

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
DATE & TIME: Wednesday 28th September at 7pm
VENUE: Girton Recreation Ground, Cambridge Road, Girton

Members: 12 Vacancies: 3 Quorum: 5

MINUTES

Agenda Item	Item Description	Action/Power
Members: [7] Cllr Carney (Vice Chair), Cllr Blom, Cllr Cockley, Cllr Giles, Cllr Hayat, Cllr Marshall, Cllr Muston Present: Yvonne Murray (Clerk), Angie Vidler (Assistant Clerk) Members of the Public: [3]		
22/137	Welcome from the Chair In the absence of the Chair, the Vice-Chair welcomed everyone to the meeting	
22/138	Following the passing of Queen Elizabeth II on September 8th, 2022, all Councillors observed two minutes silence. Cllr Carney also asked Council to remember Isla Cochrane, a young Girton resident who was killed after a collision with a car when cycling along Oakington Road on September 10 th , 2022.	
22/139	To Receive Apologies and Reasons for Absence Cllr Betts, Cllr Clare, Cllr de Lacey, Cllr Williams, Cllr Wright	
22/140	To Receive Members' Declarations of Interest and Dispensations Cllr Giles stated she was a member of the Bowls Club.	
22/141	Public Participation David Fryer, Chairman of Girton Bowls Club (GBC) and Alan Benton, Treasurer of GBC attended. Mr Fryer gave further information on three GBC invoices submitted to Girton Parish Council as below. <ol style="list-style-type: none">1. Invoice amount due as contribution to Bowls Club maintenance materials in line with a verbal parish council agreement since Girton Parish Council groundsman ceased working on the Girton bowls green and the Bowls club took on the work.2. Invoice amount due for failure of the irrigation system that Bowls club use for Bowls Green. Independent company came to make the repair. Historically when there has been a repair to a Parish Council at Girton Bowls Green, GBC have repaired, and GPC has paid for the work.3. Amount due for removal of green waste. Girton Parish Council has historically paid for this recurring expense for the Bowls Green. Cllr Carney asked Mr Fryer if he was aware of a written agreement being in place between Girton Parish Council and Girton Bowls club. Mr Fryer confirmed that that was one of the items he wished to raise. He stated there are currently no documented Terms and Conditions	

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	<p>for Girton Bowls Club. A documented agreement is needed going forward. In 2014, Girton Bowls Club met with Girton Parish Council, he believed the payment for material contribution of £500 was agreed at that time. Payments since then have been met and paid for.</p> <p>Cllr Hayat asked how many members the Bowls Club had? Mr Fryer replied from memory, 48. Cllr Hayat asked how many lived in Girton. Mr Fryer said good question I estimate about 36. He could verify the number.</p> <p>Cllr Marshall asked Cllr Muston if she had any information on payments to GBC. Cllr Muston and RFO stated that we did have previous year transaction information in our accounts. RFO also confirmed that GBC Treasurer had shared their information so she could reconcile GPC and GBC payments.</p>	
22/142	To Receive Reports <i>(for information only)</i>	<i>10 Mins</i>
22/142.1	<p>County Councillor</p> <p>Cllr Carney asked for clarification on the proposed zebra crossing at Girton Corner, as one had previously been rejected. Cllr Murphy said that the new proposal had a greater scope including changes to road layout Cllr Murphy referred Councillors to the guidelines.</p>	
22/142.2	<p>District Councillors</p> <p>Cllr Stobart gave an update on Darwin Green 2 and 3.</p> <p>Cllr Carney asked about Warm Hubs Schemes regarding potential locations and whether need had been identified.</p>	
22/142.3	<p>Girton Town Charity (GTC)</p> <p>Ann Bonnett gave a snapshot of the current GTC work. Two families successfully moved out of Alms Houses into their own homes. Two additional families have now been appointed.</p> <p>GTC is to have a Strategy Day.</p> <p>GTC CarePlus scheme is seeing a number of additional referrals. Sufficient care is needed for people who are referred. GTC is talking to Care companies.</p> <p>Cllr Hayat asked Ann how GTC promotes their events. Ann confirmed, Girton Parish News, Village Noticeboards, Community Website social media.</p> <p>Cllr Carney thanked GTC for screening the Queen’s funeral at William Collyn Community Centre. Ann Bonnet thanked Cllr Muston and Cllr Hayat for attending. She confirmed the attendance was low. However, she had heard that AbbeyField had offered their residents a public screening and many wished to view in their own accommodation.</p>	
22/142.4	<p>Footpath Officer’s Report</p> <p>Footpath Officer noted that since the time of the report's writing the work to cut back hedgerow growth into the southern section of footpath #4 had been completed by Girton College's contractors.</p> <p>Discussion about Footpath #4 took place. Cllr Murphy will look into this.</p>	
22/142.5	<p>Water Management Report</p> <p>Thank you to Mary Rodger for this information. No questions raised.</p>	

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22/142.6	<p>Clerk's Report</p> <p>GPC Clerk stated the advice she had received on request from CAPALC confirming that the Planning Committee of Monday September 26th was not quorate. CAPALC had confirmed that ratification of the decisions made in the Planning Meeting of 26th September could be made as part of the Clerk's report. As a result of CAPALC's advice GPC Clerk stated that Full Council needed to ratify the decisions of Monday evening. She asked if Council had read the decisions and asked for a show of hands.</p> <p><u>Planning Decisions of September 26 ratified as part of the Clerk's Report on the agenda under the guidance of CAPALC (Further details available on request):</u> 4 Cllrs approved. 2 Abstained.</p>	<p>Planning Decisions of 26th September ratified by Full Council</p>
22/142.7	<p>Chair's Report – Discussion took place given comments supplied by the charity.</p>	
22/143	<p>To Approve Minutes of Girton Parish Council Full Council Meetings:</p> <p>Minutes of 10th August 2022 <i>APPROVAL:</i> Proposed by Cllr Carney. Seconded by Cllr Marshall. Unanimous approval.</p> <p>Minutes of 25 May 2022 <i>APPROVAL:</i> Proposed by Cllr Carney. Seconded by Blom. Unanimous approval. Cllr Williams comment was noted.</p> <p>To Approve posting draft minutes of Annual Parish Meeting (11 May 2022) on Girton Community Website. <i>APPROVAL:</i> Proposed by Cllr Carney. Seconded by Cllr Marshall. Unanimous approval. <i>Note: Annual Parish Meeting Minutes will be approved at the 2023 Annual Parish Meeting. Posting draft will ensure that these minutes already commented upon by Council are shared with residents whilst still relevant and current.</i></p>	<p>Approval</p>
22/144	<p>Matters arising from Previous Meetings (for information only)</p>	<p>For Information</p>
22/144.1	<p>Action List – to be attached – Not yet available.</p>	
22/144.2	<p>Any other Matters arising – Not Applicable</p>	
22/145	<p>To Receive update from GPC Committees</p>	
22/145.1	<p>Environment Committee</p> <p>Cllr Giles confirmed there would be an Environmental Workshop on Wednesday 5th October. Action for Clerk to distribute Workshop slides.</p>	
22/145.2	<p>Finance Committee</p> <p>Cllr Marshall asked about progress of the Asset Register. Work is to be begin next week. There had been some delays due to Councillor's holidays and sickness.</p>	
22/145.3	<p>HR Committee</p> <p>Cllr Cockley gave an update on the workshop of September 7th. Cllr Cockley stated that she believed it had been successful and was happy to repeat, as necessary. It began to give an understanding of the policies required for Parish Councils.</p>	
22/145.4	<p>Planning Committee</p> <p>Nothing to report.</p>	
22/145.5	<p>Sport & Recreation Committee</p> <p>GPC Clerk stated that she had spoken to Cllr Betts and a workshop was planned for Thursday 6th October.</p>	

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22/146	To Approve Finance and Resource Management (Supporting papers to follow)	For Decision
22/146.1	<p>To note payment of accounts under delegated approval: See RFO Report (see separate document)</p> <p><i>APPROVAL: 22/146.1 & 22/146.2 approvals were taken together. Proposed by Cllr Carney. Seconded by Cllr Muston. Unanimous approval</i></p> <p><u>Debate Highlights:</u></p> <p>Council discussed whether the Bowls Club invoices deferred from 13th July Full Council (Agenda Item 22/110.2), should be paid?</p> <p>Cllr Muston stated Council needed to pay due to previous regular annual payments being made to the Bowls Club.</p> <p>Council agreed to pay these invoices for 2022 but to ensure that documenting Terms and Conditions of all Rec Users should be completed before next year. This should be done led by the Sports and Recreation Committee.</p> <p>Cllr Marshall stated that it must be clear that going forward the Terms and Conditions discussion would drive any further payments.</p> <p>Cllr Blom asked whether Girton Bowls club should be providing a financial contribution for use of the Bowls Green.</p> <p>Cllr Giles reminded Council that we had agreed to let GBC let them know in morning our decision.</p>	Approved
22/146.2	<p>To Approve payment of outstanding accounts due – Included in RFO Report</p> <p><i>APPROVAL: 22/146.1 & 22/146.2 approval was taken together. Proposed by Cllr Carney. Seconded by Cllr Muston. Unanimous Approval.</i></p> <p><u>Debate Highlights:</u></p> <p>Cllr Giles asked if salaries had been paid. GPC Clerk confirmed they had been paid.</p>	Approved
22/146.3	<p>To Receive a report from Assistant Clerk on Amounts paid in Report noted.</p>	Noted
22/147	Business items requiring a decision, or consideration by the Council	For Decision
22/147.1	<p>Standing in the name of Cllr Muston, Cllr Hayat, supported by RFO, Council to approve a deadline of 31st October for Task & Finish Group to complete a comprehensive business plan to finalise and approve requirements for the Pavilion/Community Hub Project.</p> <p><u>MOTION:</u> <i>Cllr Hayat proposed. Cllr Muston seconded.</i></p> <p><u>Debate Highlights:</u></p> <p>Cllr Hayat stated that in light of the great result that Cllr de Lacey got at Cambridgeshire County Council a decision is needed about what Girton Parish Council is to do on this project and when.</p> <p>He felt 31st October was a fair deadline to decide upon a final business proposal, working with our contractors.</p> <p>Cllr Carney suggested that it might be useful to amend the proposal to refer to a comprehensive business case and an updated set of requirements.</p>	Approved

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	<p><u>AMENDED MOTION:</u> <i>Cllr Hayat proposed. Cllr Muston seconded.</i></p> <p>Standing in the name of Cllr Muston, Cllr Hayat, supported by RFO, Council to approve a deadline of 31st October for Task & Finish Group to complete a comprehensive business case and provide an updated set of requirements for the Pavilion/Community Hub Project.</p> <p>Cllr Blom asked whether any individual or sub-committee could be given a deadline as an instruction. GPC clerk stated that she had asked this question on her SLCC course last week and it was confirmed that if approved by a Council then the instructions in the motion applied to Council. This was confirmed.</p> <p>Cllr Muston stated because Council had not completed the work required by CCC, then the grant may be lost. Cllr Cockley asked if all volunteers to help with the business case were on the committee.</p> <p>Cllr Blom, Chair of Pavilion Task and Finish Group stated he would need to work closely with Council colleagues and the Clerk. Cllr Marshall stated he was working on a document and would submit to GPC Clerk so that work could be accessed by Council. This document is in line with Cllr Blom’s request for completion of Business Case documentation at the Pavilion Task and Finish Group.</p> <p><u>AMENDED MOTION:</u> <i>Cllr Hayat proposed. Cllr Cockley seconded.</i></p> <p>Council approves a deadline of 30th November for Pavilion Task & Finish Group to complete a comprehensive business case and provide an updated set of requirements for the Pavilion/Community Hub Project.</p> <p><u>AMENDED APPROVAL:</u> <i>Proposed by Cllr Hayat. Seconded by Cllr Cockley. Unanimous Approval.</i></p> <p>Discussion took place around the deadline date, and it was decided to amend to 30th November which gave time for discussion and completion.</p>	
22/147.2	<p>Council to approve spend of a maximum of £600 for an NJC Evaluation professional to review the pay rates of the current four employees of Girton Parish Council. Approval of two to three quotes to be delegated to Council Chair, HR Chair and GPC Clerk.</p> <p>This evaluation of the Council Team will consider the aims of the Pavilion Refurbishment Project and the value of a role which covers maintenance of property owned by Girton Parish Council outside the Pavilion and Recreation Ground. It will also consider feedback from our Recreation Ground users. This Job Evaluation is in line with the NALC Local Council Award Scheme need for Employee Contracts and highlighted by the ILCA to CILCA course in terms of ensuring Time management and employee conditions are in line with the requirements of Council. By obtaining professional objective advice Girton Parish Council can ensure that they have confirmed the capacity of their staff team to cover the requirements of the Council for their community.</p> <p><u>AMENDED MOTION:</u> <i>Cllr Carney proposed this motion be deferred due to not being raised by HR. No Seconder.</i></p> <p><u>APPROVAL of Original Motion:</u> <i>Proposed by Cllr Muston. Seconded by Cllr Marshall. Unanimous approval</i></p>	Approved

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	<p>Cllr Cockley apologized to GPC Clerk that HR had not supported well in the past. She asked GPC Clerk to confirm that the motion requested a maximum of £600. GPC Clerk confirmed that was the case.</p> <p>Cllr Carney thanked the Clerk for her confirmation of the motion and for highlighting issues of which he was not aware.</p> <p>Cllr Cockley confirmed HR was now up and running and thanked Jane Buckler a former Councillor who had kicked off the HR process by appointing the current Clerk and Assistant Clerk. GPC Clerk agreed and stated that she was very thankful to Jane and team for a good interview process and for appointing an excellent Assistant Clerk who was able to work well and was a key support in ensuring GPC Income was always up to date, an ambassador for the Council with all Recreation Users with superb customer service skills. Council was very fortunate to have her on the team as their Facilities Manager.</p>	
22/147.3	<p>Council to approve the purchase of products and services to scarify and fertilize the Cricket and Football pitches before reseeding in preparation for the autumn season and spring season to a total estimated cost of £2,700. Approval of two to three quotes to be delegated to Sport & Rec Committee and GPC Clerk.</p> <p><i>MOTION:</i> Proposed by Cllr Giles. Seconded by Cllr Blom. Unanimous approval.</p> <p>Cllr Carney asked Council if anyone could speak to the urgency of this work. GPC Clerk confirmed that the work needs to be completed as soon as possible. It should have been underway this week if approvals had been in place. She also confirmed she had been informed by GPC Groundsman that previously he had purchased grass seed without need for Council approval. This had been highlighted in GPC Clerk’s covering email distributing the agenda. The question had been asked of Cllr Williams and Cllr de Lacey.</p> <p>GPC Clerk stated that Histon & Impington had also requested the same work initiated by their Groundsman due to the extreme weather conditions and the work had been actioned as a priority. Groundsmen of Girton and Histon are in constant contact around the state of the pitches at their Recreation Grounds.</p> <p>In addition, there were concerns with children playing on pitches with extremely hard ground. GPC Clerk had spoken to Cambs FA to see if there was any chance of them deferring until the ground was softer. Cambs FA had advised teams to see if there were other local pitches locally that they could use with softer ground.</p> <p>Cllr Carney asked why the supporting paper showed a figure of £4,650 and the motion read £2,700. GPC Clerk confirmed this was because Grass seed had been added during the period between the cancellation of the meeting on 14th September and the rescheduling to 28th September post a request from the Groundsman.</p> <p><i>AMENDED MOTION:</i> Proposed by Cllr Giles. Seconded by Cllr Blom. Unanimous approval.</p> <p>Council to approve the purchase of products and services to scarify and fertilize the Cricket and Football pitches before reseeding in preparation for the autumn season and spring season to a total estimated cost of £4,650. Approval of two to three quotes to be delegated to Sport & Rec Committee and GPC Clerk.</p>	Approved

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22/147.4	<p>Council to consider in budget that further investment to retain the quality of our pitches will likely be needed due to the risk of increased frequency of extreme weather events.</p> <p>Noted and referred to Finance Committee.</p>	Noted
22/147.5	<p>Standing in the name of Cllr Muston, Council to approve spend on audio visual equipment to all meetings to be recorded and detailed information to be shared with Council for increased transparency and understanding of information provided in meetings up to a maximum cost of £2,000. Approval of two to three quotes to be delegated to Finance Committee and GPC Clerk.</p> <p>APPROVAL: Council approved deferring this item to end of the agenda due to amount of business remaining to conduct on this agenda. Council then approved deferring this item to next Full Council meeting on 12th October due to length of this meeting.</p>	Deferred
22/147.6	<p>Standing in the name of GPC Human Resources Committee, Council approves passing a resolution to sign up to the civility and respect pledge initiated by National Association of Local Council (NALC), the Society of Local Council Clerks (SLCC) and One Voice Wales (OVW).</p> <p>APPROVAL: Proposed by Cllr Carney. Seconded by Cllr Muston. Unanimous approval.</p> <p>Debate Highlights: No questions raised.</p>	Approved
22/147.7	<p>Standing in the name of GPC Human Resources Committee, Council to approve sending a letter (as per sample letter) to lobby our MPs on civility and respect issues. (See separate document)</p> <p>APPROVAL: Proposed by Cllr Carney. Seconded by Cllr Cockley. Unanimous approval.</p> <p>No questions raised.</p>	Approved
22/147.8	<p>Council to approve a subscription for our Groundsman, Chris Wilson to Grounds Management Association at a cost of £55.00 per year.</p> <p>APPROVAL: Proposed by Cllr Carney. Seconded by Cllr Giles. Unanimous approval.</p> <p>No questions raised.</p>	Approved
22/147.9	<p>Standing in the name of GPC Human Resources Committee, Council to approve adoption of Code of Conduct.</p> <p>APPROVAL: Proposed by Cllr Carney. Seconded by Cllr Marshall. Unanimous approval.</p> <p>No questions raised.</p>	Approved
22/147.10	<p>Standing in the name of Finance Committee, Council to approve adoption of Financial Regulations</p> <p>MOTION: Proposed by Cllr Muston. Seconded by Cllr Hayat.</p> <p>Cllr Carney stated that if there were rules in the new Financial Regulations that were not in the current Financial Regulations they could not be applied retrospectively. Going forward we must comply. Cllr Muston raised the point where previously things have been implemented that did not agree with the Financial Regulations at the time then Council would need to reconcile.</p> <p>Cllr Carney had some questions regarding values included in the Financial Regulations. Cllr Muston gave feedback on the first of these questions.</p>	Deferred

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	<p>As Council was to debate differing views. GPC Clerk asked if Council wished to defer until the Budget forecast was created.</p> <p>Cllr Carney asked GPC Clerk to state rationale for deferral which she did as below: Due to the good work of the Finance Committee and RFO, Council to approve deferring this item until items can be based on the budget forecast which we will aim to complete in time for Agenda for 12th October.</p> <p><u>APPROVAL – Amended Motion:</u> <i>Cllr Carney proposed deferred this item. Seconded by Cllr Muston. Council approved deferring item to next Full Council meeting.</i></p>	
22/147.11	<p>Standing in the name of Cllr de Lacey and Cllr Carney, Council to approve adoption of Standing Orders to be deferred to October Full Council.</p> <p><u>APPROVAL:</u> <i>Cllr Carney deferred this item as draft Standing Orders were not yet ready.</i></p>	Deferred
22/147.12	<p>Council to approve commitment to begin implementing all required best practice items identified by the Foundation Award.</p> <p><u>Approval:</u> <i>Proposed by Cllr Carney. Seconded by Cllr Muston. Unanimous Approval.</i> No Questions raised.</p>	Approved
22/147.13	<p>Standing in the name of Cllr de Lacey, Council to review and approve the policy for accepting advertisements for GPC noticeboards: Deferred so he can speak to it.</p> <p><u>APPROVAL:</u> <i>Cllr Carney deferred this item at the request of Cllr de Lacey who wished to speak to this item. Item deferred to next Full Council meeting.</i></p>	Deferred
22/147.14	<p>Standing in the name of Cllr de Lacey, Council to agree to Girton Town Charity applying to the Charity Commission to change the Charity's Articles of Association to five Trustees appointed by the Charity and two Trustees appointed by the Parish Council, using the same appointment process already in place.</p> <p>Cllr Carney proposed suspending Standing Orders to allow GTC Trustee Andrew Muston to speak to the urgency of the matter. Mr Muston stated it was not urgent and Standing Orders were re-instated by Cllr Carney. Cllr Carney confirmed that councillors had sufficient information to be able to make an informed vote</p> <p><u>Approval:</u> <i>Proposed by Cllr Giles. Seconded by Cllr Marshall. 4 Approve,1 Against, 2 Abstentions.</i></p>	Approved
22/147.15	<p>Standing in the name of Cllr de Lacey, Council to agree to erect signage in the Wellbrook woodland indicating that it is the property of and maintained by Girton Parish Council to a maximum cost of £300.</p> <p><u>APPROVAL:</u> <i>Council approved deferral to next Full Council meeting due to lack of time.</i></p>	Deferred
22/147.16	<p>Standing in the name of Cllr de Lacey, Council to approve GPC Clerk issuing reports of decision reached, and draft minutes post Council/Committees. Draft minutes will be completed and issued to Council/Committee members within 3 working days of the meeting (except in exceptional approved circumstances). Council/Committee members will be given three working days to comment or confirm approval of these reports. GPC Clerk will provide feedback/edit in line with these comments and will publish a final draft on the next day. Draft minutes will then be published seven working days from the meeting.</p>	Deferred

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	APPROVAL: <i>Council approved deferral to next Full Council meeting due to lack of time.</i>	
22/148	To Receive Correspondence addressed to the Council - No Correspondence received.	
22/149	To Approve Communication of items from this Agenda Approval: <i>Proposed by Cllr Carney. Seconded by Cllr Muston. Unanimous Approval.</i> Council agreed approval to publish minutes in draft on completion by the Clerk using Council communication channels.	Approved
22/150	To Request items for next Agenda Cllr Muston: Council Action Plans developed in Workshops. Cllr Stobbart: Neighbourhood Plan next steps.	
22/151	Date of next meeting: Wednesday 12th October	
Meeting Ended: 9.21pm		