

# Girton Parish Council

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

## **Minutes of the Meeting of Girton Parish Council held on Wednesday 21<sup>st</sup> January, 2015 at St Vincent's Close Community Centre, Girton, at 7.30 p.m.**

To: Councillors de Lacey, Williams, Barnes, Buckler, Bygott, Cockley, Garner, Godby,  
Harrington, Noble, Simpson, L Taylor, M Taylor and Whittle.

*Residents in the parish were invited to attend this meeting and to speak at Item 15/04.1*

**Present:** Cllrs: de Lacey (Chairman), Williams, Barnes, Buckler, Cockley, Garner, Godby,  
Noble, L Taylor, M Taylor (until end of item 15/10.1)

**In attendance:** S Cumming (Clerk), C Pollock (RFO)

**15/01 Welcome from the Chairman** The Chairman welcomed everyone to the meeting.

**15/02 Apologies and reasons for absence** Apologies had been received from Cllrs  
Bygott, Harrington, Simpson and Whittle, and the Chairman accepted their reasons  
for absence.

**15/03 Members' declarations of interest for items on the agenda** None.

**15/04 Public Participation session on agenda items and matters of mutual interest:**

1. Members of the Public. There were no members of the public present at the  
meeting.

It was noted that the County Council election following the death of Cllr John  
Reynolds would be held on 12<sup>th</sup> February, and it is therefore possible there may be  
a County Councillor's report at the next meeting.

2. District Councillors' Reports (*Appendix A*) Cllrs de Lacey and Bygott had  
attended the Joint Development Control Committee meeting for NW Cambridge  
Development's Lot 2. The question of the transport plan was raised – speed humps  
having been put in to Girton when Northstowe was first proposed to stop  
Northstowe traffic, a route is now being considered through Girton. Tam Parry of  
Cambridgeshire Highways is to meet with Girton Parish Councillors on 23<sup>rd</sup> January  
at 12pm in the Pavilion to discuss these issues – the Chairman requested that any  
questions for Mr Parry be emailed beforehand.

3. Police Report (*Appendix B*) The Council has received a request to say if we  
are happy with policing. The incident at Churchfield Court has been reported and  
will be brought up at the next Panel Meeting. The Chairman has told the Area Co-  
Ordinator for Neighbourhood Watch what the deadlines are for the Girton Parish  
News, to give more notice for surveys etc.

**15/05 To confirm the Minutes of the Parish Council Meeting held on Wednesday 17<sup>th</sup>  
December, 2014** (previously circulated). The Minutes were proposed as a true  
record of the meeting by Cllr Cockley, seconded by Cllr Godby, and approved  
unanimously.

**15/06 Matters arising from the Minutes (for information only)**  
14/145.8 The repairs to the Mayfield Road bus shelter roof have been completed.  
Noted by the Council.

**15/07 Business items requiring a decision, or consideration by the Council.**

1. To receive a recommendation regarding hedge-cutting at Town End Close, the  
Recreation Ground and Ten Acre Field (*Appendix C*)

The recommendation comes from two co-opted members of the Environment

Committee. Proposed by Cllr de Lacey, seconded by Cllr Godby. The Woodland Trust may be willing to give a donation towards cutting-back the 'Pan-Handle'. Approved unanimously.

2. To approve the Sports and Recreation Committee's recommendation of a fees schedule for 2015-16 for users of the Recreation Ground and Pavilion (*Appendix D*) Proposed by the Sports and Recreation Committee. Rationalisation of session fees and hourly fees needs addressing next year. The charges are similar to those levied by other local parish councils. The Bowls Green is not listed as this will necessitate a different type of agreement in which they pay a peppercorn rent and do the maintenance. Unanimously approved.

3. To agree to accept the defibrillator from the East of England Ambulance Service, at a ceremony on 28<sup>th</sup> February, 2015. Proposed by Cllr de Lacey, seconded by Cllr Cockley. Cllr L Taylor has offered to run a First Responders Course on 28<sup>th</sup> February at 2.00pm, and it is proposed to hold the ceremony at 1.00pm. St John's Ambulance are looking to set up a cadet corps in the village. Approved unanimously.

4. To consider the request for nominations for the South Cambridgeshire Community Awards (see correspondence item 15/09.4) Cllr de Lacey proposed that former-Councillor Gordon be nominated, seconded by Cllr Godby. It was suggested that councillors could write individually in support of the nomination. Approved unanimously.

## **15/08 Finance and Resource Management**

1. To approve payments for the previous month (*Appendix D*) Proposed by Cllr Garner, seconded by Cllr Barnes. The invoice for water services to the Bowls Green is being paid as an establishing cost but will hopefully be taken on by the Bowls Club in future. The Parish Council Chairman is to contact the Chairman of the Girton Town Charity trustees about grants for the establishment of the Bowling Green.

The payments schedule was approved with one abstention.

2. To approve the Terms of Reference for the Finance, Planning and Resources Committee (*Appendix E*) Proposed by Cllr de Lacey, seconded by Cllr Noble. It was noted that there is no mention of the budget being set by the Finance, Planning and Resources Committee, but this is set out in the Financial Regulations which are quite comprehensive and always reflect current legislation. Cllr Barnes proposed an amendment to read 'in line with the agreed Financial Regulations', which was not seconded. The RFO wants the Terms of Reference to be as comprehensive as possible. The original motion was approved with one abstention.

3. To approve the revised Financial Regulations for Girton Parish Council (*Appendix F*). The RFO has amended the NALC boilerplate. The RFO explained that this is a very robust document which should protect the Parish Council's interests. She noted that no councillor is permitted to purchase items without raising a purchase order from the Parish Office – a proper trail is needed so that the Council is aware of expenditure. The Financial Regulations will be available on the website. Approved unanimously.

4. To approve the Finance, Planning and Resources Committee's recommendation for internal control of processing payments and orders (*Appendix G*) The motion is brought by the Finance, Planning and Resources Committee. Members of this committee will have the opportunity to quiz the RFO and thoroughly scrutinise the payments. The scrutineer would not be a signatory that month.. The relevant Committee Chairman should ensure that any invoice is payable, with the RFO and Clerk checking with Committee Chairmen to be signed off before being paid. Approved unanimously.

5. To approve the Finance, Planning and Resources Committee's recommendation for the Girton Parish Council Budget for 2015-16 (*Appendix H*) In the absence of the Chairman of the Finance, Planning and Resources Committee, the RFO explained the budget. The columns give the budget for last year, forecast,

recommended budget on forecast costs plus recommendations from Sports and Recreation and Environment Committees. The increase in the precept is to cover these costs – any alteration would mean curtailing spending. The per Band D household rise on these budget figures would be £7.87 per annum, calculated on the figure of 1804.7 Band D equivalents households, provided by SCDC. Cllr de Lacey was requested to ask for a formal statement of the number of exempt households (this is now established as less than 12). The RFO is planning to provide pie charts to explain expenditure, to be available at the Annual Parish Meeting. The Chairman thanked the RFO for the large amount of work she has put in to prepare the budget. Approved with one vote against.

6 To approve the Finance, Planning and Resources Committee's recommendation that the Girton Parish Council's precept request be set at £108,146.00. Approved with one vote against.

**15/09 Correspondence (to be received)**

1. 23 Dec 2014: Letter of resignation from Cllr Gordon
  2. 29 Dec 2014: Correspondence regarding dogs on the Recreation Ground.
  3. 9 Jan 2015: Public consultation on rural public houses.
  4. 13 Jan 2015: South Cambridgeshire Community Awards
  5. 13 Jan 2015: Correspondence about pavement on Huntingdon Road
- Received by the Council. Cllr de Lacey is to write to former-Councillor Gordon on behalf of Girton Parish Council and will mention that he has been nominated for the Parish Councillor of the Year award.

**15/10 To receive reports**

1. Chairman's Report (*Appendix I*) Cllr de Lacey had met with County Council officers to discuss the re-siting of bus shelters made available by the cycleway works on Huntingdon Road. Proposed sites are:
  - i) Outside Churchfield Court. There is enough room to place a bus shelter.
  - ii) Near Wellbrook Way. There is no space to put a bus shelter until 68 Girton Road. Residents of Abbeyfield Retirement Complex have said that this is too far without a Real Time Information Point, the bid for which could take 2-7 years to be accepted and would cost around £7,000.
  - iii) Opposite the allotments site on Cambridge Road. This could be possible if residents kept hedges cut-back to their boundaries.The decision on siting would need to be brought back to the Parish Council. The County Council will store the bus shelters until the parish council needs them.  
*Cllr M Taylor left the meeting at this point.*
2. Girton Town Charity. No report this month.
3. Girton Youth Project (*Appendix J*) The Youth Project is quieter at this time of year because of the colder weather. The group have taken part in the Young People's Participation Award.
4. Footpaths. Mr G Thorpe has offered help. An advert in the Girton Parish News could encourage residents to come forward. Footpath 4 is a concern and will need significant input. At Dovehouse Close, the hedge is beginning to fall in to the footpath and Cllr de Lacey and volunteers are shortly to undertake works here.
5. Water Management (*Appendix K*) Pipes at Oakington Road bridge are now redundant and will be removed soon. The Environment Agency has said that the bottom of the bridleway will be reinstated following the end of the works.
6. Wellbrook Way Development Committee. A new Chairman is needed for the Committee. There were potential flooding issues shortly before Christmas and other issues need to be taken forward too.  
Received by the Council.

**15/11 To receive unconfirmed Committee Minutes**

1. 7 October, 2014: Finance, Planning and Resources Committee Meeting (previously circulated)

2. 8 December, 2014: Planning Committee Meeting (previously circulated)
  3. 9 January, 2014: Planning Committee Meeting (previously circulated)
- Received by the Council.

**15/12 Matters raised by Members (for information only)**

It was suggested that the Parish Council's reports for Girton Parish News should be more eye-catching and less formal. Councillors agreed that the village is fortunate to have a village magazine and to have it delivered. Councillors are free to submit their own items.

The Chairman will raise water problems at High Street, Duck End and Woodlands Park with Cambridgeshire Highways officers.

At the turning to Wellbrook Way, taxi drivers are using the area as a toilet in broad daylight, which is unacceptable. Numberplate details are to be passed to SCDC Enforcement Officers.

The meeting closed at 9.04pm