

Girton Parish Council

Clerk: Mrs Yvonne Murray
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The Pavilion
Girton Recreation Ground
Cambridge Road, Girton
Cambridge, CB3 0FH

NOTICE of MEETING: GIRTON PARISH COUNCIL
MEETING FULL COUNCIL MEETING
DATE & TIME: 10th August at 7pm
VENUE: Girton Recreation Ground Pavilion

All Members of the Council are hereby summoned to attend for the purposes of resolving Council Business to be transacted at the meeting, as set out below. Members of the public and press are invited to address the Council under the Public Participation item. Advance notice of questions and/or issues, would be appreciated.

Members: 15 Vacancies: 0 Quorum: 5

Members: Cllr de Lacey (Chair), Cllr Carney (Vice-Chair), Cllr Betts, Cllr Blackburn, Cllr Blom, Cllr Clare, Cllr Cockley, Cllr Giles, Cllr Griffin, Cllr Hayat, Cllr Lima, Cllr Marshall, Cllr Muston, Cllr Williams, Cllr Wright

Note: A full copy of this agenda with appendices and reports may be found on the Parish website shown above or requested from the Clerk by email. Notices and information for members of the public can be found on page 3 of this Agenda.

Mrs Yvonne Murray – Clerk to Girton Parish Council
3rd August 2022

AGENDA

Agenda Item	Item Description	Action/Power
22/116	Welcome from the Chair	
22/117	To Receive Apologies and Reasons for Absence	
22/118	To Receive Members' Declarations of Interest and to note Dispensations	
22/119	Public Participation <i>To allow a total of 15 minutes for any members of the public to address the meeting in relation to any matter on the agenda. Individual presentations to be limited to 3 minutes on any single issue.</i>	15 Mins
22/120	To Approve Minutes of Girton Parish Council Annual General Meeting: 13 th July 2022	For Decision
22/121	Clerk's Report	
22/122	Chairman's Report	
22/123	To Approve Finance and Resource Management	For Decision
22/123.1	To note payment of accounts under delegated approval.	
22/123.2	To Approve payment of outstanding accounts due.	

Agenda Item	Item Description	Action/ Power
22/123.3	To Receive a report from Assistant Clerk on Amounts paid in.	
22/124	Business items requiring a decision, or consideration by the Council	For Decision
22/124.1	Standing in the names of Cllr Hayat, Cllr Marshall: Council agrees to adopt the Model Financial Regulations 2022 with edits made by approved working group (Cllr Hayat, Cllr Marshall, RFO).	For Decision
22/124.2	Standing in the names of HR Committee: Council agrees to adopt the Local Government Association Model Councillor Code of Conduct 2020	For Decision
22/124.3	Standing in the name of Cllr Betts: Council agrees to approve urgent servicing and replacement parts up to a cost of £300 for mower used to cut the cricket pitch.	For Decision
22/125	To Receive Correspondence addressed to the Council	
22/126	To Approve Communication of items from this Agenda	
22/127	To Request items for next Agenda	
22/128	Date of next Full Council meeting(s): 14th September 2022	

Guidance For Visitors to Girton Parish Council

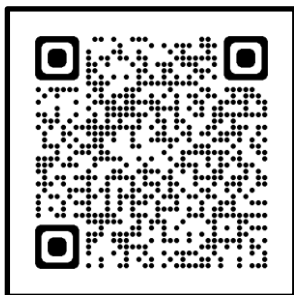
The Pavilion, Recreation Ground, Cambridge Road, Girton, Cambridge CB3 0FH.

Tel: 01223 618619

NOTICES FOR MEMBERS OF THE PUBLIC

Parish Council Agenda

A full copy of this agenda with appendices and reports may be found on the Parish website at <https://www.girton-cambs.org.uk/girton-parish-council/> or requested from the Clerk. Our Village Noticeboards will include a copy of the agenda only including this guidance page. Webpage QR Code below.



Public Participation

Members of the public are welcome to attend this meeting and any other Girton Parish Council public meeting. If you wish to raise a question or topic at the meeting it will help us if you contact the clerk, who will be pleased to explain the procedure. Clerk email: clerk@girton-pc.gov.uk. Members of the public may address the Council within an allotted time of 15 minutes during Public Participation on the agenda.

Exclusion of Press and Public

The press and public are likely to be excluded from the meeting during consideration of the following item in accordance with the provisions of Section 100(A)4 of the Local Government Act 1972, exempt information as defined in paragraph 3 of Part 1, Schedule 12A of the Act, as amended.

Items to be confirmed here/

First Aid

If you feel unwell or need first aid, please alert a member of staff.

Toilets

Public toilets are available on the ground floor of the Pavilion in the corridor through the double doors in the Community Hall. These include facilities for disabled people.

Recording of Business and Use of Mobile Phones

Girton Parish Council are open and transparent about how we make decisions. The Council may record public meetings. Recording, filming and photography at Council, Committee and other meetings is allowed where members of the public can attend, so long as proceedings at the meeting are not disrupted. Members of the public may not speak during Council proceedings. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent/ vibrate mode.

Smoking

No one can smoke at any time within the Pavilion or at any Council meeting.

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NOTICE of MEETING: **GIRTON PARISH COUNCIL**
MEETING **FULL COUNCIL**
DATE & TIME: **Wednesday 13th July at 7pm**
VENUE: **Girton Recreation Ground, Cambridge Road Girton**

Members: 15 Vacancies: 0 Quorum: 5

MINUTES

Agenda Item	Item Description	Action/ Power
	<p>Members: Cllr de Lacey (Chair), Cllr Carney (Vice Chair), Cllr Betts, Cllr Blackburn, Cllr Blom, Cllr Cockley, Cllr Giles, Cllr Hayat, Cllr Marshall, Cllr Muston, Present: Yvonne Murray, Cllr Garvie, Cllr Murphy Members of the Public: Three</p>	
22/102	<p>Welcome from the Chair Chair welcomed Council and all members of the public</p>	
22/103	<p>To Receive Apologies and Reasons for Absence Cllr Clare, Cllr Griffin, Cllr Lima, Cllr Williams, Cllr Wright, Cllr Stobart</p>	
22/104	<p>To Receive Members’ Declarations of Interest and Dispensations Cllr Giles stated she was a member of the Bowls Club. Cllr de Lacey thanked Cllr Giles and stated there was no discussion on the Bowls Club at this Full Council. He also noted that if Councillors found they needed to state a declaration of interest when they reached a topic on the agenda came up it was fine to state it at that point.</p>	
22/105	<p>Public Participation Cllr de Lacey stated that a letter had been sent round from the Member of the public in attendance, which they should all have seen. He asked if Council had any questions on the letter? The Member of the Public gave background on his letter. He stated he wished to help the Bowls Club, GTC and GPC reach an agreement on use of the toilets at the William Collyn Community Centre. He stated Girton Town Charity have a fantastic building and Girton Bowls Club is a successful club. There must be a way to reach a solution. Cllr Hayat asked if the topic refers to use of the WCCC by the Bowls club? He understood that Option 1 was that a ‘small’ fee could be paid for use of the toilets and that currently no fee was paid. Could this be an option? KB confirmed he had no connection with the Parish Council or the Bowls Club. He had read Girton Parish News and looked at the issue with some despair as it appeared no solution could be reached. Cllr de Lacey stated that there was no answer to the question at the moment. Rob Neal, Editor of Girton Parish News asked if Council had a chance to look at his presentation and invited questions on the paper.</p>	<i>15 Mins</i>

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	<p>Cllr Blackburn asked Mr. Neal if he envisaged that if Girton Parish News became profitable again then the funding would be short-term. Mr. Neal stated that the cost of printing has risen significantly and currently GPN was experiencing a loss of £300 per month. Going forward GPN was looking at other things to mitigate risk. He confirmed that he expected funding to be short-term only.</p> <p>Cllr Carney asked if GPN had considered moving to black and white print to decrease costs as currently GPN is a full colour glossy publication. Mr. Neal confirmed GPN had looked at various option. On balance they had decided a black and white publication would not be as vibrant especially the front page and photos of activities. Also, on investigation the cost comparison was not a lot different. Mr. Neal confirmed lots of options had been considered.</p> <p>Cllr Hayat confirmed he really liked GPN printed in colour. He stated he believed that many people learn a lot about village activities and get a lot out of it. He asked Is GPN just for Girton or is a similar publication produced for other villages? Mr. Neal stated the magazine is only for Girton, run by volunteers. 100% Girton only.</p> <p>Cllr Marshall confirmed he totally endorsed his support for GPN, he felt that local publications were vital for Communities. Cllr Marshall asked if GPN had looked at any form of sponsorship for a valuable asset such as GPN? Mr. Neal confirmed No, but GPN may consider this route. Cllr Marshall said he may be able to help.</p> <p>Mr. Neal confirmed he had been editor for just over a year and was keen to keep looking at improvements, to keep modernizing and to keep moving on. He stated that Cllr Blackburn had done an amazing job before him.</p> <p>Cllr de Lacey asked Mr. Neal if they could provide costings of the options they had reviewed and share with Council and asked if a full business case could be prepared. Mr. Neal confirmed he would work with GPC Clerk to do so.</p>	
22/106	To Receive Reports <i>(for information only)</i>	<i>10 Mins</i>
22/106.1	<p>County Councillor</p> <p>Cllr Murphy confirmed she did not have anything to add to her report but confirmed she would take questions.</p> <p>Cllr Cockley asked if Cllr Murphy had considered Lexi's café as her meeting place for a surgery as per the Parish Council. Cllr Murphy replied that she had considered it if but if people wished to attend a surgery, then they may not wish to talk in a public place.</p> <p>Cllr Carney stated his question overlapped the County and District Councillor reports and was about the A14 tree situation. He commented that Cllr Murphy had said that the ownership was in the hands of South Cambs. Cllr Murphy confirmed it was an enforcement of a Planning issue. Cllr Carney asked if Cllr Murphy or Cllr Garvie was aware if SCDC was engaged in this issue at all?</p> <p>Cllr Murphy replied SCDC does not have an oversight function. There is a planning function run by Greater Cambridgeshire Partnership. It is not as simple for SCDC to look</p>	

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	<p>at what is happening, but it is for SCDC planning to check the order in which it can be followed through. Cllr Garvie does know SCDC is concerned about trees and replanting. She currently has no further knowledge but will investigate.</p>	
<p>22/106.2</p>	<p>District Councillors</p> <p>Cllr Garvie confirmed she was open for questions on her report and apologised one or two items were out of date.</p> <p>Cllr Muston raised a question about parking issues that had been discussed before. Cllr Muston stated she now has more information as well as information gathered from the feast last week. Speeding in the village is a great concern for residents. Cllr Muston asked as a reminder and to check if Cllr Garvey had got any further information on this issue? Cllr Muston also asked if there was any further information on the Greater Cambridge Survey?</p> <p>Cllr Murphy confirmed a survey is to go out in the Autumn which will look at speeding. She confirmed all would be revealed in Autumn and that there will be a process for which to apply. She is very conscious that this is happening across the country.</p> <p>Cllr de Lacey reminded Council that this is the responsibility of County. He confirmed it is refreshing to see District and County working together.</p> <p>Cllr de Lacey asked Cllr Garvie about the scheme for recycling laptops. He asked if there is a similar scheme for bicycles? Cllr Garvie agreed there is a scheme which was in her last report.</p> <p>Cllr de Lacey thanked our local Councillors for attending Full Council.</p>	
<p>22/106.3</p>	<p>Girton Town Charity (GTC)</p> <p>Ann Bonnett, GTC Chair confirmed there would be some disruption to Girton High Street next week as the builders are going to start working on the new entrance to the site. Ann is going to send a copy of the report to Council.</p> <p>Cllr Muston thanked Ann very much for the information about the Bowls Club. Cllr Muston was encouraged that people seem to be talking to each other. Hopefully, things will come to fruition. Ann confirmed that she hoped so. Cllr Muston asked if she could be informed when the next meeting would take place.</p> <p>Cllr Carney asked if it would be valuable for there to be representation from GPC. Ann replied yes there GPC definitely should be present. Cllr Carney asked for clarity. Would it be possible to confirm what the offer to the Bowls club was?</p> <p>Ann responded that new further options on of previous options which had been discarded were:</p> <ol style="list-style-type: none"> 1. For Bowls Club to access WCCC for up to and including 77 hours per week. GTC had offered 75% of that time whilst WCCC was open. This was 60 hours whilst staff were present. The price that GTC requested per week was £100. 	

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	<p>2. An Independent meeting with architect of WCCC to see if there were any possible ways for Girton Bowls club to have access when WCCC was not staffed. Girton Bowls club have had that meeting independently of all other parties.</p> <p>Cllr Hayat calculated the figure to be around £5k p/a. He stated the figure quoted was a cost of £2,500 which was double that Ann had just quoted. Cllr Hayat calculated that to be around £5k p/a. Ann stated £100 per week for what ways offered. Ann confirmed the figure she had stated was for the Bowls Club season which she believed to be April to September.</p> <p>Ann Bonnett stated she had heard from residents that Wellbrook Way Play Park was not being well cared for. There are currently a lot of weeds, and the play surface is crumbling and breaking up</p> <p>Ann Bonnett also had a request for Girton Parish Council to review the five trustees they had on Girton Town Charity. Cllr de Lacey apologized that he had not raised for this agenda and would put on September agenda for consideration.</p>	
22/106.4	<p>Footpath Officer's Report</p> <p>Cllr de Lacey confirmed he was very impressed with the Footpath Officer's Report and particularly impressed by the detective work.</p> <p>Cllr Muston had a question about the trees overhanging 1 Cambridge Road. Somebody had asked what happens if hedges need trimming back. Cllr de Lacey confirmed that the footways are not part of Footpath Officer's responsibility. He confirmed letters can be sent if GPC know which house the owner lives in. Enforcement Officers at SCDC can do the work or instruct GPC to do the work.</p> <p>Cllr Carney confirmed that is something that we do need to look at. There are a number of spots to look at and this is a County Highways Issue. There is a good example on the Oakington Road for which we have a lot of feedback. He confirmed he would like to try and get GPC engaged with people/hedge owners to make sure that they know their hedges need cutting back.</p> <p>Cllr Marshall thanked Cllr Carney for his report. He confirmed that he was asked to visit Woody Green with GPC clerk as there had been a couple of dangerous issues where people were cycling round a blind corner. One of the cyclists had been aggressive when approached by a Woody Green resident.</p> <p>Cllr Marshall stated that part of the issue could be that there is No Cycling signs. Cllr Carney that there is a footpath. Cllr Marshall confirmed that previously there was some sort of barrier, and that area is not very well lit. Cllr de Lacey confirmed that the barrier may have been removed as they impeded disabled access.</p> <p>Cllr Blom asked if GPC could use Girton Parish News to highlight the issue. Cllr Giles asked if the solution was to say that no one can cycle in that area.</p>	

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	<p>Cllr Cockley confirmed that some months ago a gentleman visited Full Council to ask if GPC could help with this issue confirming it was an accident waiting to happen.</p> <p>Cllr de Lacey stated that any misdemeanor would be a tort against the owner of the land. The owner of the land and GPC would need to demonstrate damage (<i>Meaning: a wrongful act other than a breach of contract for which relief may be obtained in the form of damages or an injunction</i>)</p> <p>Cllr Hayat asked for confirmation on signage. Are we going to look at possible signage? Cllr Giles and Cllr Cockley stated that a sign may be beneficial to highlight the blind corner and draw people's attention to pedestrians.</p> <p>Cllr Marshall and GPC Clerk to visit Woody Green residents and bring back to Full Council.</p>	
22/106.5	<p>Water Management Report</p> <p>No report provided. GPC Clerk to check with Mary Rodger to check if she was happy to continue providing this report for Full Council and to retain her Water Management Officer role.</p>	
22/106.6	<p>Clerk's Report</p> <p>GPC Clerk gave an update on her report highlighting the completion of the AGAR on time this year and to highlight the pace, volume, detail of work that Girton Parish Council and the Office team are covering at this time. She has stated the priorities for the Office team in her report and asked Councillors to provide any feedback on these priorities.</p> <p>Cllr Hayat stated as a facts and figures person that the information being delivered by the Clerk are helping him understand a lot from a Councillor perspective. This information will inform Finance Committee to allow them to achieve their goals going forward. Cllr Muston reiterated that the volume of work carried out by GPC Clerk has been incredible.</p> <p>Cllr Muston stated we all have different personalities, and we need to think about conversation we use. The CAPALC training that Cllr Muston had attended had covered the need for all of Council to think and use vocabulary better.</p> <p>Cllr Hayat asked what the process within Council was if someone has a grievance. Cllr de Lacey stated he did not feel that fitted with the content in the Clerk's report.</p>	
22/106.7	<p>Chairman's Report</p> <p>Cllr de Lacey confirmed his report had been circulated and ask if there were any questions?</p> <p>Cllr Carney asked about the proposed demolition of Hotel Felix. He asked Cllr de Lacey whether he thought there were any reasonable objections to be made.</p>	

Agenda Item	Item Description	Action/ Power
	<p>Cllr de Lacey confirmed he had an update on Hotel Felix. He confirmed that SCDC Planning had rejected the Planning application on several grounds. The most powerful of which was that the building was in the Green Belt. He stated that the developer can appeal to Government to overturn this decision. Cllr de Lacey also stated that GPC we may lose fairly substantial 106 monies for Health and Burial benefits in the village with the rejection of this application.</p> <p>Cllr Carney asked if the next step was an almost inevitable appeal from developer. Cllr de Lacey stated that it may be the case and that is all we can say at this time.</p>	
22/107	<p>To Approve Minutes of Girton Parish Council Full Council Meeting:</p> <ol style="list-style-type: none"> 1. 8th June 2022 2. 29th June 2022 (Extraordinary) <p>To Note Minutes from:</p> <ol style="list-style-type: none"> 1. Annual Parish Meeting 2. Annual General Meeting (Already approved on 8th June) <p><u>APPROVAL:</u> 8th June Minutes - Proposed by Cllr de Lacey with amendments below. Seconded by Cllr Giles. Unanimous approval.</p> <p><u>Debate Highlights:</u> Council noted following edits required to 8th June Minutes:</p> <ul style="list-style-type: none"> • 22/94 should read 'prospect' not prospective. • 22/91 Conversation Highlights to be changed to Debate Highlights in this agenda and going forward. Change of Convention from this agenda. Note six changes made. • 22/91.6 remove word 'ahead' • 22/91.7 remove word 'come' • Meeting closed at 8.28pm (as per draft minutes) <p><u>APPROVAL:</u> 29th June Minutes - Proposed by Cllr Carney with the amendment below. Seconded by Cllr Blackburn. Approved, 9 Approvals, 2 abstentions.</p> <p><u>Debate Highlights:</u> Council noted following edit required to 19th June Minutes:</p> <ul style="list-style-type: none"> • 22/100.4 should read 'Cockley' not 'Cockleyl' <p><u>Debate Highlights:</u> Council noted following edit required to APM Minutes:</p> <p><u>Debate Highlights:</u> Council noted following edit required to Annual Parish Meeting Minutes of 11 May 2022, Minutes:</p> <p style="padding-left: 40px;">4.Guest Speakers, <u>Douglas de Lacey: Planning in Girton</u> should refer to Stephen Kelly of Greater Cambridgeshire Partnership (GCP)</p>	For Decision
22/108	Matters arising from Previous Meetings (<i>for information only</i>)	For Information
22/108.1	Action List – not yet available	
22/108.2	Any other Matters arising – none	
22/109	To Receive update from GPC Committees	

Agenda Item	Item Description	Action/ Power
22/109.1	<p>Environment Committee</p> <p>No update provided in the absence of Cllr Griffin and Cllr Lima.</p>	
22/109.2	<p>Finance Committee</p> <p>Cllr Muston stated she produced Pie Charts for information and her report had been shared. She confirmed this was to remind herself of what had been covered and to educate other people. She thanked the Clerk and Assistant clerk for all the work they had put in to get Finance Committee up to speed. She confirmed it would take some time to get all information required and a Council budget in place.</p> <p>Cllr Muston confirmed there is a Finance Workshop on Wednesday 20th July.</p>	
22/109.3	<p>HR Committee</p> <p>The next HR Committee will take place on August 4th.</p>	
22/109.4	<p>Planning Committee</p> <p>Information about Hotel Felix had been covered in 22/106.7. See Chairman's report earlier in this agenda.</p> <p>Cllr de Lacey confirmed that the Planning Application hearing for 2 Duck End was scheduled for July, but neighbours had asked for the meeting to be rescheduled. It would now be held on 10th August.</p>	
22/109.5	<p>Sport & Recreation Committee</p> <p>Cllr Betts had nothing to report.</p>	
22/110	<p>To Approve Finance and Resource Management (Supporting papers to follow)</p>	For Decision
22/110.1	<p>To note payment of accounts under delegated approval: See RFO Report (separate supporting paper)</p>	
22/110.2	<p>To Approve payment of outstanding accounts due – See RFO Report</p> <p><u>DEBATE Highlights: Girton Bowls Club payments x 3 (as per July 13th Payments schedule):</u></p> <p>Cllr Hayat stated it appeared that Council had committed to give Girton Bowls club large sums of money. He stated that Council needs to understand what agreements had been made to the Bowls Club by Council historically. Cllr Hayat assumed that the Bowls Club is a private members club and asked if Council was funding a private members club? Cllr de Lacey is to look at the original agreements with the Bowls Club.</p> <p>Cllr de Lacey confirmed we should look at a variety of issues agreed. Cllr Carney asked if these payments had been agreed. Cllr Carney asked if these three payments could be deferred until evidence of agreements with Girton Bowls Club could be found.</p> <p><u>AMENDMENT to defer Girton Bowls Club Payments:</u> Proposed by Cllr Carney. Seconded by Cllr de Lacey. 9 in favour, 2 abstentions</p> <p><u>APPROVAL:</u> Proposed by Cllr Carney. Seconded by Cllr Cockley. Unanimous approval.</p> <p><u>DEBATE HIGHLIGHTS:</u></p> <p>GPC Clerk answered questions on the below: Print-Out Invoices. Printer had been used for Register of Interests and Full year of minutes for Full Council and Planning to be signed for Internal Audit. Cllr Hayat asked</p>	

Agenda Item	Item Description	Action/ Power
	<p>if the Clerk had the right to use discretion to use printing firm when required. Cllr de Lacey confirmed Council had the right to question payments made by discretion.</p> <p>ZOOM Invoices. A licence had been purchased and approved by previous Council during ZOOM. The bill had originally been paid on a personal credit card and then transferred by GPC Clerk to Council Debit Card in Dec 2021. July Payment Schedule shows ZOOM payments for 2 months. All payments on personal credit card are listed in Xero. A conversation then took place about moving to Teams (Cllr Hayat), recording meetings (Cllr Muston), difficulty of using Teams (Cllr Giles)</p> <p>GPC Clerk pointed out that the Payments Schedule came directly from Xero and the monthly spend total was useful as Council began to formulate their budget.</p> <p>Cllr Hayat stated the Village planters looked great. Could Council have some more on the Recreation Ground? GPC was\Clerk asked to look at whether the VAT should be reclaimed.</p>	
22/110.3	To Receive a report from Assistant Clerk on Amounts paid in – Received.	
22/111	Business items requiring a decision, or consideration by the Council	For Decision
22/111.1	<p>Full Council to be invited to do a walk of the Recreation Ground and the Pavilion to view and understand the availability and cost of our facilities to increase understanding of next steps on many key projects and report back to full council.</p> <p>Cllr Betts confirmed this should be deferred to Sports & Recreation workshop. Cllr de Lacey asked if other Councillors could attend if they wished to do so. Cllr Betts stated this would be a good way for Council to understand the state of Girton Recreation ground. Cllr de Lacey stated he believed it to be a great idea.</p> <p>GPC Clerk to schedule a Sports & Recreation workshop.</p>	Defer
22/111.2	<p>Girton Parish News to present rationale for funding for consideration in subsequent Full Council meeting.</p> <p>Full Business case to be prepared by Rob Neal, Editor of Girton Parish News. See Public Participation section of this agenda.</p>	Defer
22/111.3	<p>To agree formation of an Asset Register Task & Finish Group as below to complete initial asset Register by September Full Council.</p> <p>Cllr Betts, Cllr Carney, Cllr Hayat, Cllr Marshall, Cllr Muston</p> <p><i>APPROVAL:</i> <i>Proposed by Cllr de Lacey. Seconded by Cllr Cockley. Unanimous approval.</i></p> <p>Cllr de Lacey stated he was very grateful this initiative could be undertaken. A detailed Asset Register had not been compiled by Council before.</p>	For Decision
22/111.4	<p>To approve spend of up to £400 for a 12-yard skip for General Waste to clear all items from Containers, Storerooms and Pavilion that are no longer required.</p> <p>Plan for the skip to be in place for 2 weeks from Monday 25th July.</p> <p>Estimate of £400 taken from Mick George’s website. GPC Clerk will obtain three quotes.</p>	For Decision

Agenda Item	Item Description	Action/ Power
	<p><u>AMENDED MOTION:</u> To approve spend of up to £500 for a 12-yard skip for General Waste to clear all items from Containers, Storerooms and Pavilion that are no longer required.</p> <p><u>APPROVAL:</u> Proposed by Cllr de Lacey. Seconded by Cllr Betts. Unanimous approval.</p> <p><u>DEBATE HIGHLIGHTS:</u></p> <p>Cllr Muston stated that Waste for some people could be useful items for other people. Could Council put a note on social media to highlight any items that Council wished to throw out that could be used by others?</p> <p>Cllr de Lacey confirmed that the debate must confine itself to approving spend. He confirmed he would bear Cllr Muston’s comments in mind. Cllr Cockley stated that Council had hired two skips before, and they were very easy to open. Please can Council ensure it is lockable with a bar and padlock.</p> <p>Cllr Betts stated Council would need to buy our own padlock/s.</p>	
22/111.5	<p>To approve FILCA & Operation London Bridge Training for Clerk and Assistant Clerk in preparation for ILCA to CILCA course which begins in October and CILCA, which we have the potential to sign-up up for in Spring 2023.</p> <p><u>FILCA</u> Cost £120.00 x 2 for SLCC members 8 CPD Points on completion</p> <p>The Financial Introduction to Local Council Administration (FILCA) is a Level 2, online sector specific learning tool to support all new Responsible Financial Officers (RFO’s) in England and Wales (or officers who have a financial element to their job role). The aim of the course is to introduce council finance. For details look at SLCC website.</p> <p><u>Operation London Bridge</u> Cost £30.00 x 2 for SLCC members 1 CPD Point on completion</p> <p>One of the noteworthy events to prepare for in the future, with an unknown date, is the passing of HM the Queen. Nationally, the State Mourning and Funeral plans have been prepared by the Earl Marshall, for a number of years and are regularly reviewed. Is your council ready for this major historic event, for which no date can be given, and you will only get one chance to get it right? This online seminar will look at the areas your council may wish to consider in making plans for Operation London Bridge.</p> <p><u>APPROVAL:</u> Proposed by Cllr de Lacey. Seconded by Cllr Carney. Unanimous approval.</p> <p>CPD points confirmed by Cllr Blom as ‘Continuous Professional Development’ points</p>	For Decision

Agenda Item	Item Description	Action/ Power
	<p><i>These points assign value to continual personal development endeavours undertaken, with the number of CPD points earned being a clear way to demonstrate the time invested in your professional training – to your current employer, job recruiters and hiring managers. They are important for career progression.</i></p> <p><i>Note: Training has been purchased from SLCC on GPC Debit Card. Note Costs have gone up to £144.00 for FILCA and £36.00 for Operation London Bridge.</i></p>	
22/111.6	<p>That the Council write to the Greater Cambridge Partnership requesting that Girton Parish Council be regarded as a primary consultee on all transport plans for Cambridge City.</p> <p>Girton Parish Council wishes all proposals to ensure that Girton is not adversely impacted by any plans to control traffic along the A1307 into the City. Many proposals in the past would have turned Girton into a de facto Park and Ride site for City commuters.</p> <p><u>AMENDED MOTION:</u> Cllr de Lacey wishes to add ‘Particularly including the current new road classification scheme.’ This amendment by the Proposer of the motion did not need discussion.</p> <p><u>APPROVAL:</u> <i>Proposed by Cllr de Lacey. Seconded by Cllr Carney. Unanimous approval.</i></p> <p><u>DEBATE HIGHLIGHTS:</u> Girton Parish Council wishes to vet all proposals that propose reducing cars going to Cambridge City.</p> <p>Cllr Marshall asked if this were the motion that would allow residents in St Vincent’s Close to request funding for traffic issues in that area. GPC Clerk confirmed that was the Local Highways Initiative (LHI) Scheme.</p>	For Decision
22/111.7	<p>Ann Muston to present paper to request approval of audio recording of all our Parish Council Meetings and subcommittees beginning with August Full Council meeting with the view of posting our meetings on our website in the future.</p> <p>Cllr de Lacey thanked Cllr Muston for the work put into her papers. He asked that 22/111.7 and 22/111.8 Agenda Items be taken together.</p> <p>No questions.</p>	Deferred
22/111.8	<p>Ann Muston to present paper to request approval of spend up to the sum of £1,200 to purchase audio/visual equipment to support GPC in enhancing the openness and transparency in fulfilling our roles as councillors</p> <p>See above Agenda Item.</p>	Deferred
22/111.9	<p>To note Staff, Pay Rise in line with Agenda Item 22/77.9, Annual General Meeting 2022 on 17 May 2022 as below.</p> <p><u>Note the below Agenda Item is from AGM Minute, held on 17th May and so may refer to Councillors who did not attend this meeting.</u></p>	To Note

Agenda Item	Item Description	Action/ Power
	<p>To approve Staff, pay rise in line with Local Council Pay award and Girton Parish Council Staff Reviews</p> <p><u>APPROVAL:</u> <i>Proposed by Cllr de Lacey. Seconded by Cllr Carney. Approved with 1 abstention.</i></p> <p><u>DEBATE HIGHLIGHTS:</u></p> <p>Cllr Williams asked if the Staff Reviews had been completed. GPC clerk confirmed that the recommendations had not been made.</p> <p>Cllr Carney asked if subsequent to Staff Review any payment can be backdated. GPC Clerk confirmed that was the case.</p> <p>GPC Clerk confirmed that significant pay rises had been suggested in the Reviews and asked if the Staff Review approval should be removed? It was confirmed the original motion stood.</p> <p>Cllr de Lacey confirmed this item had been approved before. GPC Clerk pointed out that there may be significant money to pay as pay rises for the Groundsman and Security man had been outstanding for 3 years.</p>	
22/111.10	<p>That Council underwrite the provision of planters in the village for this civic year (2022-2023) up to a sum of £450.</p> <p>Note: Council Staff team will aim to recoup the above in 2023-2024.</p> <p><u>APPROVAL:</u> <i>Motion was withdrawn for further information on Planters to be provided for August Meeting.</i></p> <p><u>DEBATE HIGHLIGHTS:</u></p> <p>Cllr de Lacey stated that Village planters have not and never have been approved by Council although our Bank account has been used. He stated there should be no need for Council to subsidise these planters.</p> <p>Council will need to decide whether wish to be the guardians of these planters or whether we are going to transfer responsibility to another organization in the village.</p> <p>Cllr Hayat asked Cllr Hayat who was originally in charge of planters and how did we reach this state of affairs?</p> <p>Cllr de Lacey stated the planters were originally a gift from George Wimpey as something to do village. Council bought the tubs as the plants would have died if someone did not take responsibility. Cllr de Lacey found some people to sponsor the tubs. In last year sponsorship has been taken over by Carol Noble with a significant increase in planters. The tubs are planted by Peter Graves. The planters had been agreed to go through Council's Bank Account some years ago.</p> <p>Going forward Council may agree that it is fine to go through our bank account. We may revise the motion to confirm Council revise financial ownership.</p>	MOTION WITHDRAWN

Agenda Item	Item Description	Action/ Power
	<p>Cllr Muston asked if there was any VAT implication? She asked if the Planters do not belong to Council can we claim VAT. GPC Clerk to check with Streets Accountants and be ready to clarify by August Full Council.</p>	
<p>22/111.11</p>	<p>To approve purchase installation of two additional Litter/Dog Poo bins at Girton Recreation Ground by South Cambridgeshire District Council</p> <p>GPC Clerk and Sarah Phillips of SCDC carried out a site visit at Girton Rec on 06/07/2022. Sarah confirmed the location is suitable for SCDC to install and collect litter. SCDC operatives would need the Code for GATE Access. Bins to be located at end of the MUGA and at the end of the road by the Cricket nets. Bins now cater for both general waste and dog poo and therefore as well as providing for litter collection in these key areas will also take the strain from our smaller existing dog poo bins.</p> <p>Cost - £414.00 purchase & installation for each bin. Fee of £3.00 per empty per bin.</p> <p>Feedback on General Waste & Dog Poo bins from SCDC</p> <p>There are several factors that have led the service to look at the provision of dog and litter bins across the authority. This reason to look at using combined bins has been taken due to the industry as a whole seeing this now an acceptable way of dealing with dog feces and looking and talking with neighboring Authorities such as Cambridge City Council have also adopted this way of providing provision for residents to use the same bin for both waste types.</p> <p>There are several reasons to do this set out below:</p> <p>Increase in capacity as current dog bins are 50ltr and Litter bins are larger at 110ltr.</p> <ol style="list-style-type: none"> 1. There is a cost saving as dog bins cost an additional £90 to purchase. 2. Installation is much quicker as a post is not required for litter bins to be installed, which also adds to the safety for operatives installing as they do not need to check for cables in the ground. 3. Emptying is much easier for the operative as the litter bins are low level. 4. Will now be providing bins in areas that have not had litter disposal points before only dog waste. <p>There is no intention to remove any of the existing dog bins except where there are locations were both stand next to each other currently. As the existing dog bins need to be replaced due to damage or age this would now be down with a Litter bin instead, unless there was not enough space available. Also, if litter bins are next to a bus stop for instance, we would look not to label these as dual use bins.</p> <div data-bbox="317 1841 493 2024" data-label="Image"> </div> <p><u>APPROVAL:</u> Proposed by Cllr de Lacey. Seconded by Cllr Cockley. Unanimous Approval.</p>	<p>For Decision</p>

Agenda Item	Item Description	Action/ Power
	<p><u>DEBATE HIGHLIGHTS:</u></p> <p>Cllr Carney asked as the locations were end of the MUGA and one by the Cricket Nets, was it possible to reposition one of them on Ten Acre Field as there were no Bins on the field.</p> <p>Cllr de Lacey confirmed that we have asked before to have access to Ten Acre Field, but we would need to change Byelaws because vehicle access is not required. GPC Clerk confirmed that she had asked SCDC if they could access the roadway and they had confirmed this was too far from the main road. GPC Clerk will look for other options for Ten Acre Field.</p> <p>GPC Clerk confirmed that if Council approved the motion, then the Bins could be fitted on Friday 15th July.</p> <p><i>Note: A letter has been received from SCDC confirming SCDC could not collect litter from static bin on Ten Acre Field.</i></p>	
22/111.12	To receive report on Girton Parish Council Feast Stall and progress of Here to Hear initiative on Friday mornings - Noted.	To note
22/111.13	To receive update on SharePoint Site - Noted.	To note
22/112	<p>To Receive Correspondence addressed to the Council</p> <p>Correspondence List will be provided.</p> <p>Brief discussion on the Wellbrook Way Trees correspondence. Cllr de Lacey confirmed he would take a look and discuss with residents.</p>	
22/113	<p>To Approve Communication of items from this Agenda</p> <p>Delegated to GPC Clerk</p>	For Decision
22/114	<p>To Request items for next Agenda</p> <p>Potential items for September 2022 noted:</p> <ul style="list-style-type: none"> - Approval of Girton Parish Council website (girton-pc.gov.uk) - Present proposed Capital Budgets from Committees and Operational Budget <p><i>Council agrees to review the following key policies:</i></p> <ul style="list-style-type: none"> - Code of Conduct - Standing Orders - Financial Regulation - Noticeboards <p><i>NB. Additional policies to be submitted in priority order at subsequent Full Council meetings</i></p> <p>Cllr Carney suggested that as the bench on Washpit lane was to be installed by Neighbourhood Watch. Could Council consider placing their approved bench at the Bus Top that backing onto Girton College Cricket Ground. This item will go forward to September agenda.</p>	

Agenda Item	Item Description	Action/ Power
22/115	Date of next meeting(s): Wednesday 10 th August (Meeting to focus on Payments and to receive Staff Contracts and Policies, for consideration at September's Full Council meeting)	
Meeting Ended 8.48pm		

CLERK'S REPORT

It is great to see the progress being made by our new Council.

A suite of Workshops in place for every committee and a workshop for Full Council coming to calendar. This re-energizes and clarifies the scope of our existing Committees and should allow us to cover more ground.

Girton Parish Council policies being brought up to date reflecting the current methods of working of the council and giving clear guidelines to the team.

Council and Office teams are reacting quickly to issues raised and putting in place safeguards so that issues raised do not happen again. Due to our good working relationship with Paul Laston, he immediately came out to fix the weeds at Wellbrook Way. He confirmed that the extreme weather made it more difficult to deal with weeds and then cut them back. He then came back to apply weedkiller a week later. There was no extra charge for this work. I followed up with him on ensuring this would not happen again and he has emailed me confirming that he would increase his oversight. 'It would not happen again'. I will make all such correspondence available in SharePoint.

Our work at the Feast and at Lexi's appears to make us more relevant to our community and some interesting challenges and opportunities are coming to our attention.

The relationships we are creating with our Suppliers and with people we interact with means that we are often now informed of information early on e.g., Mobile Post Office not attending which we were able to communicate on our community website and on social media. We have now seen a 95% growth in our Facebook membership over the last 10 months with 50 people joining since the Feast. There have only been three issues where people have raised concerns even with this growth, to which we were able to respond.

Whilst it is disappointing that we were not aware of being on the 'red list' for our pavilion project, we were made aware by our presence at the County Council meeting. Girton Parish Council have been given an opportunity to tighten our business case and potentially to work more closely with County going forward. LXA are working on supplying additional costs at no cost to Girton Parish Council and we have a TFG in place for next week and the agenda has been developed.

In my last report I mentioned the pace of Council to continue our improvements. There is work for us to do to encourage optimum teamwork by confirming clear roles/responsibilities for Council and Office teams with a clear divide between Operational and procedural work. We have just registered for the NALC Foundation award which was approved by Council early this year. The Award mechanism is one of the recommendations of the Civility and Respect initiative by NALC/SLCC as is Clerk training/qualifications which is also underway with a clear goal of both Girton Parish Clerk and Assistant Clerk obtaining the CILCA qualification. I will be making a project plan available on SharePoint for the NALC Foundation award to aid us with the timelines for success within the next two weeks.

Finally, thank you to Angie has been working on getting our approved Booking system up and running so that we have an online and accessible presence for booking our hall.

Finally, thank you to everyone who contributed to this month's Minutes and supporting papers being in one document. Separate documents for Code of Conduct and Financial Regulations have been prepared. Full Agenda have been made available to Councillors and Community earlier than before

Any questions or concerns do let me know.

Yvonne Murray
Girton Parish Clerk
03/08/2022

CHAIRMAN'S REPORT

The Woodlands Park trees have now been dealt with by Richardsons; we need now to decide a course of action on the remaining trees (which are all coming to the end of their lives) and to consult on succession planting.

Meanwhile on advice of the County tree officer I have removed the epidermal growth, and the collars and stakes, from all the pear trees in Woodlands Park. Meanwhile we are still discussing ownership of the trees with County.

The GPC stall at the Feast created a good deal of interest and I gather a report on its effect is being prepared.

It was disappointing to receive a comment from GTC concerning the state of the play area at Wellbrook Way.

Remediation has taken place, but the Environment Committee should produce a schedule of maintenance to ensure that all our areas are properly looked-after and kept safe, clear, and attractive.

Comments on social media have expressed concern over aviation noise and the lack of ice-cream vans in the village. Although neither of these has anything to do with the Parish Council, we are looking at the issues behind them.

2 Duck End is now on the District Council's Planning Committee agenda for 10 August, and I am intending to speak for the Parish Council

Douglas de Lacey 3. 8. 2022

PAYMENT OF ACCOUNTS UNDER DELEGATED APPROVAL

Contact Name	Invoice Number	Invoice Date	Due Date	Total excl Tax	Tax	Invoice Amount	Description	Payment Method
Microsoft	E0400JIRNK	27/07/2022	28/08/2022	64.60	12.92	77.52	Monthly subscription charges	Debit Card
Microsoft	E0400JIQAJ	27/07/2022	28/08/2022	18.80	3.76	22.56	Monthly subscription charges	Debit Card
Zoom: GB373142903	INV158480457	21/07/2022	20/08/2022	11.99	2.40	14.39	ZOOM: Standard Pro Monthly - July 21 2022 - August 20, 2022	Debit Card
Zoom: GB373142903	INV158480457	21/07/2022	20/08/2022	11.99	2.40	14.39	Note: Paid Monthly on GPC Debit Card	Debit Card
SLCC: GB891752783	QL201687-1	18/07/2022	18/07/2022	120.00	24.00	144.00	Qualification Fee: Yvonne Murray (FILCA - England)	Debit Card
SLCC: GB891752783	BK206709-1	18/07/2022	18/07/2022	30.00	6.00	36.00	Operation London Bridge (2nd August 2022) - Yvonne £30.00 £30.00 20.00 £6.00 Murray - Event Fee	Debit Card
Total				257.38	51.48	308.86		

PAYMENT OF OUTSTANDING AMOUNTS DUE FOR APPROVAL

Contact Name	Invoice Number	Invoice Date	Due Date	Total excl Tax	Tax	Invoice Amount	Description
Angie Vidler	August 2022 Salary	03/08/2022	15/08/2022	433.77	0.00	433.77	August 2022 Salary - Net Pay
Arthur Ibbett Ltd	134792	21/07/2022	20/08/2022	1,458.33	291.67	1,750.00	S8ATP20G12 ATCO CLIPPER 20 CLUB 1 Serial No. : 8705010 Contact: Steve Rossin
Avocet	15874	01/08/2022	31/08/2022	532.00	106.40	638.40	For the cleaning services over the month dated above 457.00 457.00 20.00 91.401.00 For the additional clean Friday 8th July to include windows 75.00 75.00 20.00 15.0
British Gas	974689558	04/08/2022	03/09/2022	29.50	1.47	30.97	Wellbrook Way Non-Postal, New Bowling Green, Girton Cambridge, Cambridgeshire CB3 0GP02 July 2022 to 01 August 2022
Brookfield Contracting Ltd	1509	18/07/2022	17/08/2022	380.00	76.00	456.00	Grass Verge Cutting - 4 of 8 visits
CAPALC Ltd	3456	21/07/2022	20/08/2022	50.00	0.00	50.00	Chairmanship Training - Delegate: Ann Muston
CGM (Cambridge) Ltd	249432	31/07/2022	30/08/2022	210.70	42.14	252.84	St Andrews Churchyard - Litter Pick, Grass cutting leaving arisings in situ, strimming around obstacles and blowing pathways clear of debris. Blow pathways and gravestone clear of debris. To cut both front and back of church - 1 visits - 11/0
Christopher Wilson	August 2022 Salary	03/08/2022	15/08/2022	987.88	0.00	987.88	August 2022 Salary - Net Pay
Clubspark Group Ltd	INV-1224	02/08/2022	16/08/2022	360.00	72.00	432.00	12 month Clubspark Licence Fee start date 02/08/2022 – Online Booking System
Coles Accounting (Cambridge) Ltd	INV-3815	03/08/2022	02/09/2022	37.50	7.50	45.00	August 2022 Payroll & pension
HMRC	126PA000049862305	03/08/2022	22/09/2022	462.09	0.00	462.09	July 2022: PAYE for Month 4
KSF Home & Garden Services	14072022	14/07/2022	13/08/2022	170.00	0.00	170.00	labor work for Girton parish council comes to £155 and for materials was just for the hard wood paint for the bench £15. Total £170

Contact Name	Invoice Number	Invoice Date	Due Date	Total excl Tax	Tax	Invoice Amount	Description
MC Garden Maintenance	146	30/07/2022	29/08/2022	115.00	0.00	115.00	Grass cutting 10 acre 1 55.00 55.00 Grass cutting St. John's 1 25.00 25.00 Grass cutting Main recreation ground 1 35.00 35.00
Norman Lewell	August 2022 Salary	03/08/2022	15/08/2022	246.32	0.00	246.32	August 2022 Salary - Net Pay
Paul Laston Garden Services	2346	01/08/2022	31/08/2022	650.00	130.00	780.00	Re: June/July Invoice of maintenance of Wellbrook Way 2022, Wildflower Grass areas, all other grass areas, Paths, planted beds and borders, Woodland area Hedgerows and trees, Litter Picking, The Play area Sweeping shingle from safety areas, Litter Picking, Maintenance of shrubs, Cutting Grass
Paul Laston Garden Services	2345	01/08/2022	31/08/2022	560.00	112.00	672.00	Re: June/July Invoice of maintenance of open spaces, 2022, Smithy Green, Hibbert ware Garden, Village Sign - Hicks Lane/Cambridge Road, Mayfield Green, High Street/Woodlands Park corner, Weavers Field
South Cambridgeshire District Council	80055688	03/08/2022	24/08/2022	828.00	165.60	993.60	Environmental Health General Std Vat2.00 Unit(s) £414.00 Vat Rate: Standard Rate 828.00 165.602 New Bins on Girton Recreation Ground REFERENCE Yvonne Murray DUE DATE 24-Aug-2022
The Play Inspection Company Ltd	54727	21/06/2022	21/07/2022	285.00	57.00	342.00	Outdoor Annual Inspection - Recreation Ground, Wellbrook Way, Weavers Field
Yvonne Murray	August 2022 Salary	03/08/2022	15/08/2022	1,424.27	0.00	1,424.27	August 2022 Salary - Net Pay
Total				9,220.36	1,061.78	10,282.14	

Note: Given this is the first month the payments schedule has been completed this early. I will notify Council of any invoices received from 05/08/2022 to 10/08/2022 in case they wish to pay the supplier without waiting to September Full Council.

FACILITIES INCOME REPORT 1/6/22 – 1/8/22

Girton Parish Council

GPC Raffle Tickets	<u>210.00</u>
Recreation Centre: Recreation Ground	<u>92.00</u>
Recreation Centre: Cricket Square	<u>210.80</u>
Recreation Centre: Football Pitches	<u>615.00</u>
Recreation Centre: MUGA	<u>821.50</u>
Recreation Centre: Pavilion Hall	<u>681.25</u>
Recreation Centre: Tennis Courts	<u>198.00</u>
<u>TOTAL</u>	<u>£2,828.55</u>

CRICKET PITCH MOWER SERVICING AND REPAIRS

Agenda 22/125.4

Standing in the name of Cllr Betts: Council agrees to approve urgent servicing and replacement parts up to a cost of £300 for servicing and any maintenance work on the mower used to cut the cricket pitch. A further £150.00 is requested for any replacement parts required.

Rationale for Above motion:

On delivery of the new mower for the Cricket Square Chris Wilson, GPC Groundsman, Cllr Betts, and the representative from Arthur Ibbett reviewed the equipment currently stored in the container near Ten Acre field on Girton Recreation ground. It was agreed that our existing mower was in urgent need of a service and possibly replacement blades. In its current state the mower:

- a) could cause damage to the grass which would then require treatment to repair the damage to the grass.
- b) Is providing a substandard cricket pitch that has been commented on by a number of Cricket teams including the home team.

Note: The estimated replacement value of the mower given by Arthur Ibbett Ltd is £6,000.

Photos below to show current state of the mower to be serviced.



Girton Parish Council Correspondence

Category	Item	Date
Highways	Active Travel FW Girton to Histon off road NMU	27/07/2022
Highways	Closure of Footpath	22/07/2022
Highways	Closure of Footpath	25/07/2022
Highways	Road Closures Thornton Road	22/07/2022
Highways	TTRO 22670 - Footpath 13 Girton	27/07/2022
Think Communities	EDI Consultation	27/07/2022