

Girton Parish Council

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The Pavilion
Girton Recreation Ground
Cambridge Road, Girton
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Girton Parish Council – Full Council Meeting Minutes
Tuesday 15th February 2022 at 7.02 pm
St Vincent’s Close Community Room, Girton

Key to Acronyms used:

GPC: Girton Parish Council

GPCC: Girton Parochial Church Council

GTC: Girton Town Charity

SCDC: South Cambridgeshire District Council

Agenda Item	Item Description	Action/Power
	<p>Present: Cllr Cockley (Acting Chair), Cllr Dashwood, Cllr de Lacey, Cllr de Lima, Cllr Godby, Cllr Griffin, Cllr Kettle, Cllr Muston, Cllr Rodger, Cllr Bygott (SCDC), Cllr Murphy (CCC)</p> <p>Clerk/(s): Yvonne Murray (GPC Clerk), Angie Vidler (GPC Assistant Clerk)</p> <p>Residents: Four</p>	
22/17	<p>Welcome from the Committee Chair Cllr Cockley, Acting Chair in the absence of Cllr Williams</p>	
22/18	<p>To Receive Apologies and Reasons for Absence Cllr Williams, Cllr Carney, Cllr Garvie (SCDC) Cllr Thorrold was absent</p>	
22/19	<p>To Receive Members’ declarations of interest for Items on the agenda No declarations of interest.</p>	
22/20	<p>Public Participation</p> <p>1. Members of the Public</p> <p>Tom Smith, Deputy Head Porter of Girton College. He confirmed he wished to extend Community relationships between Village and College and would aim to come to Full Council on a regular basis. The purpose of his visit to Feb Full Council was to inform Council of Girton College Ball to be held on 18th March. He stated everything possible had been done to minimize disruption including a noise management plan and a silent disco from 3am on 19th March. College Contact details would be provided and put on Parish Council noticeboards and Village Facebook and Twitter Channels. Tom will be working on the evening of the ball. If there are any concerns either before or on the evening of the ball, please contact him.</p> <p>Andrew Hawkes, Chairman of Girton Colts. He confirmed he is looking for funding to obtain new goals for Girton Colts. Agenda Item 22/23.5 covers the request for these goals. He asked if this was something that Girton Parish Council may be prepared to fund. General support was confirmed by the Council, also specifically from Cllr Bygott and Cllr de Lima. Cllr de Lacey asked Andrew if he was aware of the Community Chest Fund. GPC Clerk to forward details of this funding to Andrew and to assist with application as needed.</p>	Discussion

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	<p>Cllr Cockley highlighted a letter from GTC sent in Nov 2021 offering the colts 50% funding for goals up to a certain amount. Cllr Cockley suggested more work was required by Mr Hawkes and his group to produce a paper to identify the specific funding requested from GPC after reviewing the GTC offer and identifying funding available from SCDC Community Chest fund. Cllr Cockley suggested that GPC Assistant Clerk could support Mr Hawkes in developing a suitable paper for future council consideration. Cllr Muston commented that Cllr Cockley was correct to ask for his documented paper as GPC had responsibility to justify all spending. Cllr Cockley thanked Cllr Muston for her support on this matter.</p> <p>2. County Councillor's Report</p> <p>Cllr de Lacey raised questions on 'This Land' topic in CCC report. Cllr Murphy confirmed there had been an independent review carried out by the Strategy & Resources Committee who had looked at the detail of how 'This Land' had been set up and operated. County Councillors had reviewed a 100-page report on this topic. The aim for this project going forward is to turn around the issues identified and to refocus activities on a more limited range of things with high sustainability standards with the aim of providing more value for the community.</p> <p>Cllr Griffin asked about the COVID-19 advice given in the opening para of CCC report. He contrasted the advice given in Cllr Murphy's report with the advice given by Dr Chris Smith (eminent virologist) at Addenbrookes hospital that we would have to learn to live with COVID. Cllr Murphy explained the rationale for the advice given in the report. Cllr Griffin commented that lateral flow tests were to cost £10 per test from end of February 2022. Cllr Griffin felt this was unacceptable as some people in our community are already having to make a choice between heating and eating and this was a problem</p> <p>Cllr Rodger thanked Cllr Murphy for the CCC team who mended the pavement outside her house. Cllr Murphy thanked the Council for their patience and confirmed that Thornton Road was to be resurfaced.</p> <p>3. District Councillor's Reports</p> <p>Cllr Bygott gave a brief update on his report. Cllr de Lacey requested that reports should be submitted in time for Council to read and digest. As Cllr Bygott's report was submitted at 18.00 on the day of February Full Council this had not been possible.</p> <p>Cllr Garvie did not submit a report for February Full Council. It was subsequently identified that this was due to an email problem.</p> <p>4. Girton Town Charity Report (GTC)</p> <p>Due to time restraints Cllr Cockley thanked Ann Bonnett (GTC Chair) for her report and asked Councillors with questions to email them to Ann.</p>	
22/21	<p>To approve Minutes of Girton Parish Council Full Council Meetings – 1. 18th January 2022 & 2. Extraordinary Meeting 25th January 2022</p> <p>Minutes from 18th January were deferred to March Agenda for Approval Minutes from 25th January were approved with one abstention.</p>	Deferred Approved
22/22	<p>Matters arising from the Minutes (for information only)</p> <p>There were no Matters arising from the minutes</p>	

Agenda Item	Item Description	Action/ Power
22/23	Business items requiring a decision, or consideration by the Council (Supporting papers to be circulated)	
22/23.1	<p>Full Council – Council is asked to approve Chair and Vice Chair for the following committees:</p> <p>Cllr Cockley (Acting Chair) and GPC Clerk confirmed the rationale for including this item on the agenda was to ensure that we had active Chairs and where possible Vice-chairs in place to ensure that the Committees met at least once before the local elections in May to create a baseline plan for each committee. Baseline discussions will feed into 2022/23 Expenditure Plans and to encourage prospective Councillors by confirming projects underway and in planning stage for delivery in Girton. Members of Committees are to be confirmed at a later date.</p> <p>Cllr Griffin felt it was not appropriate to define the number of councillors on each group. He felt that he may have more than 7 volunteers for the Environment committee for example. GPC clerk stated that 7 was given as a number in the motion for consideration to ensure committees were quorate even if some members were away. However, it was perfectly acceptable to have more or less members than 7 for each committee.</p> <p>1. The Environment Committee shall consist of 7 members and shall have an initial meeting on [date to be confirmed] to confirm Mission, Vision and Values and Terms of Reference ahead of the 2022 local elections. The Chair shall be [TBC] and the Vice-Chair [TBC]. Other members are to be confirmed.</p> <p>APPROVAL: Cllr Griffin was approved as Chair proposed by Cllr Cockley (Acting Chair) and seconded by Cllr Muston. Unanimous approval. Cllr de Lima was approved as Vice Chair proposed by Cllr Cockley (Acting Chair) and seconded by Cllr Griffin. Unanimous approval.</p> <p>2. The HR Committee shall consist of 7 members and shall have an initial meeting on [date to be confirmed] to confirm Mission, Vision and Values and Terms of Reference ahead of the 2022 local elections. The Chair shall be [TBC] and the Vice-Chair [TBC]. Other members are to be confirmed.</p> <p>APPROVAL: Cllr Rodger was approved as Chair proposed by Cllr Cockley (Acting Chair) and seconded by Cllr Muston. Unanimous approval Cllr Cockley was approved as Vice-Chair proposed by Cllr Rodger, seconded by Cllr Muston. Unanimous approval.</p> <p>3. The Pavilion TFG shall have a further meeting on [date to be confirmed] to confirm Mission, Vision and Values and Terms of Reference ahead of the 2022 local elections. The Chair is re-confirmed as [TBC] and the Vice-Chair [TBC]. Other members are to be confirmed.</p> <p>APPROVAL: Cllr Williams was re-confirmed as Chair proposed by Cllr Cockley (Acting Chair) and seconded by Cllr Muston. Unanimous approval Cllr Cockley was re-confirmed as Vice-Chair proposed by Cllr de Lima, seconded by Cllr Griffin. Unanimous approval</p> <p>4. Girton Rewilding TFG shall consist of 7 members and shall have an initial meeting on [date to be confirmed] to confirm Mission, Vision and Values and Terms of Reference ahead of the</p>	Approved

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	<p>2022 local elections. The Chair shall be [TBC] and the Vice-Chair [TBC]. Other members are to be confirmed.</p> <p>Council is also asked to approve the renaming of this TFG to Local Nature Recovery group.</p> <p><u>APPROVAL:</u> <i>Cllr de Lima was approved as Chair proposed by Cllr Cockley, seconded by Cllr Muston. Unanimous approval.</i></p> <p><i>Vice-Chair position remains vacant.</i></p> <p><u>APPROVAL:</u> <i>The name of this group was approved to change from Rewilding TFG to Local Nature Recovery Group proposed by Cllr de Lima, seconded by Cllr Griffin. Unanimous approval.</i></p> <p><u>DISCUSSION HIGHLIGHTS:</u> Cllr de Lima confirmed that this Group was renamed to more correctly define the scope of the group, to support the fact that he intended to write a Local Nature Recovery Plan and that there were public meetings being arranged for the next few months to gather requirements.</p>	
22/23.2	<p>Full Council – Continue development of GPC Communication Strategy</p> <p>Council is asked to authorize GPC Clerk and GPC Assistant Clerk to publish GPC Agenda and minutes on Girton Village Community Group Facebook page and Gorgeous Girton Twitter page. Council is also asked to authorize GPC Clerk (in consultation with Chair and/or Vice-Chair) to post other formal statements of Council decisions and other Council news items on the communication channels above.</p> <p><u>APPROVAL:</u> <i>Above motion proposed by Cllr Cockley, seconded by Cllr Muston. Unanimous approval.</i></p> <p><u>DISCUSSION HIGHLIGHTS:</u> Cllr Godby asked if the above would be the only form of communication. GPC Clerk confirmed that off-line communication channels remained unchanged. The noticeboards had been cleaned and a Rota formed for swift display of notices.</p>	Approved
22/23.3	<p>Full Council – Council is asked to approve a stall to be manned at the Feast Market on Saturday 9th July at a cost of £20. Council is asked also to delegate to GPC Clerk, Chair & Vice Chair the ability to spend up to £250 on materials for the stall.</p> <p><u>APPROVAL:</u> <i>Above motion proposed by Cllr Cockley, seconded by Cllr de Lima. Unanimous approval</i></p> <p><u>DISCUSSION HIGHLIGHTS:</u> Cllr Rodger confirmed that whilst this proposal would be great as an information tool it was too late for the local May elections, and we needed to encourage new Councillors to join us. Cllr Cockley confirmed that her article on Local elections was to go to Girton Parish News (GPN) this month to encourage new councillors. It had been too late for submission last month. Cllr Muston confirmed the Feast event would still encourage people to become councillors by making GPC more accessible.</p>	Approved
22/23.4	<p>Full Council – Council is asked to approve one of three options for the Recreation Ground carpark (bollards, planters) to clearly define the boundaries of the carpark and reduce the chance of cars infringing on the footpath.</p>	Meeting agreed

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	<p>DISCUSSION HIGHLIGHTS: Cllr Cockley confirmed that this item had been removed from the agenda due to discussion with Chair, GPC Clerk, and resident about the situation with Girton Recreation Ground Car Park and there was now a meeting planned for Saturday week. Cllr Cockley read a mail from the Cllr Williams confirming GPC were not resisting installing bollards, simply finding it difficult due to construction of fence. Confirmation was given that GPC would be meeting with GTC and the resident who had raised the issue soon. GTC will not be contributing financially.</p>	
22/23.5	<p>Sport & Recreation – Council is asked to approve quote recommended by Assistant Clerk & Groundsman for spend on Football Goals.</p> <p>DISCUSSION HIGHLIGHTS: The topic of MUGA Goals was brought to Sport & Recreation Committee on 1st February. It was agreed to bring the quote for the goals to Full Council.</p> <p>After the public Agenda for this meeting issued it was identified by the Assistant Clerk that goals were also required by Girton Colts. The Assistant Clerk prepared two supporting papers to make this clear and support both sets of goals. Cllr Muston confirmed that she appreciated the two separate papers prepared by the Assistant Clerk and felt the youth of the village should have the opportunity for good equipment. Dispensation was given by Cllr Cockley to Andrew Hawkes (Girton Colts Chairman to speak). He confirmed he had approached GTC, and they were likely prepared to grant some funding. GPC confirmed they generally supported the proposal but would need a business case. Support was confirmed by Cllr de Lima, Cllr Muston. Cllr Cockley, GPC Clerk, and GPC Assistant Clerk will work on the business case and support Girton Colts in their funding submission. Cllr Muston asked Andrew if he was planning to do his own fund raising in addition to the funding request. Andrew confirmed Girton Colts would be carrying out their own fund raising. Cllr Cockley read out a letter from GTC from October 2021 confirming they would support Girton Colts in their acquisition of Goals.</p> <p>It was noted that this motion covered both the MUGA Goals and the goals required by Girton Colts but more clarity could have been given to this topic and Cllr Cockley confirmed the need for a more detailed business plan.</p> <p>The motion was deferred to the next Sport & Recreation committee or Full Council whichever was earlier.</p>	Deferred
22/23.6	<p>Sport & Recreation – Council is asked to approve quote recommended by Clerk for spend on Climbing Frame platforms</p> <p>APPROVAL: <i>proposed by Cllr Cockley, seconded by Cllr de Lima. Unanimous approval.</i></p> <p>DISCUSSION HIGHLIGHTS: Cllr Godby asked GPC Clerk if she had heard that the fitting may be delayed to May. GPC Clerk confirmed that if Council approve the option for Online Playgrounds to fit the platforms this would not be until May, if Council approve fitting by our GPC Groundsman this can be carried out more quickly. Cllr Rodger confirmed that she had not been in favour of GPC Groundsman fitting the platforms and still had the following concerns:</p> <ul style="list-style-type: none"> • If the cost saving by asking GPC Groundsman to fit the platforms was minimal then Council should still, consider the quote for fitting from Online Playgrounds. • Worry that GPC Groundsman would not have the time to complete this task in a timely manner <p>GPC Clerk confirmed the saving by asking GPC Groundsman to fit platforms was £507.80 based on 10 hours work for GPC Groundsman and risk assessment to be prepared by GPC Clerk. GPC</p>	Approved

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	Clerk also confirmed that time would be allocated for GPC Groundsman to carry out this work in a timely fashion once the platforms were delivered to GPC.	
22/23.7	<p>Sport & Recreation – Council is asked to approve quote recommended by GPC Clerk and GPC Assistant Clerk on Playground Inspection training for GPC Staff & Councillors.</p> <p>APPROVAL: <i>Proposed by Cllr Cockley, seconded by Cllr Muston, unanimous approval</i></p> <p>DISCUSSION HIGHLIGHTS: GPC Assistant Clerk gave a summary of the paper she had prepared highlighting recommended quote based on cost and qualification granted. Cllr de Lacey asked whether GPC Clerk and GPC Assistant Clerk would be responsible for the task and be suitably remunerated for this additional responsibility. Cllr Muston stated that Councillors and Office team should take it in turns, agreeing with Cllr de Lacey on suitable remuneration for staff team. Cllr Griffin stated inspections should be completed on a weekly basis and this is likely too onerous for GPC Clerk and GPC Assistant Clerk only. Cllr Griffin also highlighted the need to submit reports on each weekly inspection to GPC Clerk to hold on file. Cllr Rodger suggested a Rota for Council teams, so people had to complete every 6 weeks or so to spread the responsibility. Cllr Godby asked if all three playgrounds were included. This was confirmed by the Clerk.</p>	Approved
22/23.8	<p>Finance – Council is asked to approve quote recommended by Clerk for VAT Registration Advice</p> <p>APPROVAL: <i>An amended motion was put forward as below and approved by the Chair who had proposed the motion.</i></p> <p>AMENDED APPROVAL: <i>Approval of VAT Registration advice quotes will be delegated to Chair, Vice-Chair, Finance Chair and GPC Clerk.</i></p> <p>APPROVAL OF AMENDED MOTION: <i>Proposed by Cllr Cockley, seconded by Cllr de Lacey. Unanimous approval.</i></p> <p>DISCUSSION HIGHLIGHTS: Cllr Cockley stated that this item would be deferred to March agenda. Cllr Muston stated she had a concern that she believed that delaying this motion might increase the time taken to complete the finance reconciliation work. She stated that from her recollection Council had agreed at the Extraordinary Full Council meeting of 25th February 2022 to limit the quotes received to a 2-week period. and whilst Council defers this decision then other expenses might be received, which might not be able to be claimed. Cllr Dashwood confirmed that the decision for VAT Registration had dragged on and on. An excellent and detailed quote had been received from Streets and GPC had worked with them on Finance issues for some time. GPC Clerk confirmed that during the time Streets had worked with GPC, they had delivered on all issues undertaking significant reconciliation of transactions. The Clerk stated she believed it might be a risk to completing the accounts reconciliation project to work with more than one accountant for advice around VAT Registration at this stage.</p>	Approved (Amended)
22/23.9	<p>Finance – Council is asked to approve the proposal suggested by Michael Bigg (Girton Rector for Grass-cutting of the Churchyard as below:</p> <ul style="list-style-type: none"> • Once the situation with CGM is resolved we cancel their contract and the Parish Council then bring churchyard mowing into the contract of whoever they use elsewhere in the village. 	Approval (Amended)

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	<ul style="list-style-type: none"> • We split the costs of mowing the churchyard 60:40, with the Parish Council paying 60% in recognition that the old churchyard is marginally bigger and certainly more awkward than the new. • Whenever this new arrangement starts the Parish Council will cross-charge Girton PCC their portion on a regular basis. • Girton PCC will agree to cover their 40% portion of backdated grass cutting invoices from CGM since the start of my incumbency (Sept 2020).” <p>AMENDED MOTION: <i>An amended motion proposed as below and approved by the Chair who had proposed the motion. Note: The amended motion was approved unanimously:</i></p> <ul style="list-style-type: none"> • Girton Parochial Church Council (GPCC) will agree to cover their 40% portion of backdated grass cutting invoices from CGM since before the start of my incumbency (April 2020).” • GPC and GPCC split the costs of mowing the churchyard 60:40, with GPC Council paying 60% in recognition that the old churchyard is marginally bigger and certainly more awkward than the new. • Whenever this new arrangement starts GPC will cross-charge GPCC their portion on a regular basis. • Once the situation with CGM is resolved Girton Parish Council and Girton PCC to walk round the Churchyard together with 3 contractors and obtain a quote to choose which one they feel is best for the Churchyard cutting. <p>APPROVAL OF AMENDED MOTION: <i>Proposed by Cllr Cockley, seconded by Cllr Muston. Unanimous approval.</i></p>	
22/23.10	<p>Full Council – Council is asked to provide a response to confirm GPC’s view on a proposal to stop up vehicular Highway Access Rights along a section of Washpit Road.</p> <p>Approval: <i>proposed by Cllr Cockley, seconded by Cllr de Lima, Unanimous approval for the proposal to stop up vehicular highway rights along a section of Washpit Road.</i></p>	Approved
22/23.11	<p>Full Council – Council to review and discuss Jubilee proposal paper by Cllr Rodger</p> <p>DISCUSSION HIGHLIGHTS: Cllr Rodger gave a couple of updates on her paper:</p> <ul style="list-style-type: none"> - GTC would like to organise a Tea-dance at William Collyn Community Centre - Gretton School would also be holding an afternoon tea party the following week <p>Cllr Rodger had approached GTC for funding of commemorative mugs for Children in the village. However, Ann Bonnet has confirmed that whilst she would ask GTC Trustees, they may be unable to support the request.</p> <p>Cllr de Lacey asked Cllr Rodgers why she was looking at Himalayan Birches rather than a native species. Cllr Rodgers confirmed she was open to suggestions for other species but liked the bright bark of Himalayan Birches which aligned with the Platinum of the Jubilee. Also, that Edmund Hilary completed his climb of Everest at the time of the Coronation and the Queen had been excited by this. Cllr Griffin read out a paragraph confirming the dangers of Birch tree roots highlighting care needs to be taken when deciding on location for birches. Cllr Cockley stated it could be useful to talk to someone at Oakington Garden Centre. Cllr Rodger summarised the activities and added the Rector is thinking about a special service in the church on the afternoon of Sunday 5 June.</p>	Discussion
22/24	<p>Finance and Resource Management</p> <p>To receive update on Finance progress</p>	Discussion

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	<p>Finance – Council is asked to note the possible payments to be made by Girton Town Charity to Girton Parish Council owed from construction at Wellbrook way.</p> <p>DISCUSSION HIGHLIGHTS: GPC Clerk gave an update on the work carried out on the above and thanked Ann Bonnett for her detailed and specific response on her queries. The investigation on finances goes back to 2013 and a lot of data has been collated to understand the possible payments from GTC to GPC.</p>	
22/25	<p>Correspondence Received - Review correspondence from John Croxall and Alison Stattersfield</p> <p>DISCUSSION HIGHLIGHTS: Cllr de Lacey confirmed that Oakington Bridge work was not the responsibility of Girton Parish Council and Residents needed to be provided with clarity of ownership and responsibility.</p> <p>Cllr de Lima was not sure whether the feedback from John was provided as a resident or as a representative of Birdlife. GPC Clerk is to check in with John to confirm. Cllr Cockley informed Council about the response from Cllr Williams on street lighting.</p>	Discussion
22/26	<p>To receive reports</p> <ol style="list-style-type: none"> 1. Chairman’s Report 2. Clerk’s Report GPC Clerk confirmed priorities stated so that Council could comment and question as needed. Cllr Dashwood confirmed there were a lot of papers and these were difficult to trawl through. Could the presentation be made more user friendly? Cllr de Lacey confirmed the labelling was helpful and aligned to the agenda. GPC Clerk confirmed that she would look at ways to improve and use of MS365 should help. 3. Footpath Officer’s Report (Cllr Carney) No Footpath Officer’s Report submitted this month 4. Water Management Report (Cllr Rodger) Cllr Cockley thanked Cllr Rodger for her report. 	Discussion
22/27	<p>Items for next Agenda</p> <p>Items suggested for next Agenda:</p> <p>Cllr Rodger: Finance required for Jubilee Celebration, volunteers are needed</p> <p>Cllr de Lima: Item on Local Nature Recovery Plan – Meetings to be held in William Collyn Community Centre in March and April.</p> <p>Cllr Muston: Finance Workshop to be scheduled for next week.</p>	Discussion
22/28	<p>Date of next meeting(s): 15 March 2022</p>	
<p>Meeting ended: 8.32pm.</p>		