

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 MEETING
DATE & TIME: 10th August at 7pm
VENUE: Girton Recreation Ground Pavilion

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

MINUTES

Agenda Item	Item Description	Action/Power
Members: Cllr de Lacey (Chair), Cllr Carney (Vice-Chair), Cllr Betts, Cllr Blackburn, Cllr Blom, Cllr Cockley, Cllr Giles, Cllr Marshall, Cllr Muston Present: Yvonne Murray Members of the Public: Two		
Meeting begins at 19.02		
22/116	Welcome from the Chair Cllr de Lacey welcomed Councillors and the two members of the public in attendance to August Full Council Cllr de Lacey announced formally for the record that Cllr Griffin has resigned as due to other important commitments he feels he no longer has the time to fulfill his function as a Girton Parish Councillor. Cllr de Lacey asked Council that if anyone knew anyone who wishes to be a councillor to let them know of the vacancy. An announcement of the vacancy will be advertised soon.	
22/117	To Receive Apologies and Reasons for Absence Cllr Clare, Cllr Griffin, Cllr Hayat, Cllr Lima, Cllr Williams, Cllr Wright	
22/118	To Receive Members' Declarations of Interest and to note Dispensations None declared.	
22/119	Public Participation <u>This item presented after Agenda Item 123.2</u> Andrew Muston presented the Girton Town Charity report on behalf of GTC Trustees. Highlights below: <ul style="list-style-type: none">• GTC would like to take Girton Parish Council around Dovehouse Court in Nov 2022. GTC is likely to take possession of the building at end of Oct 2022.• Andrew Muston stated the builders were doing a very good job. It would be a good opportunity to view a Passivehaus.• He also highlighted that bringing Trustees and Councillors together more often for better understanding would be beneficial.• GTC had also extended an invitation to Council to go round William Collyn Community Centre.	

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	<ul style="list-style-type: none"> An invitation to GTC to come together with Girton Parish Council at Lexi's on a Friday was extended by Girton PC. <p><i>More information on Dovehouse Court and Passivhaus standards applied, can be found here: https://girtontowncharity.org.uk/almshouses/high-street.html</i></p>	
22/120	<p>To Approve Minutes of Girton Parish Council Minutes: 13th July 2022</p> <p>APPROVAL: <i>Proposed by Cllr de Lacey with the caveat below. Seconded by Cllr Carney. Unanimous approval.</i></p> <p>Cllr de Lacey stated that when a motion is withdrawn no discussion should be recorded and therefore Agenda 22/111.10 should be removed.</p>	Approved
22/121	<p>Clerk's Report</p> <p>GPC Clerk thanked Councillors for all the work they were putting in on Policy and Workshops. She confirmed she was 'blown away' by the effort and understanding gained by new Council as a result of the work undertaken.</p> <p>Cllr de Lacey asked if the new online booking system allowed Girton Parish Council to partner with Girton Town Charity and Cotton Hall. GPC Clerk confirmed that if such partnerships were required then the possibility to partner online is indeed possible.</p>	To Note
22/122	<p>Chairman's Report</p> <p>Cllr de Lacey drew attention to the following sentence in his report: '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.'</p> <p>He confirmed the work 'epidermal' should read epicormic.</p> <p>Cllr de Lacey confirmed he had attended the SCDC planning meeting earlier on the afternoon of 10th August. He confirmed that there had been unanimous support from SCDC Planning Committee to reject the Planning Application for 2 Duck End, Girton. There is now significant work by SCDC for an appeal to be raised and heard. Also, there is a discussion to be had with enforcement about how the building can be made a sensible height.</p> <p>Cllr Carney asked if there had been clarity around ownership of Woodland Park trees. Cllr de Lacey confirmed that there was still a grey area. He did note that SCDC has formally stated that they own all trees on the Highway but are still not sure whether these SCDC may recompense Girton PC for the money they have paid on Tree work.</p>	To Note
22/123	To Approve Finance and Resource Management	
22/123.1	To note payment of accounts under delegated approval.	Approved
22/123.2	<p>To Approve payment of outstanding accounts due.</p> <p>APPROVAL: <i>Both 22/123.1 and 22/123.2 were taken together for Approval. Proposed by Cllr de Lacey. Seconded by Cllr Muston, Unanimous approval.</i></p> <p>Cllr de Lacey asked the following:</p> <ol style="list-style-type: none"> Why were there two payments for Microsoft? 	Approved

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	<p>GPC Clerk confirmed 1 x Invoice was for MS365 basic (17 licences for Councillors). One for Microsoft Business (2 x Licences for Clerk & Assistant Clerk).</p> <p>2. Why were there two payments for ZOOM GPC Clerk confirmed there was a duplicate.</p> <p>3. Who is Arthur Ibett? GPC Clerk confirmed this was the supplier for the new Cricket Square mower.</p> <p>Cllr Carney asked what had happened to the payments deferred last month from the Bowls Club? GPC Clerk confirmed that discussions had been had with the Bowls Club and the invoices would likely be represented next month. GPC Clerk also stated that Council needed to better understand the former agreements with the Bowls Club and put in place clear agreement around the relationship and payments going forward.</p> <p>As well as the action regarding Bowls Club payments there are two actions for using Xero Accounting system for GPC Clerk/RFO as a result of the questions raised at Full Council:</p> <ol style="list-style-type: none"> 1. In Invoice description ensure the first few words give clear information on expenditure for Councillor information. Do not just use the text from the supplier. E.g., For Arthur Ibett, the first words would be 'Supply of Mower for Cricket Square.' For Microsoft, the words would read: 17 x Microsoft Basic Licences for Councillors and 2 x Microsoft Business Licences for Clerk/Assistant Clerk. 2. To avoid duplicates only use one line for descriptive text. Two lines will cause a duplicate in the report. 	
<p>Cllr Lacey asked to defer item 123.3 to go back to take the Report from Girton Town Charity. (See Public Participation). APPROVAL: Proposed by Cllr de Lacey. Seconded by Cllr Marshall. Unanimous Approval.</p>		
22/123.3	<p>To Receive a report from Assistant Clerk on Amounts paid in. Council noted the Assistant Clerk's report which is included in Full Council to highlight income from REC users.</p>	To Note
22/124	Business items requiring a decision, or consideration by the Council	
22/124.1	<p>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).</p> <p>APPROVAL: Proposed by Cllr Marshall. Seconded by Cllr Muston. Unanimous approval.</p> <p>Discussion Highlights: Cllr de Lacey confirmed due to the significance of this item, it would now be postponed for one month to all Council to review the document. Adoption of the policy will be brought to September Full Council. Cllr Carney stated he wished to clarify that Council is to make a decision based on the working group's recommendation and comments. Cllr Muston confirmed she would work with the group to create a report on the changes made by the group and their rationale.</p>	Approved
22/124.2	<p>Standing in the names of HR Committee: Council agrees to adopt the Local Government Association Model Councillor Code of Conduct 2020</p> <p>APPROVAL: Proposed by Human Resources Committee. Unanimous approval. Note: because the item is brought to Council by a Committee, no seconder is required.</p> <p>Discussion Highlights:</p>	Approved

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	<p>As per item 22/124.1 Cllr de Lacey confirmed due to the significance of this item, it would now be postponed for one month to all Council to review the document. Adoption of the policy will be brought to September Full Council.</p> <p>Cllr de Lacey thanked the HR Committee for submission of this item.</p>	
22/124.3	<p>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.</p> <p>APPROVAL: <i>Proposed by Cllr Betts. Seconded by Cllr Marshall. See Amended motion.</i></p> <p>AMENDED MOTION: <i>Standing in the name of Cllr Betts: Council agrees to approve urgent servicing and replacement parts up to a cost of £450 for mower used to cut the cricket strip.</i></p> <p>FINAL APPROVAL: <i>Proposed by Cllr Betts. Seconded by Cllr Marshall. Unanimous approval.</i></p> <p>Discussion Highlights:</p> <p>Cllr Betts stated poor maintenance of Parish Council equipment is costing the Parish Council money.</p> <p>Cllr Betts stated to Cllr Muston's question last month regarding how long equipment will last? Equipment will only last five minutes with poor maintenance.</p> <p>Cllr Betts confirmed that whilst there is currently little provision in place for maintenance with GPC Clerk's help, Girton Parish Council are putting something in place for maintenance contracts.</p> <p>Cllr Carney asked why does our existing mower need servicing as Girton Parish Council has just bought a new lawn mower? Cllr Betts confirmed the recommended and approved new mower is for the square. The existing mower is required to cut the Cricket Strip. Two different mowers are required for the different areas of the Cricket pitch.</p> <p>Cllr Blom stated that it sounds like we need a service plan. Cllr de Lacey confirmed this item is for an urgent one-off service only.</p> <p>Cllr Muston stated that a maintenance program would need to be included in the budgets for all items on Girton PC's detailed asset register which is being prepared.</p> <p>GPC Clerk confirmed the feedback from Arthur Ibbett Ltd was that immediate servicing of the mower was required to prevent damage to the grass which could incur cost in terms of grass treatment (See Supporting document).</p> <p>Cllr de Lacey asked Cllr Betts if £300 was enough to service the existing mower. Cllr Betts stated cost could not be confirmed until the mower had been reviewed under service. GPC Clerk stated that the sales representative of Arthur Ibbett had confirmed that £450 should in his opinion cover the service and any needed replacement parts. (See supporting document).</p> <p>At this point an amendment to the original motion was put forward by Cllr Betts (See above).</p>	Approved
22/125	<p>To Receive Correspondence addressed to the Council</p> <p>Discussion Highlights:</p> <p>Council discussed the responsibility and procedure for sharing and responding to Correspondence.</p> <p>Cllr de Lacey confirmed no decision of the Council can be made outside Full Council meetings.</p> <p>Cllr Cockley stated that at one-point Girton Parish Council had a holding letter that was sent out by the Clerk in some cases.</p> <p>GPC Clerk stated that a policy around Correspondence should be considered.</p>	To Note

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22/126	<p>To Approve Communication of items from this Agenda</p> <p>Cllr de Lacey confirmed that decisions made in this meeting can be made via Girton Parish Council Communication channels.</p>	Approved
22/127	<p>To Request items for next Agenda</p> <p>Cllr Cockley raised the issue of Hicks Lane Pavement sinking in heat causing difficulties for wheelchair bound and disabled people. Action: GPC Clerk and Cllr Cockley to raise with County Highways.</p> <p>Cllr Muston: Motion regarding requirements for recording Council Meetings.</p> <p>Cllr Blom: Report on Pavilion Task and Finish Group progress.</p> <p>Cllr Carney: Motion on Training Budget for Councillors and Staff. (This may be brought by HR).</p> <p>Cllr Carney: Motion on Placement of bench approved by Parish Council earlier this year.</p> <p>Cllr Marshall: Motions progressing Code of Conduct, Financial Regulations and Standing Orders.</p> <p>Cllr Cockley gave her apologies for 14th September 2022 meeting.</p>	
22/128	Date of next Full Council meeting(s): 14th September 2022	
Meeting ended at 19:43.		