

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 EXTRAORDINARY FULL COUNCIL MEETING
 DATE & TIME: Tuesday 23rd August at 7pm
 VENUE: Girton Recreation Ground Pavilion

Members: 14 Vacancies: 1 Quorum: 5

MINUTES

Agenda Item	Item Description	Action/Power
<p>Members: [Eight] Cllr de Lacey (Chair), Cllr Blom, Cllr Clare, Cllr Cockley, Cllr Giles, Cllr Marshall, Cllr Muston, Cllr Wright Clerk: Yvonne Murray Members of the Public: None</p>		
22/129	<p>Welcome from the Chair GPC Chair thanked all Councillors for attending the meeting on such a stuffy evening. He was grateful for their time as Council had rather important business to transact on this Agenda.</p>	
22/130	<p>To Receive Apologies and Reasons for Absence [Six] Cllr Carney (Vice-Chair), Cllr Betts, Cllr Blackburn, Cllr Hayat, Cllr Lima, Cllr Williams</p>	
22/131	<p>To Receive Members' Declarations of Interest and to note Dispensations No declarations or dispensations received.</p>	
22/132	<p>Public Participation No members of the public present.</p>	
22/133	<p>To Approve Finance and Resource Management</p>	
22/133.1	<p>Council to approve repayment of £268.20 to Girton Colts FC due to duplicate payment made in error by Girton Colts FC to Girton Parish Council.</p> <p>APPROVAL: <i>Proposed by Cllr de Lacey. Seconded by Cllr Giles. Unanimous Approval.</i> No further discussion.</p>	Approved
22/133.2	<p>Council to approve Cllr Giles as additional Signatory to all active Girton Parish Council Bank and Building Society Accounts</p> <p>APPROVAL: <i>Proposed by Cllr de Lacey. Seconded by Cllr Cockley. Unanimous Approval.</i> No further discussion.</p>	Approved
22/134	<p>Business items requiring a decision, or consideration by the Council</p>	
22/134.1	<p>Council to approve GPC Chair to sign the agreement from Eastern Power Networks plc on behalf of Girton Parish Council for ownership of Girton Street Lighting.</p> <p>Girton Street Lighting to be adopted as per the attached portfolio plus the 10 additional Street Lights for Oakington Road as per 4th April 2022 (As per attached 'As Built information' from Cambridgeshire County Council)</p> <p>APPROVAL: <i>Proposed by Cllr de Lacey. Seconded by Cllr Muston. Unanimous Approval.</i></p>	Approved

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22/134.2	<p>No further discussion.</p> <p>Council to approve delegation of approval of Energy Supplier for Girton Street lights to Cllr Muston, Chair of Finance Committee and GPC Clerk based on two quotes to be received post MPAN Certification receipt from Eastern Power Networks plc.</p> <p><u>APPROVAL:</u> <i>Proposed by Cllr de Lacey. Seconded by Cllr Clare. Unanimous Approval.</i></p> <p><u>AMENDMENT PROPOSED BY Cllr de Lacey:</u> Cllr de Lacey stated as he felt GPC Clerk was busy, he wished to amend the motion to remove GPC Clerk and replace with another Councillor. GPC Clerk stated that as per her email to Cllr de Lacey of earlier that day, she felt it was important to include GPC Clerk on all Operational Council matters. Cllr Marshall and Cllr Muston expressed their support for the point made by GPC Clerk. GPC Clerk added that she felt where a Clerk is key to operational work and without inclusion of the Staff team there could be a lack of consistency, understanding and ownership. This issue has been seen on many of Girton Parish Council's Operational issues. Indeed, this Extraordinary meeting was taking place due to two backlog issues. Cllr de Lacey withdrew his amendment to the original motion on that understanding.</p>	Approved
22/134.3	<p>Standing in the name of Cllr Blom on behalf of the Pavilion Task and Finish Group. Council to approve the completed submission of the 'Community Capital Fund Variation (CCFV Form)' to Cambridgeshire County Council by Wednesday 24th August.</p> <p><u>DEBATE HIGHLIGHTS:</u> Cllr de Lacey asked Cllr Blom to give an update on the Community Capital Fund Variation CCFV Form (CCFV Form). Cllr Blom confirmed the Task and Finish Group had worked hard to complete the CCFV Form which was only recently sent by CCF for completion by Girton Parish Council. CCFV Form was received on 10th August 2022 from CCC.</p> <p>Cllr Blom asked GPC Clerk when GPC became aware Girton Parish Council was on the red list for the Pavilion Project. GPC Clerk confirmed it was when she attended the County meeting on 21st July.</p> <p>Cllr de Lacey asked Cllr Blom about the format of the CCFV Form. Cllr Blom confirmed:</p> <ul style="list-style-type: none"> • Text highlighted in yellow was provided by County Council on the CCFV Form and was text extracted from Girton Parish Council's original Application. • Text in Blue was the format used by County Council for Form Titles. <p>GPC Clerk was asked about the attachments to the Agenda as Cllr de Lacey felt they were confusing as all Agenda papers were not in one document.</p> <p>GPC clerk confirmed she had supplied the attachments separately with original emails so that Council understood the backlog issues she was working through. She wanted Council to be clear of the backlog work and the consequences of finding issues like non-adoption of Street Lights and emails that have not been followed up for the Pavilion Project. If she had provided one document without the back/forth from many different Councillors and teams then Council would not have the full picture. Council has confirmed many times before they were not aware of issues since GPC Clerk joined GPC. In addition, some of the information required to support the CCFV Form was finalized only the morning of the meeting.</p>	AMENDED MOTION APPROVED

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	<p>GPC Clerk was asked about the Zero Carbon Communities Grant approval. GPC Clerk confirmed the email approving the grant from Eleanor Haines of SCDC was first received on 22nd August 2022 from Cllr Williams and the Task and Finish Group had asked GPC Clerk to include the information as an attachment to the CCFV Form at the meeting on 23rd August 2022. The CCFV Form finalized by the Task and Finish Group on 22nd August 2022 was sent by GPC Clerk on 23rd August 2022 at 7.40am to give Council a chance to review ahead of the Extraordinary meeting later that day.</p> <p>Cllr Marshall asked whether important information like the ZCC email and the Project Change form should be brought to the Task & finish group on arrival? Cllr Cockley stated she was on the Task and Finish Group and had not seen the grant approval email or the CCFV Form before.</p> <p>GPC read out the email from Eleanor Haines of 10th November 2021, also received from Cllr Williams on 22nd August 202 regarding changing the nature of the grant proposal for heating the Pavilion. Eleanor Haines stated it was great to hear that Girton Parish Council was looking into alternative methods which might have a greater reduction in carbon. GPC Clerk had raised questions in her 7.40am email which sent the finalized CCFV form as below:</p> <p>Supporting Documents (to be submitted with CCFV Forms as attachment</p> <p>a. ZCC grant approval from SCDC (Note Attachment in CCFV Form under ‘3. Funding – What match funding has been secured?)</p> <p>Two questions for consideration:</p> <ol style="list-style-type: none"> 1. Did Girton PC write to confirm acceptance? 2. Is there further correspondence confirming this grant can be applied to Green Heating? <p>b. Split Costs dated 9th August by LXA (Note Attachment in CCFV Form under ‘3. Funding - Other Funding requirements’)</p> <p>c. Xero Spend (Note Attachment in CCFV Form under ‘4. Project Progress – F) What would the consequences be were the Council to terminate this grant agreement....’)</p> <ol style="list-style-type: none"> i. How does this align with the estimated £80K spend mentioned in the CCFV Form? ii. What spend was made prior to April 2021 that I could include in this extract to reconcile with £80,000 mentioned. I can find no Quickbook spends from LXA/Godfrey & Hicks <p><u>Cllr Marshall raised a Point of Order to the Chair:</u> Cllr Marshall raised concern about the project regarding:</p> <ol style="list-style-type: none"> 1. Lack of awareness by TFG of all necessary information due to some of it being sent too late by Cllr Williams, 2. The way that some issues raised by the chair in this meeting, especially those directed at the clerk were completely unacceptable. Also, the way that GPC Clerk has been spoken to in this meeting, in previous meetings, and in email correspondence, by the chair and Cllr Williams. Cllr Marshall felt it was unacceptable and embarrassing to experience. <p>Discussion then moved on to removing the (£80,000) figures stated in the CCFV Form as it did not reconcile with the Xero extract provided by GPC Clerk (See Section 4F of the CCFV Form, Version 2). Cllr Blom stated that if the TFG were to state a figure then it had to be reconciled with GPC financial system.</p>	

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	<p>Cllr Cockley asked if the group could go through the appendices and asked if it was a risk to submit the paper without appendices?</p> <p><u>AMENDMENT RAISED:</u> <i>Cllr Marshall raised an Amendment as follows: Council to approve not submitting the CCFV Form given the apparent lack of substance in the supporting papers.</i></p> <p>Cllr Clare asked what would be the consequences of withdrawing the CCFV Form? Cllr Blom replied that Girton Parish Council had a tight timeline to review, and it may put the grant in jeopardy.</p> <p>Cllr Muston asked if we did not submit the supporting papers is our grant more unlikely to be accepted? Cllr Muston stated that she had other concerns from recent emails from that have come from Cllr Williams emails which brought new information to light.</p> <p>Cllr Blom stated there was no mention by CCF of any requirement to provide any appendices or adjustments to support the information. Girton Parish Council is volunteering information in support of it.</p> <p>Cllr de Lacey asked Council to go through the supporting documents and decide if they wished to send them as appendices to the CCFV Form. Cllr de Lacey proposed that all three documents were to be sent or none.</p> <p><u>AMENDMENT WITHDRAWN:</u> <i>As a result of Council agreeing to review whether supporting documents should be included Cllr Marshall withdrew his amendment requesting Council to approve not sending the CCFV Form to CCC.</i></p> <p><u>AMENDMENT PROPOSED:</u> <i>Amendment was proposed to submit the CCFV Form with no attachments.</i></p> <p><u>AMENDMENT APPROVAL:</u> <i>Proposed by Cllr Blom. Seconded by Cllr de Lacey. Unanimous approval. See Debate Highlights below:</i></p> <p><u>DEBATE HIGHLIGHTS:</u></p> <p>1. ZCC Grant Approval email from SCDC Given Council were unsure if this grant was still valid (see questions submitted by GPC Clerk on 23rd August it was decided not to send the email from South Cambs. GPC Clerk was asked for her advice and responded if Council were not sure the grant is still valid it could be detrimental to send.</p> <p>2. Split Costs received on 9th August from LXA</p> <ul style="list-style-type: none"> • Cllr Blom stated he believed this is a benchmark figure showing £767K for what it would cost to deliver the current proposal. • Cllr Cockley stated this document shows evidence that GPC have been working on Value Engineering exercise. • Cllr Marshall asked if this document considered rising costs of materials, labour. Is there a risk that the costs would rise. Cllr Blom stated that GPC were already seeing some costs rising in the different figures submitted over the course of the value engineering exercise by LXA. Cllr Marshall stated there is a possibility the end project could be way more expensive than current estimates. • Cllr Muston stated she had reviewed the value engineering and there may be costs that are not accounted for, and County may identify those on review. 	

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	<ul style="list-style-type: none"> • There may be the need to test, cost and remove Asbestos. Cllr de Lacey asked GPC Clerk if we knew whether Asbestos was present in the building. GPC Clerk responded she did not know the answer to that question. • GPC Clerk was asked to comment on inclusion of this document. She responded with all the concerns above it may be detrimental to the case. • GPC Clerk also highlighted that at this time despite guidelines issued to Girton Parish Council confirming that GPC clerk could not be asked matters of substance, she was being asked these matters by Council. Cllr de Lacey confirmed that she was asked to speak. GPC Clerk highlighted that clear guidelines on the role of Clerk and Councillors needed to be worked through. <p>3. Xero Spend</p> <p>This Xero extract was prepared by GPC Clerk and included for Council to cross-check against the £80K mentioned in the CCFV Form as confirmed by Cllr Williams. This extract showed £59k spend and so did not align at this point with the approximation of £80K listed in the CCFV Form.</p> <p>Post above Council discussion and approved amendment confirming that the CCFV Form would be sent to CCC without supporting documents. Cllr Giles asked if the purpose of the CCFV Form is to highlight that GPC is attempting to provide a good facility for the village and to do this by 2023. Can the group talk about details later? Is that not part of the decision for this meeting? The following Amendment was proposed.</p> <p>AMENDMENT PROPOSED: <i>Council to approve removing the sentence reading ‘This obviates the need...’ and that the Official changing rooms may be upstairs. Proposed by Cllr Muston. Seconded by Cllr Blom.</i></p> <p>GPC clerk asked Council if as per Cllr Giles the CCFV Form’s purpose was to confirm the high-level purpose above then should the CCFV Form contain any specifics? Cllr Muston said given what GPC Clerk has just said then should the amendment be withdrawn?</p> <p>Cllr Giles asked if Council was committing to a project that they did not want to do? Cllr Muston stated that Council did not have full information yesterday when TFG spent 90 minutes completing the CCFV Form draft. She raised a concern about an email of the 23rd August received from Cllr Williams in which she felt her questions were not being heard.</p> <p>Cllr Blom asked if we should go through the CCFV Form line by line to remove specific requirements.</p> <p>Cllr Clare asked if the purpose of the above review was to take out specific developments in the report. Cllr de Lacey stated he was not sure about how this would work. Cllr Clare stated we will look at the CCFV form line-by-line.</p> <p>Cllr Muston stated we should take advice of GPC Clerk/RFO. The Clerk/RFO said if the group wished to make the changes to specifics, then they were putting the document at risk of inconsistency by looking at a few sentences only. They should consider reviewing the document in its entirety.</p> <p>Line-by Line Exercise was then carried out by Council. See Summary of line-by-line changes on pages 7/8 of this document.</p> <p>Further to completion of the line-by-line changes, Cllr Marshall asked what assurances do we have if we submit this report, and we keep our grant that we can prevent the costs</p>	

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	<p>escalating as they have been? Cllr Clare stated that is something that we cannot control. Cllr de Lacey asked if that answered Cllr Marshall's question. Cllr Marshall stated that was a good attempt to answer his question, he stated the more we continue with this project the more our costs accrue. How relevant does the project then remain?</p> <p>Cllr Blom asked Cllr Marshall if he was alluding to the need for a Cost/Benefit Analysis? Cllr Marshall stated he was very aware that Council was being asked to approve an extremely large amount of money. He therefore wants to be sure that the project delivers to our community.</p> <p>Cllr Muston stated she had consistently mentioned the need for a Business Plan. She was concerned how Council will know when a cut-off point is reached as to whether this project is viable. She had not seen a Business Plan for the project. She highlighted that most of the money spent by Girton Parish Council is spent on Sport and Recreation. She stated that Councillors have a duty to raise questions when things do not make sense. She said she felt unable to ask all the questions she has. She highlighted the need for Council to have all the answers required documented in a Business plan.</p> <p>Cllr Blom stated that Council is not committing themselves to any expenditure by submitting this CCFV Form. He also confirmed that he had seen the comment in the email about Cllr Muston's question and felt an apology is needed</p> <p>GPC Clerk stated that going forward Council must not find ourselves in the position that we do not have a Business Plan and unanswered questions. Policy, Process, and Business Case should be in place for every project Girton Parish Council work on in the future. Cllr de Lacey stated that was a sensible proposal.</p> <p>Cllr Blom stated that one of his goals in the TFG Agenda was to complete a Pavilion Refurbishment Business Case. Cllr Clare highlighted that financial data needs to support any figures stated in GPC reports.</p> <p>AMENDED MOTION: Standing in the name of Cllr Blom on behalf of the Pavilion Task and Finish Group. Council to approve the completed submission of the 'Community Capital Fund Variation (CCFV Form)' (as amended by the line-by-line review of Council in this meeting) to Cambridgeshire County Council by Wednesday 24th August.</p> <p>APPROVAL: Proposed by Cllr de Lacey. Seconded by Cllr Claire. 7 Approvals. 1 against.</p>	
22/135	<p>To Approve Communication of items from this Agenda</p> <p>APPROVAL: Proposed by Cllr de Lacey. Seconded by Cllr Clare. Unanimous Approval.</p> <p>Cllr de Lacey proposed that Council should delegate to GPC Clerk the action to publish all decisions made in this meeting on all Council communication channels.</p> <p>GPC Clerk asked if the above proposal meant Council were asking her to publish draft minutes to the Public. Cllr de Lacey confirmed this was the case.</p>	Approved
22/136	<p>Date of next Full Council meeting(s): 14th September 2022</p>	
<p>Meeting Ended: 8.34pm Cllr de Lacey noted and apologized that the meeting had run over 90 minutes.</p>		

Extraordinary Meeting – 24th August 2022

Summary of CCF CCFV Form Amendments approved and made 24th August 2022.

#	Item	CCFV Form Header	Text	Change	Approval
1	3	Funding	Match funding indicated in original application	Girton To Girton Parish Council Reserves	GPC Clerk asked to check original grant
2	3	Funding	What match funding has been secured?	Delete Final Para	CLlr Giles CLlr Marshall Unanimous
3	3	Funding	Other funding requirements	Remove Current Costs attached	CLlr Muston CLlr Marshall Unanimous
4	4B	Project Progress	For each milestone still to be achieved, please detail the actions needed to overcome barriers to completion.	Remove sentence – This information can then....	CLlr Marshall CLlr Clare Unanimous
5	As above	As above	As above	Add ‘and recreational facilities’	CLlr Cockley CLlr de Lacey Unanimous
6	As above	As above	As above	Remove sentence It has concluded...	CLlr Cockley CLlr Blom Unanimous
7	4C	As above	The outcomes in your original project application are set out below. For each please describe these outcomes have or will be achieved by the current project plan.	CLlr Muston asked about the need for an office?	Not Applicable
8	As above	As above	As above	Changes to the text about Changing rooms and meeting space	CLlr de Lacey CLlr Giles Unanimous
9	As above	As above	As above	Removal of text following ‘from will be installed....’	CLlr Marshall CLlr Muston Unanimous
10	4D	As above	Other than extending milestone and completion dates for your project, please describe any amendments that are required to ensure the original outcomes are achieved?	Remove reference to Pre-value engineering quote here.	CLlr de Lacey CLlr Cockley Unanimous
11	4E	As above	If have indicated in your response to D) that extra funding is required to complete your project (i.e., funding not set out in your grant agreement), what will be situation if this extra funding does not become available?	Change in test for ZCC Fund	CLlr Blom CLlr Cockley Unanimous
12	4F	As above	What would the consequences be were the Council to terminate this grant agreement on the grounds that project completion is unlikely,	Removal of Sentence: We do not envisage that the Council would make such a decision.	CLlr Clare CLlr Giles Unanimous

#	Item	CCFV Form Header	Text	Change	Approval
			or would not achieve the original outcomes in a cost-effective way?		
13	4F	As above	As above	Cllr Muston asked to clarify wording and use of comma in the sentence: It would mean continued non-provision of legally required accessible ground floor Office space, provision of separate Officials' changing facilities	Not applicable – no changes.
14	4G	As above	Given the delays and possible amendments to your project how have you ensured your project still has the support of your local community?	Remove the word 'largely.'	Cllr Blom Cllr Marshall Unanimous
15	4G	As above	As above	Enter Feast date of 9 th July	Cllr Muston No vote here but Clerk requested to add
16	ALL	Entire Document	Identified at 4B	Cllr Cockley raised question of removing names of the Project manager and Contractors throughout entire document GPC clerk to remove names and replace with Project Manager Contractors	Cllr Cockley Cllr de Lacey Unanimous

Notes:

No further changes applied.

See Community Capital Fund Variation Report August 2022 Girton PC_v2.pdf which holds the comments and amendments for the changes requested at the Extraordinary Meeting.

***Yvonne Murray
Girton Parish Clerk
24th August 2022.***