camera system will not be made until the effectiveness of improved policing and increased use of already available CCTV footage are able to be fully assessed.

Council to Note

- a) The nursery improvements are underway and will soon be completed.
- b) Groups would not be allowed free parking on the nursery site, when they are plainly not using the nursery.
- c) Council will not take on the organisation or ownership of the Town Show as other groups who have previously organised the event are better placed.
- d) The Town Clerk will investigate whether future HDC CIL monies can be allocated to the Godmanchester Town Football Club.
- e) Council IT usage policies are to be reviewed and any gaps identified and resolved.
- f) A style guide is being produced and will be presented to council after queries regarding accessibility, etc. are addressed.