

# Girton Parish Council

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

**NOTICE of MEETING: GIRTON PARISH COUNCIL**  
**MEETING ANNUAL GENERAL MEETING**  
**DATE & TIME: Tuesday, 17<sup>th</sup> May at 6.30pm**  
**VENUE: The Pavilion, Girton Recreation Ground**

**Members: 15      Vacancies: 0      Quorum: 5**

## **ANNUAL GENERAL MEETING 2022 – MINUTES**

<b>Agenda Item</b>	<b>Item Description</b>	<b>Action/Power</b>
	<p><b>Present:</b> Cllr Williams (Chair), Cllr Cockley (Vice-Chair, Cllr Blom, Cllr Carney, Cllr Clare, Cllr de Lacey, Cllr Griffin, Cllr Hayat, Cllr Lima, Cllr Marshall, Cllr Muston, Cllr Wright</p> <p><b>In Attendance:</b> Yvonne Murray (Clerk), Angie Vidler (Assistant Clerk)</p> <p><b>Members of the Public:</b> No Members of Public in Attendance</p>	
<b>22/64</b>	<p><b>To elect the Chair of the Parish Council for 2022/23</b></p> <p><b>APPROVAL:</b> Cllr de Lacey was proposed for Chair by Cllr Williams, seconded by Cllr Cockley. Cllr de Lacey elected unopposed for Chair of Girton Parish Council. Approval unanimous</p> <p>Cllr de Lacey Thanked Cllr Williams as the retiring Chair. A round of applause was given to Cllr Williams for his long service to Council.</p> <p>Cllr de Lacey stated some of his aims as Chair and distributed to all Council and staff a paper on Local Council guidelines for consideration.</p>	<b>For Decision</b>
<b>22/65</b>	<p><b>To receive the Chair's signed Declaration of Acceptance of Office</b></p> <p>Cllr de Lacey signed Declaration of Acceptance of Office in presence of the Proper Officer/Clerk Yvonne Murray.</p>	
<b>22/66</b>	<p><b>Welcome from the Chair</b></p> <p>Cllr de Lacey welcomed the Council especially to the new members.</p> <p>Cllr de Lacey confirmed the need for all Councillors to opt out of receiving paper copies of Agenda and minutes and asked all Councillors to email GPC Clerk to confirm they were happy to receive electronic copy.</p>	

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	<p>Cllr de Lacey proposed that under his Chairmanship that Councillors would address each other by Councillor titles and surnames. If it did not work, then he would be happy to change.</p> <p><b>APPROVAL:</b> There was a show of hands to confirm that Council approved use of Councillor titles and surnames going forward.</p>	
22/67	<p><b>To elect the Vice Chair and to receive the Vice Chair's Declaration of Acceptance of Office</b></p> <p><b>APPROVAL:</b>  <b>Cllr Hayat nominated Cllr Carney, seconded by Cllr Marshall.</b>  <b>Cllr de Lima, nominated Cllr Muston, no seconder</b>  <b>Cllr Williams, nominated Cllr Cockley, seconded by Cllr Clare</b>  <b>Cllr Cockley accepted the nomination but then decided to step back.</b></p> <p><b>APPROVAL:</b> <i>Cllr Carney elected unopposed for Vice-Chair of Girton Parish Council. Approval unanimous</i></p> <p>Cllr Lima extended a Thank you to Cllr Cockley who confirmed she would not stand as she thought that Cllr Carney will be an excellent Vice Chair</p> <p>Cllr Williams stated that Cllr Cockley had served as Vice-Chair for many years, which can be a Thankless task. There was a round of applause for Cllr Cockley.</p>	For Decision
22/68	<p><b>To receive the Acceptance of Office forms by other Councillors</b>  <b>Note: Registers of Interests must be completed within 28 days</b></p> <p>All Councillors signed Declaration of Acceptance of Office in presence of the Proper Officer/Clerk Yvonne Murray.</p>	
22/69	<p><b>To receive and approve Apologies and Reasons for Absence</b></p> <p>Apologies received from Cllr Giles, Cllr Blackburn</p>	
22/70	<p><b>To receive Members' Declarations of Interest and Dispensations for items on the agenda</b></p> <p>No declaration of interest declared.</p>	
22/71	<p><b>To confirm appointment:</b></p> <p><b>Proper Officer (Clerk):</b> Mrs. Yvonne Murray  <b>Responsible Financial Office (RFO):</b> Mrs. Yvonne Murray  <b>Internal Auditor: LGS Service, Ben Stoehr</b></p> <p><b>APPROVAL:</b> <i>Council appointment of the above. Proposed by Cllr de Lacey (Chair), seconded by Cllr Muston, Approval of Motion confirmed (unanimous)</i></p>	For Decision
22/72	Public Participation	

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	Cllr de Lacey commented that sadly no members of the public, but we would encourage this going forward.	
22/73	<p><b>To Approve Minutes of Girton Parish Council Full Council Meeting held on April 19<sup>th</sup>, 2022</b></p> <p><b>APPROVAL: Above Minutes were approved.</b> Proposed by Cllr de Lacey (Chair), seconded by Cllr Griffin. Unanimous approval from the 7 Councillors, who were part of Girton Parish Council on 19<sup>th</sup> April 2022. New Councillors abstained.</p> <p><i>Approval of Motion confirmed (unanimous)</i></p>	For Decision
22/74	<b>Matters arising from Previous Meetings</b> (for information only)	For Information
22/74.1	<p><b>Action List – to be attached.</b></p> <p>No Action list presented</p>	
22/74.2	<b>Any other Matters arising</b>	
22/75	<b>To Receive Reports</b> (for information only)	10 Mins
22/75.1	<p><b>Monthly Report from County Councillor</b></p> <p>Cllr de Lacey referred Council to APM Reports, to be found on Girton Community website, <a href="#">click here</a></p>	
22/75.2	<p><b>Monthly Reports from District Councillors – Sent to APM</b></p> <p>Cllr de Lacey referred Council to APM Reports, to be found on Girton Community website, <a href="#">click here</a></p>	
22/75.3	<p><b>Girton Town Charity (GTC)</b></p> <p>Cllr de Lacey referred Council to APM Reports, to be found on Girton Community website, <a href="#">click here</a></p>	
22/75.4	<p><b>Clerk’s Report</b></p> <p>GPC Clerk extended a welcome to new Councillors, highlighted the priorities of the GPC Staff team and two notable events coming up for the Council: Litter Picking Event 28/29 May &amp; May Jubilee.</p> <p>She also confirmed both the Clerk and Assistant Clerk were there to help at any time.</p>	
22/75.5	<p><b>Retiring Chair’s Report</b></p> <p>Cllr Williams confirmed he was happy to answer any questions on Pavilion Redevelopment programme</p> <p>Cllr Hayat asked if decision has already been made and whether there could be any changes at this stage</p> <p>Cllr Williams confirmed that the plans addressed the fundamental needs of a bigger sports hall and a downstairs office.</p> <p>Cllr Carney said that feedback he had received from Cllr Williams comments at the APM confirmed that Council needs to be careful in managing the perception of this Pavilion Redevelopment. Cllr Carney stated he had got the impression at the APM that Cllr Williams points was not well understood by people in the meeting. I appreciate Cllr Williams has laid out the reasons in his Retiring Chair’s report, but we must be aware it may not be fully interpreted by resident.</p>	

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	<p>Cllr Marshall stated that the Pavilion Redevelopment looked like a big project and an awful lot of work, commitment, and money. He asked when the original feasibility study had been carried out? Cllr Williams confirmed it was two and a half years ago.</p> <p>Cllr de Lacey stated that discussion over the Pavilion could not take place at this time on the agenda and that a working group meeting would be set <b>up as a priority</b>.</p>	
<b>22/76</b>	<b>To Approve Finance and Resource Management:</b>	
<b>22/76.1</b>	<b>To note</b> payment of accounts under delegated approval: See RFO Report	
<b>22/76.2</b>	<p><b>To Approve</b> payment of outstanding accounts due – See RFO Report</p> <p>RFO Report was handed round but due to a lack of copies, this item was deferred and then Council did not return to it by the end of the meeting. An Extraordinary meeting of 25<sup>th</sup> May would cover this agenda item.</p>	<b>Deferred</b>
<b>22/76.3</b>	<p><b>To Receive a report from Assistant Clerk</b> on Amounts paid in</p> <p>Cllr Williams asked if the amount received from the Tennis Club was their annual donation? GPC Assistant Clerk confirmed it was their annual donation, last year the amount was £250 that had risen to £300 this year. GPC Assistant Clerk confirmed it was the donation for use of the MUGA on a Friday evening.</p> <p>GPC Assistant clerk confirmed the Sponsorship was for the Village Planters.</p> <p>Cllr Williams confirmed it would be useful to review the Finance Reports ahead of the meeting at a point in time to give the Office team time to prepare. An action was taken by the Office team to make the reports available earlier in future.</p>	<b>Discussion</b>
<b>22/77</b>	<b>Business items requiring a decision, or consideration by the Council:</b>	<b>For Decision</b>
<b>22/77.1</b>	<p><b>To approve Co-option of G.W. Betts</b></p> <p><b><u>APPROVAL:</u></b> <i>Cllr Betts was co-opted unopposed in his absence.</i></p>	<b>Approved</b>
<b>22/77.2</b>	<p><b>Dates of Full Council Meeting for next 12 months</b></p> <p><b>To approve the Council’s meetings to be on 2<sup>nd</sup> Tuesday of each month commencing at 6.30pm.</b></p> <p>Cllr de Lacey stated that he wished to change Tuesday to Wednesday as the Pavilion was in use on a Tuesday evening. He also wished to add the words ‘In Girton Pavilion to the end of the motion which then would read as below:</p> <p><b>To approve the Council’s meetings to be on 2<sup>nd</sup> Wednesday of each month commencing at 6.30pm in Girton Recreation Ground Pavilion.</b></p> <p><b><u>MOTION AMENDMENT:</u></b> <i>Cllr de lacey proposed above motion, seconded by Cllr Muston.</i></p>	<b>Approved</b>

Agenda Item	Item Description	Action/ Power
	<p>Cllr Cockley asked if we were going to do anything to improve the acoustics in the Pavilion Hall?</p> <p>Cllr Hayat drew attention to the lady who needed a hearing loop in the Annual Parish Meeting. Cllr Hayat stated then when he had attended as a Member of the Public he could not hear from the local public area.</p> <p><b>Cllr Clare asked if people would like to meet in St Vincent’s Community Centre. Cllr de Lacey stated he had plenty of issues with the St Vincent’s Close room. Cllr lima stated that if we have an available GPC site, we use it when available. Cllr Williams confirmed the guidelines were not clear on need to use Parish Council owned rooms.</b></p> <p><b><u>MOTION AMENDMENT:</u></b> <i>Cllr Williams proposed GPC Meetings be returned to St Vincent’s Close Community Room. Seconded by Cllr Clare.</i></p> <p>GPC Assistant Clerk confirmed that on a Wednesday evening there would be no one outside.</p> <p><b><u>MOTION AMENDMENT:</u></b> <i>To approve the Council’s meetings to be on 2<sup>nd</sup> Wednesday of each month commencing at 6.30pm at St Vincent’s Close.</i></p> <p>Cllr de Lacey stated the Chairs at St Vincent’s Close were intolerable, little ventilation, concerned for his wife’s health and felt that law is clear on use of GPC building where it exists.</p> <p>Cllr Hayat stated there at the Pavilion there were tables where they were not available at St Vincent’s. Cllr Williams stated that Council had always used tables at St Vincent’s only stopped for COVID.</p> <p><b><u>VOTE ON MOTION AMENDMENT:</u></b> <i>To approve the Council’s meetings to be on 2<sup>nd</sup> Wednesday of each month commencing at 6.30pm at St Vincent’s Close. 6 Councillors voted for Amended motion with 6 Councillors against. Chairman’s casting vote was used. Amendment Falls.</i></p> <p><b><u>MOTION AMENDMENT:</u></b> <i>To approve the Council’s meetings to be on 2<sup>nd</sup> Wednesday of each month commencing at 6.30pm in the Pavilion. Proposed by Cllr de Lacey. Seconded by Cllr Carney.</i></p> <p><b>Cllr Williams stated that when Planning meetings were held. Full Council would find it difficult to meet at 6.30pm.</b></p> <p><b><u>MOTION AMENDMENT:</u></b> <i>To approve the Council’s meetings to be on 2<sup>nd</sup> Wednesday of each month commencing at 7pm in the Pavilion. Proposed by Cllr Williams. Seconded by Cllr Carney.</i></p> <p><b><u>APPROVAL:</u></b> <i>10 Councillors for the Amended motion. 2 Councillors abstaining. Motion carried.</i></p>	
22.77.3	<b>To create and appoint members to serve on the under mentioned Committees and to confirm frequency and date of next meeting</b>	<b>Approved</b>

Agenda Item	Item Description	Action/ Power
	<ul style="list-style-type: none"> <li>• Environment Committee (<b>7 members, 3 quorum + 2 Ex Officio</b>)</li> <li>• Finance &amp; Resource Management Committee (<b>5 members, 3 quorum + 2 Ex Officio</b>)</li> <li>• Human Resources Committee (<b>5 members, 3 quorum + 2 Ex Officio</b>)</li> <li>• Planning Committee (<b>15 members, 5 quorum</b>)</li> <li>• Sport &amp; Recreation Committee (<b>7 members, 3 quorum + 2 Ex Officio</b>)</li> </ul> <p><i>The frequency and dates for the Committees will be tabled at next meeting.</i></p> <p><b><u>APPROVAL:</u></b> <i>No. of Members on each Committee: Proposed by Cllr de Lacey, seconded by Cllr Muston.</i></p> <p><b><u>MOTION AMENDMENT:</u></b> <i>Cllr Lima proposed an amendment for Environment to 5 members as he felt 7 was too many as they would like to co-opt members who are not on the Council as Environment is popular.</i></p> <p><b><u>APPROVAL FOR AMENDMENT:</u></b> <b>10 Councillors approved, 2 abstentions.</b></p> <p><b><u>APPROVAL:</u></b> <i>Revised motion Approved unanimously.</i></p> <p><b><i>COMMITTEE MEMBERS from those Councillors present:</i></b>  Environment (5 Members): Cllr Clare, Cllr Griffin, Cllr Hayat, Cllr Lima, Cllr Marshall.  Finance (5 Members): Cllr Blom, Cllr Hayat, Cllr Muston, Cllr Marshall, Cllr Williams.  HR (3 Members): Cllr Cockley, Cllr Muston, Cllr Wright.  Planning (15 Members): All Councillors  Sport &amp; Recreation (7 Members): Cllr Blom, Cllr Clare, Cllr Cockley, Cllr Hayat, Cllr Lima, Cllr Muston, Cllr Williams.</p> <p>Cllr Muston stated that positions were needed for those Councillors not present this evening.</p> <p><b>To receive nominations for Officers:</b></p> <ul style="list-style-type: none"> <li>• Youth Liaison Office – Cllr Marshall, Cllr Wright</li> <li>• CAPALC Representative – Cllr Muston</li> <li>• Police Liaison Office – Cllr Clare</li> <li>• Public Rights of Way (Footpaths) Officer – Cllr Carney</li> <li>• Flood and Drainage Officer – Cllr Blom</li> <li>• Warden of Town End Close Nature Reserve – Cllr Griffin, Cllr Lima</li> <li>• Tree Protection Officer – Cllr Griffin</li> <li>• Health and Safety Advisor – Dave Daniels</li> </ul> <p>Cllr Carney asked it would be more constructive to appoint a member of the public for Warden of Town End Close Nature Reserve. Would it be worthwhile publishing the opportunity in Girton Parish News? Cllr de Lacey propose that Cllr Griffin and Cllr Lima held the post temporarily. It may be possible to co-opt somebody from tomorrow's meeting for that group.</p> <p><b>To appoint members, including Convenors, to serve on below mentioned Working Groups and Task &amp; Finish Groups as required:</b></p>	

Agenda Item	Item Description	Action/ Power
	<ul style="list-style-type: none"> <li>• Local Nature Recovery Plan Working Group – Cllr Lima confirmed the decision should be deferred for tomorrow</li> <li>• Pavilion Refurbishment Task &amp; Finish Group - Cllr Blom, Cllr Carney, Cllr Clare, Cllr Cockley, Cllr Hayat, Cllr Marshall, Cllr Muston, Cllr Williams.</li> </ul> <p><b><u>MOTION AMENDMENT:</u></b> Cllr de Lacey proposed that Council defer decisions until next meeting. Cllr Cockley to second.</p> <p>Cllr Williams said we need to have an existing Pavilion Refurbishment Group this time as he stated he had been talking to the Project Management team on a daily basis.</p> <p>Cllr Carney said it was an important conversation and maybe a temporary group should be formed to include Paul Clare.</p> <p><b><u>APPROVAL:</u></b> GPC Clerk stated it would be useful to make the decision on the Pavilion Refurbishment Task &amp; Finish Group. Members were nominated and appointed.</p>	
22/77.4	<p><b>To confirm date of meeting of Tuesday 24 May to elect chair/vice-chair of below mentioned existing Committees</b></p> <ul style="list-style-type: none"> <li>• Environment Committee</li> <li>• Finance &amp; Resource Management Committee</li> <li>• Human Resources Committee</li> <li>• Planning Committee</li> <li>• Sport &amp; Recreation Committee</li> </ul> <p><b><u>AMENDED MOTION:</u></b> <i>To confirm date of meeting of Wednesday 25 May to elect chair/vice-chair of below mentioned existing Committees at 6.30pm. Proposed by Cllr de Lacey. Seconded by Cllr Muston. Unanimous approval.</i></p>	Approved
22/77.5	<p><b>To accept arrangements for insurance cover in respect of all insurance risks</b></p> <p>Due to minimal cost increase this year for Zurich Municipal Insurance and the additional work they had done to ensure that Litter picking was covered. Council accepted this recommendation.</p>	Approved
22/77.6	<p><b>To approve Council's and/or staff subscriptions to other bodies</b></p> <ul style="list-style-type: none"> <li>• CAPALC (Cambridgeshire &amp; Peterborough Association of Local Councils)</li> <li>• CPRE (The Countryside Charity)</li> <li>• SLCC (Society of Local Council Clerks)</li> </ul> <p><b><u>APPROVAL:</u></b> <i>Proposed by Cllr de Lacey. Seconded by Cllr Cockley.</i></p> <p>Cllr Williams asked about the cost of CPRE which was not known. Cllr Cockley asked if any of the above had lapsed. GPC clerk confirmed she would double check.</p> <p><b><u>AMENDED MOTION:</u></b> <i>Cllr Williams proposed that CPRE be deferred to next month's meeting.</i> <i>Accepted by Cllr de Lacey. Approved unanimously.</i></p>	Approved. One Deferral

Agenda Item	Item Description	Action/ Power
22/77.7	<p><b>To approve the Purchase of 12<sup>th</sup> edition of Arnold-Baker on Local Council Administration</b></p> <p><b><u>APPROVAL:</u></b> <i>Proposed by Cllr de Lacey. Seconded by Cllr Lima. Approved unanimously.</i></p> <p>Cllr de Lacey confirmed that Arnold-Baker was the Local Council Bible. GPC Clerk was asked the cost and estimated at £120. Cllr de Lacey confirmed it held vital information.</p> <p>Cllr Carney asked if there was a digital copy. GPC Clerk confirmed there is not.</p>	Approved
22/77.8	<p><b>To approve Council's utility and recurrent bills to be paid by variable Direct Debit</b></p> <ul style="list-style-type: none"> <li>• British Gas (Electricity)</li> <li>• Business Rates</li> <li>• Avocet Cleaning Services (for Pavilion)</li> <li>• Wave Utilities (British Water Utilities)</li> <li>• HMRC</li> <li>• NEST</li> <li>• Staff Salaries</li> </ul> <p>○ <b>To approve Council recurrent bills to be paid on receipt by Direct Debit</b></p> <ul style="list-style-type: none"> <li>• British Telecommunications plc</li> <li>• Coles Accounting (Cambridge) Ltd - Payroll</li> <li>• ZOOM</li> <li>• St John's College (Rental of field at back of Recreation Ground)</li> </ul> <p><b><u>APPROVAL:</u></b> <i>Proposed by Cllr de Lacey. Seconded by Cllr Griffin. Approved unanimously.</i></p> <p><b>Cllr Williams asked if it was now legal to pay by Direct Debit. GPC Clerk confirmed it was. Cllr Hayat asked if they were Standing Orders. GPC Clerk confirmed they were all Direct Debits.</b></p>	Approved
22/77.9	<p><b>To approve Staff, pay rise in line with Local Council Pay award and Girton Parish Council Staff Reviews</b></p> <p><b><u>APPROVAL:</u></b> <i>Proposed by Cllr de Lacey. Seconded by Cllr Carney. Approved with 1 abstention.</i></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>	Approved
22/77.10	<p><b>To approve Clerk and Assistant Clerk to study the ILCA to CILCA course in preparation for the CILCA Course in Spring 2023.</b></p>	Approved



Agenda Item	Item Description	Action/ Power
	<p>Cost £120 + VAT for SLCC members</p> <p><b>APPROVAL:</b> <i>Proposed by Cllr de Lacey. Seconded by Cllr Cockley. Approved unanimously.</i></p> <p>Cllr de Lacey confirmed the training was good value for money and highlighted that both Staff members had quickly taken up opportunities for training.</p>	
22/78	<p><b>To Receive Correspondence addressed to the Council</b></p> <p>Council discussed the letter received from GTC confirming that Bowls Club could meet with the GTC architect to explore possibilities for toilets at Wellbrook Way. GPC Clerk to share background information on SharePoint.</p>	Approved
22/79	<p><b>To Approve the items that Council wishes to communicate from this Agenda by the following means:</b></p> <ul style="list-style-type: none"> <li>• Girton Parish News</li> <li>• Facebook (Girton Parish Council/Girton Village Community Group)</li> <li>• Twitter (Girton Parish Council)</li> </ul> <p><i>This item is designed to ensure that Council can approve key items of communication from this meeting on Council Website, Facebook, and Twitter.</i></p> <p><b>APPROVAL:</b> <i>Proposed by Cllr de Lacey. Seconded by Cllr Carney. Approved Unanimously.</i></p> <p>GPC Clerk confirmed this recurrent agenda item is for Council to suggest what they wish to see published from GPC Meetings.</p>	Approved
22/80	<p><b>To Request items for next Agenda</b></p> <p><b>Potential items for June 2022 noted:</b></p> <ul style="list-style-type: none"> <li>- To accept draft Annual Parish Meeting Minutes</li> <li>- To confirm Mission, Vision and Values, Terms of Reference, Scheme of delegation to Committees</li> <li>- To review of Code of Conduct, Financial Regulations, Standing Orders</li> <li>- To approve a complaints procedure</li> <li>- To approve a freedom of Information policy</li> <li>- To approve Data protection legislation</li> <li>- To receive a first draft of Asset Register</li> </ul> <p>Cllr Griffin asked if 'Any Other Business' should be included on GPC Agenda's? Cllr de Lacey confirmed that item was not permitted on Parish Council Agenda's.</p> <p>Cllr Lima stated he wished to include an update and there may be required motions from the LNRP meeting to be held on Wednesday 18<sup>th</sup> May at William Collyn Community Centre.</p>	Discussion
22/81	<p><b>Date of next meeting(s): To be confirmed Wednesday 8<sup>th</sup> June at 7pm.</b></p>	Approved
<b>Meeting Ended: 19:52</b>		