

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 FULL COUNCIL – EXTRAORDINARY MEETING
DATE & TIME: Wednesday, 25th May at 6.30pm
VENUE: Girton Recreation Ground Pavilion

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

MINUTES

Agenda Item	Item Description	Action/Power
	<p>Present: Cllr de Lacey (Chair), Cllr Carney (Vice Chair), Cllr Betts, Cllr Blom, Cllr Clare, Cllr Cockley, Cllr Griffin, Cllr Hayat, Cllr Lima, Cllr Marshall, Cllr Muston, Cllr Williams</p> <p>In Attendance: Yvonne Murray (Clerk), Angie Vidler (Assistant Clerk)</p> <p>Members of the Public: 1</p>	
22/82	<p>Welcome from the Chair</p> <p>Cllr de Lacey welcomed everyone and Thanked Council, Clerks and members of the public for attended. He also extended a welcome to our new District Cllr, Richard Stobart.</p>	
22/83	<p>To Receive Apologies and Reasons for Absence: Cllr Blackburn, Cllr Giles, Cllr Wright</p>	
22/84	<p>To Receive Members' Declarations of Interest and Dispensations</p>	
22/85	<p>Public Participation</p> <p>Cllr Stobart confirmed he was happy to respond to questions. There were no major headline items from District Council at the moment. Cllr Stobart confirmed the deadline of the Zero Carbon Communities Grant Scheme as Friday 17 June 2022 at 5pm.</p> <p>Cllr Stobart confirmed that the Housing Team at SCDC has asked if there were any people you know who were facing hardship relating to the cost of living rises to let him or Cllr Garvie know. This was particularly important at this time.</p> <p>Cllr Hayat asked Cllr Stobart how was the District Council promoting. Cllr Stobart confirmed they were letting all Parish Councils know. SCDC Housing team had confirmed that all Councillors had been informed to encourage people to get in touch asap. Cllr Hayat asked how do you propagate that? Cllr Stobard confirmed he would take back the question to the Housing team.</p> <p>Cllr de Lacey stated that GPC Clerk and GPC Assistant Clerk were both available as named 'Digital Champions' and would be happy to help communicate the availability of SCDC Housing Team to help.</p>	

Agenda Item	Item Description	Action/ Power
22/86	Business items requiring a decision, or consideration by the Council	For Decision
22/86.1	<p>Council is asked to Authorise payments presented as Agenda item at GPC AGM 2022 on 17th May 2022: 22/76.2 To Approve payment of outstanding accounts due – See RFO Report</p> <p>Also, to note payments to be made to items Approved at GPC AGM 2022 on 17th May, 2022. AGM Agenda Items that apply: 22/77,5, 22/77.6 (excluding CPRE which was deferred), 22/77.8, 22/77/10.</p> <p>Godfrey and Hicks contractors signed up to do construction of Pavilion refurbishment</p> <ol style="list-style-type: none"> 1. Design and costing stage, design in November invoiced at time 2. This bill is for second stage of costing of designs: £40k for 2 bills Contract is for approximately £40K. Cheapest of all the tenders. <p>Cllr Muston asked Cllr Williams from this second set of design. Is that to do with the design alterations? Cllr Williams confirmed, this was not the case because tender was done on initial drawing of previous architect. As a result Godfrey & Hicks have to do their own plans with modifications as original plans were not accurate in terms of how roof worked.</p> <p>Cllr Hayat asked if the plans on Girton Parish News and Girton Community Website were the plans that Council are paying for at momen? Cllr Wiliams confirmed apart from some details that have now been produced they are the same. Design of roof is slightly different</p> <p>Cllr Hayat stated he had been through the material on Girton Paviliton Refurbishment uploaded to the SharePoint site. He stated his understanding was that Council had employed a Project Manager to look at costs but the last invoice from the Project Manager was submitted last year. Are they still working for us? Cllr Williams confirmed that the Project Managers are still working for Girton Council and they are in process of doing a Value Engineering exercise to confirm:</p> <ol style="list-style-type: none"> 1. A fair price based on their own costing Our Project Managers have confirmed Godfrey & Hicks are okay. 2. To identify how they can reduce current costings. <p>Currently they have reduced the original figure of £940K to a revised figure £820K. However, this is still out of the ballpark of costing for Girton Parish Council.</p> <p>Cllr Williams stated at the last meeting of the Pavilion TFG, he had floated option of changing how we can reduce costs. Options raised: don't move changing rooms, large flat roof space as needs for office not the same we may combined office and meeting room.</p> <p>Cllr Hayat still unsure of details and Council obligations. He cannot see contract that we have agreed to terms. Cllr Williams confirmed there is a copy somewhere. This confirmed the cost of design costing, which was a fixed sum of £40K/£50K.</p> <p>Cllr Hayat asked if the remit from beginning has always been £500k? Cllr Williams confirmed the original remit was £550K. Clr Hayat not sure why they are not staying within it. Cllr Hayat from what I can see, initial costings came up with was approx. £860K? They knew budget was £500k but they have charged fee. Cllr Hayat concern is what we are paying for is not what we are getting.</p> <p>Cllr Williams stated that what we are paying for is to design, cost and bring cost within budget. Cost of design and costing is Fixed. Cllr Hayat asked if Council is likely to incur additional costs?</p> <p>Cllr Hayat asked to confirm – in the contract? Contractually obliged to pay for that. The PM is okay with costs. Cllr Williams, PM have done QS estimates.</p>	Approved

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	<p> Cllr Hayat concern was he cannot make informed decisions as I have not seen documentation that goes along with what is being charged. Costs so far >£10%. Of project. Almost up to 10% of cost. Concerned that as details not available Figures of £40K is in the tender documents – GPC Clerk to make available on SharePoint tomorrow Cllr Carney focused question on bill itself. So presumably this bill is for a set of deliverables. Have they been met? Yes, provided with Costs. We have them Cllr de Lacey asked if there would be any further bills from Godfrey & Hicks? Cllr Williams stated that there could be a break point at this point. We could make a clean break if we did not want to continue project with current contractors. Cllr Williams stated that the documents as produced all belonged to Girton Parish Council so if Council wished they could go for a better deal somewhere else. </p> <p> Questions around use of Mythic Beasts as we had moved to MS365. GPC Clerk confirmed there would be a discussion at end of year about ceasing our contract with Mythic Beasts. There would also be a discussion with Girton Parish News Trustees teams about whether we continued a joint website. </p> <p> Cllr Williams confirmed he had an action with Girton Bowls Club to explore exactly what their usage is. He also confirmed that this was the first sensible water usage bill. The previous bill was approximately £600. He needed to find out whether there were any issues with water leakage. </p> <p> GPC Clerk confirmed that details for the hire of St Vincent’s Community centre was in arrears and that details were on the SharePoint Site. </p> <p> Cllr de Lacey confirmed the bill for hire of St John’s college was for a half year. </p> <p> Cllr Williams asked if Street’s Accountants had billed us for 2022 year-end. GPC Clerk confirmed that had not yet been billed. </p> <p> <u>APPROVAL:</u> Cllr de Lacey proposed acceptance of all bills provided. J Cllr Muston seconded. </p> <p> Cllr Williams confirmed if the 3 monthly bills had been removed from the report. GPC Clerk confirmed that this was the case now we were to pay for a complete year. </p> <p> Cllr Hayat asked if Godfrey & Hicks bill could be excluded and taken as a separate decision. </p> <p> <u>AMENDED APPROVAL:</u> Cllr de Lacey proposed. J Cllr Muston seconded. </p> <ol style="list-style-type: none"> a. For all bills apart from Godfrey & Hicks. Unanimous approval. b. For Godfrey & Hicks Bill, 10 approved, 1 abstention, 1 against. 	
22/86.2	<p> As a result of advice from CAPALC to GPC Clerk at the Planning Meeting it was confirmed that not all Council Members need to be included on a Planning Committee. </p> <p> If any Councillors wish to resign from Planning at this time they can do so now. </p>	APPROVED

Agenda Item	Item Description	Action/ Power
	<p>Clr de Lacey confirmed that the reason for asking all Councillors to become members of the Planning committee was there had been a case in the High Court where a Councillor who was not a member of Planning wished to vote and was told he could not.</p> <p>However, it is fine for Councillors to resign from the Committee as permanent members but to attend Planning if they did wish to vote on any planning application.</p>	
22/86.3	<p>To Approve Planning Committee will take place as and when necessary.</p> <p><i>APPROVAL: Proposed Cllr de Lacey. Seconded Cllr Muston. Unanimous approval</i></p> <p>The reason for planning to take place as an when necessary was because Planning applications can be required at any time and so to meet these requirements this flexibility is required.</p> <p>To Approve frequency of meetings of Groups below will take place as and when necessary:</p> <ul style="list-style-type: none"> • Pavilion Task & Finish Group • Local Nature Recovery Plan Working Group <p><i>APPROVAL: Proposed Cllr de Lacey. Seconded Cllr Lima. Unanimous approval</i></p> <p>Clr de Lacey confirmed that these existing groups were now regarded as new groups post-election.</p> <p>To Approve all other Committee meetings will be held every 2 months for 2022/2023 to re-establish the responsibilities of all GPC Committees:</p> <ul style="list-style-type: none"> • Environment Committee • Finance & Resource Management Committee • Human Resources Committee • Sport & Recreation Committee <p>Clr de Lacey confirmed Committees would be cancelled if nothing to discuss.</p> <p><i>APPROVAL: Proposed Cllr de Lacey. Seconded Cllr Muston. Unanimous approval</i></p> <p>Clr Williams proposed an amendment to every 3 months as 2 months seems to often. No Seconder.</p> <p>Clr Cockley proposed an amendment for HR that quarterly would be acceptable. Cllr Marshall asked if the necessity did arise would an Extraordinary meeting be called. This was confirmed by GPC Clerk</p> <p><i>AMENDED APPROVAL: For HR only Proposed Cllr Williams. Seconded Cllr Muston. Approved with 1 abstention.</i></p>	APPROVED
22/86.4	<p>To Approve dates of next Committee meeting as below:</p> <ul style="list-style-type: none"> • Pavilion Task & Finish Group (31st May 2022, 6.30pm) • Local Nature Recovery Plan Working Group (July, date to be confirmed) • Environment Committee (16th June 2022) • Finance & Resource Management Committee (1st June 2022) 	APPROVED

Agenda Item	Item Description	Action/ Power
	<ul style="list-style-type: none"> • Human Resources Committee (17th June 2022, to be held during day if possible) • Sport & Recreation Committee (15th June 2022) <p><u>AMENDED MOTION:</u> GPC Clerk to send a Google poll to confirm first meeting.</p> <p><u>APPROVAL:</u> Proposed Cllr de Lacey. Seconded Cllr Muston. Unanimous approval</p>	
22/86.5	<p>To Elect Chair & Vice-Chair for:</p> <ul style="list-style-type: none"> • Pavilion Task & Finish Group <u>APPROVAL:</u> Cllr de Lacey nominated Cllr Blom as Chair. Seconded by Cllr Hayat. Elected unopposed, 5 voted for, 1 abstention, 1 against. • Local Nature Recovery Plan Working Group <u>APPROVAL:</u> Cllr de Lacey nominated Cllr Lima as Chair. Seconded by Cllr Carney. Unanimous approval. • Local Nature Recovery Plan Working Group <u>APPROVAL:</u> Cllr Marshall nominated Cllr Griffin as Vice Chair. Seconded by Cllr Lima Unanimous approval. • Environment Committee <u>APPROVAL:</u> Cllr Lima nominated Cllr Griffin as Chair. Seconded by Cllr Carney. Unanimous approval. • Environment Committee <u>APPROVAL:</u> Cllr Griffin nominated Cllr Lima as Vice Chair. Seconded by Cllr Carney Unanimous approval. • Finance & Resource Management Committee <u>APPROVAL:</u> Cllr de Lacey nominated Cllr Muston as Chair. Seconded by Cllr Carney. Unanimous approval. • Finance & Resource Management Committee <u>APPROVAL:</u> Cllr Muston nominated Cllr Hayat as Vice Chair. Seconded by Cllr Blom. Unanimous approval. • Human Resources Committee <u>APPROVAL:</u> Cllr Carney nominated Cllr Cockley as Chair. Seconded by Cllr de Lacey. Unanimous approval. • Human Resources Committee <u>APPROVAL:</u> Cllr Cockley nominated Cllr Muston as Vice Chair. Seconded by Cllr de Lacey. Unanimous approval. • Planning Committee <u>APPROVAL:</u> Cllr Muston nominated Cllr de Lacey as Chair. Seconded by Cllr Hayat. Unanimous approval. • Planning Committee <u>APPROVAL:</u> Cllr Cockley nominated Cllr Clare as Vice Chair. Seconded by Cllr de Lacey. Unanimous approval. 	APPROVED

Agenda Item	Item Description	Action/ Power
	<ul style="list-style-type: none"> Sport & Recreation Committee <i>APPROVAL: Cllr Hayat nominated Cllr Betts as Chair. Seconded by Cllr Blom. Unanimous approval.</i> <i>APPROVAL: Cllr de Lacey nominated Cllr Hayat as Vice Chair. Seconded by Cllr Betts.</i> 	
22/86.6	<p>To Approve following spend for Jubilee community history and Girton Feast Community celebrations:</p> <ul style="list-style-type: none"> Purchase of Queen Elizabeth II's Platinum Jubilee Celebration/Thanksgiving Guest Book at a cost of £40.00 <i>To be overseen by Michael Bigg to collect resident goodwill messages for Queen Elizabeth II on the occasion of her Platinum Jubilee.</i> <p><i>APPROVAL: Proposed Cllr de Lacey. Seconded Cllr Hayat. Approved 10, Abstention 2.</i></p> <p>Cllr Cockley asked where the signatures go and it was confirmed the book would be sent to Her Majesty. Cllr Williams asked if this was a new thing or whether it had been done at any other jubilees? GPC Clerk stated she did not believe it was carried out at any other jubilees.</p> <ul style="list-style-type: none"> Girton Feast 2022, Girton Parish Council to underwrite the costs of £270.00 for Feast Insurance <i>Approval will allow Girton Feast Committee to donate to local groups and causes</i> <p>Cllr de Lacey stated he was somewhat worried about this. He had asked GPC Clerk to check whether this donation would be something a Parish Council could do with CAPALC. GPC Clerk confirmed there had been no response from CAPALC. In the early days of Feast did contribute but decided to stop. However, this was a new Council and Council wished to check.</p> <p><i>APPROVAL: No members proposed or seconded and therefore Motion failed.</i></p> <p>GPC Clerk asked to check if Insurance should be paid by the group commissioning use of our Recreation Ground.</p>	APPROVED
22/86.7	<p>To Approve Required Agenda Items for first Committee Meeting and Working/TFG Group Agendas:</p> <ul style="list-style-type: none"> Mission, Vision, Values Terms of Reference Create Committee Project requirements list (as a basis for budget confirmation) <p>Notes: <i>Any other Agenda items to be confirmed by Clerk working with the Committee/Working/TFG Group.</i> <i>Full Council Meeting on 8th June will ask for Approval of Council Mission, Vision and Values and Terms of Reference.</i></p>	APPROVED
22/87	Date of next Full Council meeting(s) – 8 th June 2022	APPROVED
Meeting Ended at: 19:32		