

Girton Parish Council

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The Pavilion
Girton Recreation Ground
Cambridge Road, Girton
Cambridge CB3 0FH

Minutes of the Annual General Meeting held on Wednesday 16 May 2007

Present: D de Lacey (Chairman from item 07/74), M Taylor (Vice-Chairman from item 07/74), W Barrett, E Bullman, J Ford-Smith, R Gordon, R Hiley, R Hodgkinson, R Martin, P Starling, S Tutt, M Wilson

Action/Power

PCSO Mahoney and PC Misik were present to item 76.3. Cllr Ford-Smith left the meeting after item 91.

07/73 Apologies for absence

Apologies had been received from Cllrs Godby, Mayfield and County Councillor Reynolds.

07/74 Election of Chairman and Vice-Chairman

Following a secret ballot Cllr de Lacey was voted Chairman. Cllr de Lacey thanked the outgoing Chairman for his two years as Chairman. Cllr de Lacey prop to defer the appointment of the Vice-Chair until the next meeting. This was voted 2 in favour, 10 against. Cllr Hiley prop Cllr Taylor for Vice-Chairman, sec Cllr Ford-Smith, unanimous.

07/75 Members' declarations of interests

None were declared.

07/76 Open Session for Public

Cllr de Lacey prop to suspend Standing Orders, sec Cllr Hiley, carried unanimously.

- 1. Members of the Public.** No members of public present.
- 2. Police report.** PCSO Mahoney reported that she intended to be on foot patrol in the village [over the next few weeks] and would be present at the school at the beginning and end of the day. Cllr Barrett asked whether the police could patrol Washpit Lane during the hours after midnight. PCSO Mahoney said she would pass this request on to her colleagues as her shift does not cover duty after midnight. Cllr Martin spoke of the continued problems of vandalism for a resident in High Street and said the resident was not happy with the response from the police. A discussion followed on poorly lit areas in the village and PC Misik said it would be possible to hold an Environmental Visual Audit which could include lighting issues. Cllr Barrett suggested including this in the Clerk's GPN report asking residents to point out lighting blackspots.
- 3. District Councillors' reports.** Cllr Bullman reported that the caravan on Oakington Road was due to be removed by its owner in the next week.
- 4. County Councillor's report.** Report previously circulated.

GPN

07/77 Standing Orders reinstated

Standing Orders reinstated prop Cllr de Lacey, sec Cllr Gordon, carried unanimously.

07/78 Minutes of Parish Council meeting held on 18 April 2007

Referring to item 07/66 Cllr Hiley requested that the motion be written out in full so that it is unambiguous. The Minutes were corrected to read "That the Council write to the Major Development Manager at SCDC requesting that when Section 106 monies are discussed the case be put that coherent bridleways/cycleways/footpaths be provided from Northstowe through Girton to provide access to Cambridge." With these corrections noted the Minutes for the meeting were approved and signed by the Chairman. Cllr Hiley prop, sec Cllr Bullman, unanimously.

07/79 Matters arising from the minutes

1. The Clerk has taken action on all the items arising from the minutes (marked HB).
2. Cllr Starling reported further on item 07/70.3. He said that negotiations were in progress with the County Council regarding the Council's request for a footpath to join the Recreation Ground with the Histon footpath. He said that Mr Dawson has agreed to consider having a footpath running across his land. The PC will have to consider that a right of way be generated across the Ten Acre Field to join the track by The Bungalow because the CC do not like to open a footpath that goes nowhere.

07/80 Committees of Girton Parish Council

Cllr de Lacey prop the motion: That the standing committees of Girton Parish Council be established as the Planning Committee, Sport and Recreation Committee, Environment Committee, Finance Committee, Wellbrook Way Committee and Budget Committee with remits as outlined in the paper *The Committees of Girton Parish Council* (circulated). Cllr Hiley said the Council should review the Committees at the end of each year so proposed inserting 'until May 2008' after "...of Girton Parish Council" and 'and that the structure be reviewed in March 2008' at the end of the motion, modifying it to 'That the standing committees of Girton Parish Council until May 2008 be established as the Planning Committee, Sport and Recreation Committee, Environment Committee, Finance Committee, Wellbrook Way Committee and Budget Committee with remits as outlined in the paper *The Committees of Girton Parish Council* (circulated), and that the structure be reviewed in March 2008'. Cllr Starling said he felt the Community Area at Wellbrook Way including the bowls green should be put in Trust. Cllr Hiley proposed to add to the Wellbrook Way Committee's brief "To consider appropriate administrative and ownership structures to safeguard the interests of all the people of Girton for the future is of these facilities."

Cllr Tutt asked how Committee budgets would be managed. Cllr Hiley suggested that the Chairmen of the four Committees could hold a brief meeting to decide which budget belongs to whom. Cllr de Lacey suggested these prop amendments could be taken together, prop Cllr Ford-Smith, sec Cllr Martin, unanimous. Cllr Hiley prop to vote on the original motion together with these changes, sec Cllr Ford-Smith, 11 for, 1 abstention.

07/81 Appointment of Committees and Representatives for the year 2007/08:

1. **Planning:** Cllrs Bullman, Martin, Ford-Smith, Barrett, Gordon, Wilson
2. **Sport and Recreation Ground:** Cllrs Tutt, Hodgkinson, Wilson and Mayfield
3. **Environment:** Cllrs Bullman, Starling, Martin, Godby, Barrett, Hodgkinson, Gordon and Ford-Smith.
4. **Budget:** Chairs of spending committees plus Finance Committee
5. **Finance:** Cllrs Martin, Barrett, Ford-Smith, Hiley and Mayfield
6. **Wellbrook Development:** Cllrs Barrett, Wilson and Hiley
7. **Youth Work:** Cllr Hiley and Steve Holland
8. **Cotton Hall Trustees:** remains as Cllr Godby and John Stewart
9. **Village Institute:** Cllrs Godby, Taylor and Tony Bennett remain. Helen Wilson and Bill Parnwell were voted back to serve another 4 years, prop Cllr Starling, sec Cllr Taylor, 11 in favour 1 abstention.
10. **Town Charity:** Cllrs Hiley and Gordon remain plus Michael Woodisse (Sept 07)
11. **CALC:** deferred
12. **Police Liaison:** Cllr de Lacey
13. **Public Rights of Way:** Cllr Starling
14. **Recycling:** Cllr Bullman

07/82 That the following be added to Standing Orders (with consequent re-ordering of items 16.4 to 16.8): "16.4 At the first meeting of each Committee the first substantial item of business shall be the following motion: 'That the members of this Committee of Girton Parish Council accept that all business of this Committee shall be conducted according to the Standing Orders of the Council and the Rules of Debate therein'. If this motion fails the Chairman shall dissolve

the Committee.

16.5 At an early stage in its year every standing Committee shall hold a meeting exclusively for the consideration of its objectives."

07/83 That the following be added to Standing Orders (with consequent re-ordering of items 18.1 to 18.3): "18.1 Only members of the Council duly appointed to a committee shall have the right to vote on motions proposed to the committee. Such motions if approved, and unless *ultra vires* shall be counted as motions of the Council."

07/84 That the revised Model Code of Conduct (circulated) be adopted as an Appendix to Standing Orders.

The above three items were taken together. Cllr de Lacey explained that any changes to Standing Orders may be proposed and seconded but have to be deferred to the next meeting and that any Committee that meets between now and the next meeting should take on the sentiments of these standing orders. Prop Cllr de Lacey, sec Cllr Ford-Smith, unanimous.

07/85 That the Minutes of the Recreation Cround Committee meeting be received

The Minutes were received. The Chairman noted that under Standing Orders future Minutes should conform to those of the full Council.

07/86 To receive and approve the Annual Return for the year ended 31 March 2007

The Councillors read through the Internal Auditor's Report. The Clerk was requested to ask M Woodisse to clarify what he meant by "I also note that in setting the Precept no amount was set aside for future costs and certain expenditure should have been set against the reserves for future costs." Cllr de Lacey read through each question in Section 2 of the Audit Report which were answered as follows:

HB

1. Cllr Ford-Smith prop to answer 'yes', sec Cllr Hiley, unanimous.
2. Cllr Hiley prop to answer 'yes', sec Cllr Bullman, unanimous.
3. Cllr Ford-Smith prop to answer 'yes', sec Cllr Hiley, 11 in favour 1 abstention.
4. Cllr Ford-Smith prop to answer 'yes', sec Cllr Barrett, unanimous.
5. Cllr Hiley prop to answer 'yes' but may not have properly processed this, sec Cllr Wilson, 10 in favour 2 abstentions.
6. Cllr de Lacey prop to answer 'yes', sec Cllr Bullman, 9 in favour, 3 abstentions.
7. Cllr Taylor prop to answer 'yes', sec Cllr de Lacey, unanimous.
8. Cllr Hiley prop to answer 'yes', sec Cllr Martin, unanimous.

It was noted in Point 1 regarding Risk Assessment that the Finance Committee did consider the risks to the Councils activities in reviewing the insurance cover and appropriate changes were instructed to be made by the Clerk.

07/87 To consider the annual pay review of the Clerk and Bookings Administrator

The Clerk left the room during this discussion. Cllr Hiley prop an appraisal of both the Clerk and the Bookings Administrator and working conditions, by the Chair and outgoing Chair. Proposals to be brought to the next meeting.

DdL/MW

07/88 To note the first Liaison Meeting with SCD and CALC on June 7 2007

Cllr Bullman said he would attend and Cllr Taylor possibly.

EB/MT

07/89 That with the approval of the Chairman and Vice-chairman the Clerk may claim necessary childcare costs for attending Council meetings

Cllr de Lacey explained that it was necessary at the last Council meeting for the Clerk to pay a babysitter in order for her to attend the meeting. Cllr de Lacey prop, sec Cllr Martin, unanimous.

07/90 To approve the new Application Form for the Hire of Council Facilities

This was deferred to the next meeting. Cllr Hiley said he would not be happy to approve it without legal advice. Clerk to email the form to all Councillors and Councillors' to return comments. Following this legal advice would be sought.

HB

07/91 To receive 3 quotations for safety fencing between the MUGA and tennis courts

Cambridge Courts £2771
 Lawrence Parker £1953
 Pete Balaam £847

Cllr Tutt prop to accept Pete Balaam's quote, sec Cllr Hodgkinson, 11 in favour 1 abstention.
 Cllr Tutt said the money would be put against reserves (improvement to equipment).

Reserve

07/92 That reports from Parish Councillors be received

1. Cllr Martin said he had received complaints about the excessive noise from model aeroplanes, especially on Sundays.
2. Cllr Tutt asked whether the Clerk had received any news of cars parked at the top of Thornton Road. The Clerk replied that the matter was being investigated by an SCDC Environmental Health Officer.
3. Cllr Ford-Smith reported that Mr Colin Carr has offered to donate and plant a Canadian Maple tree for the village. The Environment committee would decide where.
4. Cllr Barrett reported that the Duck End roundabout needed trimming under the Willow tree.
5. Cllr Hiley reported that a local resident had commented that the Council could save money by not having the street lights on at night. The Chairman noted that streetlight power is unmetered.
6. Cllr Gordon reported that the cans thrown over the bridge onto the A14 had still not been removed.
7. Cllr Starling reported that there was a large concrete block on the verge opposite the Doctor's surgery which made it difficult for cars to turn. Clerk to report to Highways.

Env

HB

07/93 That reports from other groups be received

1. **Girton Town Charity.** Cllrs Hiley and Gordon had nothing to report.
2. **Youth Works.** Nothing to report.
3. **Footpaths and Rights of Way.** Further to item 79.2 Cllr Starling asked the Clerk to put on the June Agenda the approval for a public right of way across the Ten Acre Field.

June Agenda

07/94 Correspondence

1. Andrew Lansley – A14 Ellington to Fen Ditton improvement between Fen Drayton and Fen Ditton
2. Cotton Hall Foundation – donation received with thanks
3. SCDC – Protocol for Consultation on Housing Issues – forwarded to Planning Cttee
4. SCDC – Notes from the Traveller Liaison Forum Meeting 27 March 2007
5. SCDC – Northstowe and Southern Fringe Planning Applications: Update
6. Andrew Meek – letter of resignation
7. CCC – Minor Traffic Management Measures
8. Dave Kelleway – report on Standards Committee by elected PC representative
9. Direct Information Service newsletter
10. Stagecoach – delays to Citi 6 service
11. Cambridge City Council – Consultation on draft Planning Obligation Strategy 2007 Supplementary Planning Document – propose to pass on to Planning Committee
12. CALC – New Code of Conduct – circulated to Councillors
13. The Standards Board for England – New Code of Conduct – circulated to Councillors

07/95 That payments for the period 12 April – 9 May 2007 be approved

Payments	GPC 16 May 2007				
Cq no.	Paid To	Description	Gross	VAT	net
1823	J Wells	Hanging of noticeboards at office	65.00		65.00
1824	Laurence Letchford	Computer support	126.00		126.00
1825	Aon Limited	Insurance premium 05/03/07-05/03/08	2,263.92		2,263.92
1826	Helen Bracey	Clerk's wages (month 1)	594.87		594.87
1827	Inland Revenue	Tax and NI month 1	232.62		232.62

1828	Andrew Meek	Expenses	14.99		14.99
1829	CALC	Councillor Workshop fees	100.00		100.00
1830	Linda Miller	Stationery expenses	28.42		28.42
1831	St John's College	Half year rent St Johns Field 1/5/07-31/10/07	200.00		200.00
1832	Wendy Barrett	Mileage expenses whilst attending training workshop	22.40		22.40
1833	Print-Out	Laminating dog posters	36.66	5.46	31.20
1834	Greenbarnes Ltd	Purchase of 2 Parish Council noticeboards	3,355.42	499.75	2,855.67
1835	SCDC	Trade refuse collection	148.05	22.05	126.00
1836	CALC	Local Council Review subscription	60.00		60.00
			7,248.35	527.26	6,721.09

Payments		GRC 16 May 2007			
Cq no.	Paid To	Description	Gross	VAT	net
596	C M R Wilson	Work on Recreation Ground + pegs and clamps	209.20		209.20
597	Linda Miller	Bookings Administrator wages + expenses	365.31		365.31
598	Norman Lewell	Security/Maintenance Officer fees	336.00		336.00
599	Scott Morley	Litter picker's fees	60.00		60.00
600	Histon Hardware Ltd	Tube lights	13.25		13.25
601	Wicksteed Leisure	Annual Safety Inspection of Rec and Weavers Field play equipment	94.00	14.00	80.00
602	Peter T Round	Grounds maintenance April 07	529.49	78.86	450.63
			1,607.25	92.86	1,514.39

Payments were approved, prop Cllr Hiley, sec Cllr Gordon, carried unanimously.

The meeting closed at 2155hrs.