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

NOTICE of MEETING: GIRTON PARISH COUNCIL
MEETING EXTRA FULL COUNCIL MEETING
DATE & TIME: Wednesday 25th January at 7pm
VENUE: Girton Recreation Ground, Cambridge Road Girton

Members: 11 Vacancies: 4 Quorum: 5

MINUTES

Agenda Item	Item Description	Action/ Power
<p>Members: [6] Cllr Carney (Chair), Cllr Muston (Vice-Chair), Cllr Hayat, Cllr Linton, Cllr Marshall, Cllr Wright Present: Yvonne Murray (GPC Clerk) Members of the Public: Three (including Cllr Richard Stobart, SCDC)</p>		
22/228	<p>Welcome from the Chair Cllr Carney welcomed Councillors and members of the public to the meeting. He highlighted it was an extra meeting and noted that GPC were getting on top of requiring extra meetings.</p>	
22/229	<p>To Receive Apologies and Reasons for Absence Cllr Giles, Cllr Betts, Cllr Clare (post meeting), Cllr Williams</p>	Approved
22/230	<p>To Receive Members' Declarations of Interest and Dispensations None. <i>Cllr Carney asked Cllr Blom if he had any declarations of interest on his arrival at 19:03. He confirmed he did not.</i></p>	
22/231	<p>Public Participation None of the Members of the Public wished to speak.</p>	
<p>Cllr Blom arrived at 19:03</p>		
22/232	<p>Business items requiring a decision, or consideration by the Council</p>	To Note
22/233.1	<p>2023/2024 Precept: Council to approve the Finance & Resource Management committee recommendation to request precept for 2023/2024 from £139,648 to £150,025 from South Cambridgeshire District Council (increasing annual payment on a Band D property from £73.59 to £74.51).</p> <p><u>Approval:</u> <i>Cllr Carney proposed. Cllr Marshall seconded. Unanimous Approval.</i></p> <p><u>Debate Highlights:</u> Cllr Muston confirmed that a detailed Finance & Resource Management meeting was held on 19th January 2023 to go through the precept calculation figures. This year provides a much more detailed set of results to view to allow Council to populate Appendix D. Cllr Muston believes that the precept request to SCDC for this year is sensible. GPC have money in Reserves which can be used as necessary if any costs Council arise that GPC are not yet fully aware of e.g. cost of adopting Street Lights. Each of the Committees have identified the projects they wish to complete and detailed budgeting will come later. (See precept supporting paper). She highlighted that maintenance and</p>	Approved

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	<p>improvement of facilities are required and are being reviewed by all Committees. She noted that with continuing development in Eddington and Darwin Green it is important to keep the facilities in Girton to standard to retain our Recreation Ground users.</p> <p>Cllr Muston mentioned that last year GPC could not raise precept to more than £140K as we did not have the figures available. (See last year's minutes – 25/01/2022).</p> <p>Cllr Hayat wished to add to Cllr Muston's points. One of his concerns was that Council should not increase tax burden on the village especially in the current economic climate. He had looked at the headline projects GPC has on the list and Cllr Hayat is comfortable with the scale of the recommended precept figure. He stated the precept figures increase this year.</p> <p>The RFO went through the precept paper showing information in the supporting papers and stated the operational costs that had been undertaken this year to ensure that operational items such as Tree Survey and Play Inspections had been completed, giving a clearer budget figure.</p> <p>Cllr Carney stated the increase in precept overall is below inflation and the relative increase per household is well below inflation. As a result of the above he asked Cllr Muston if the Finance and Resource Management Committee are confident that this recommendation is not putting Council in a position that they will need to play catch-up to maintain the needs of a growing population? He asked if the Committee is confident that the recommended increase is a safe move in these particular circumstances. Cllr Muston stated that she believed that was the case as Girton Parish Council has Reserves in place. She also stated that GPC figures continue to become more transparent during 2023 and the increased number of new houses will increase precept income. Cllr Muston also stated that looking at other councils many were increasing by 5/6%, GPC was looking to approve a 7.43%.</p> <p>GPC Clerk stated that for 2023/2024, the aim is to review budget figures month by month and re-iterated that Committees will work towards a costed project list for 2024/2025 as the information available increases.</p> <p>Cllr Hayat noted that across industry companies were increasing charges by 5%. Taking that into account 7.43% appeared to be a reasonable level of increase.</p> <p>Cllr Carney said it was important to identify the number of houses in Eddington and noted that the increase in households was not all due to Eddington development. He also noted that it was important for GPC to be aware of their responsibilities in Eddington.</p>	
22/233.2	<p>2023/2024 Precept: Council to recommend that the Finance & Resource Management committee investigate the level and forecast spend from General Reserves as part of a long-term plan and to bring recommendation to Full Council before year-end as part of a Reserves policy.</p> <p>Cllr Muston gave an update on the state of Reserves and noted that she had reviewed sources to confirm the recommended levels of General reserves to be held by a Parish Council. GPC Clerk went through the precept calculation spreadsheets.</p> <p>Approval: Cllr Carney proposed. Cllr Hayat seconded. Unanimous Approval.</p>	Approved

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	<p><u>Debate Highlights:</u></p> <p>Cllr Carney asked Cllr Muston to confirm the sources she had used to identify the recommendation of General Reserve levels? Cllr Muston highlighted the Good Councillors Guide, NALC some of these were on the SharePoint site. Guidance stated a recommended level of 3 to 12 months.</p> <p>Cllr Carney noted that the level of Reserves had been mentioned in the GPC's Annual General Return last year and stated it was important to refer to advisory bodies.</p> <p>GPC Clerk stated that as GPC review the levels of their Reserves, advice will be taken from our Internal Auditor. Details regarding process going forward will be documented and subject to Council approval as part of a Reserves Policy.</p> <p>Cllr Blom asked if the General Reserve should be reviewed as an Operational Reserve and if a Project was identified should money be set aside. GPC Clerk said that if a project was identified then creating an Earmarked Reserve should be considered by Council as best practice and that process should also be considered and included in policy.</p> <p>Cllr Hayat stated that for some projects/operations money must be put aside to ensure that we can maintain GPC assets. This requirement would be confirmed in policy and highlighted that historically it appeared that £10K should be put in place in reserve for the Recreation Ground. All Committees will review their requirements for use of Reserves as they continue to develop their project lists.</p>	
22/233.3	<p>Girton Pavilion Refurbishment project: Council to consider and approve Girton Pavilion Task and Finish Group's recommendation to rescope the Pavilion Refurbishment project, to prioritise Changing Room Refurbishment, Storage and maintenance facilities for Groundstaff/Users, and Kitchen refurbishment to support improved use of GPC outdoor sports facilities.</p> <p><u>Approval:</u> <i>Cllr Carney proposed. Cllr Marshall seconded. Unanimous Approval.</i></p> <p><u>Debate Highlights:</u></p> <p>Cllr Blom (Chair of Pavilion Task & Finish Group) stated that the TFG felt that without spending further money to investigate further possibilities for this project, the original specification is not achievable within Budget. That is the reason for their recommendation for Full Council. Any further changes to scope will include additional cost, resubmission of a planning application and feasibility study. The Pavilion Task and Finish Group had decided this was a risk that they felt unable to recommend.</p> <p>Without spending further money to investigate further avenues the original project is not achievable within budget.</p> <p>The TFG felt that COVID had changed things. GPC figures show a greater focus on outdoor sport. The group felt that some of GPC Facilities were dilapidated and needed refurbishment.</p> <p>The Pavilion TFG would like to rescope the project and engage with current users to make sure we are spending GPC Reserves in wisest manner and giving value to Girton.</p> <p>Cllr Carney stated that it appeared this project as far as it can be seen cannot be met by the original budget. The reviewed scaled down project also did not seem to fit into budget. He asked Cllr Muston whether as Council have been talking about releasing</p>	Approved

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	<p>General Reserves, could carrying out this project be an opportunity to achieve this project whilst carrying out a release of our reserves?</p> <p>Cllr Muston stated that the TFG had reviewed the budget and the criteria for CCC funding. They felt that GPC should pay attention to other projects which would benefit the community. She stated there was enough money in the Pavilion Refurbishment reserve to do a good job in refurbishing facilities so people will come and use both indoor and outdoor facilities in Girton. She felt available facilities in other local communities mean GPC need to keep our facilities updated. She also noted that Council has seen that over the course of this year the work of the Assistant Clerk has brought in increased use of Girton Recreation Ground facilities.</p> <p>Cllr Muston felt that GPC were still at the stage of speculating what might be achieved with a different design for Girton Pavilion Refurbishment.</p> <p>Cllr Blom highlighted that Cllr Carney’s question was relevant. GPC does hold a relevant reserve that could pay for this project. If Council were to dip into General reserves can outcomes of original brief be met. Cllr Blom stated that the last estimate received was a descoped version of the original brief. If Council were able to deliver on bigger hall and accessible office downstairs, then refurbishment of other internal facilities could not be met. It appears that Girton Recreation Ground users has shifted. His general impression, his my opinion was that priorities had changed and that if a bigger hall were delivered then users may not be satisfied if changing rooms were not addressed. This could not be achieved unless further amounts were taken from General Reserves.</p> <p>Cllr Hayat stated the original scope of project did not cover items like storage that appears now to be a primary requirement. When talking to LXA/G&H it appeared they did not appear confident that costs are not going to carry on increasing. The risk is that this project takes up all our reserves and therefore other projects cannot be addressed. If the budgeted price could be achieved then the project could potentially go ahead but currently on the basis that the costs were escalating and the scope decreasing then the TFG felt the scope of the project needed to be revisited.</p> <p>Cllr Carney agreed that he felt the recommendation of the Pavilion Task and Finish Group is the correct thing to do. He highlighted that GPC need to be confident that they have asked the hard questions. He felt this that when the project was conceived, planned and ready to be executed it made good sense at that time.</p> <p>Cllr Blom stated that if the full and original scope could have been achieved to budget, it appeared to be a great project. He was somewhat disappointed that Council cannot deliver. Cllr Carney noted that money had already been spent on this project.</p> <p>Cllr Muston stated that if we look at the changes, other local areas, other local buildings. Users may go elsewhere. The Sport and Recreational public meeting/workshop can identify what is important now. She reinforced that there is an Earmarked reserve ring-fenced for Pavilion Refurbishment. With investigation on available grants already underway GPC can deliver good facilities.</p>	
22/234	<p>To Receive Correspondence addressed to the Council.</p> <p>GPC Clerk noted correspondence received from Cllr Williams regarding Agenda Items. To be reviewed.</p>	Noted

Agenda Item	Item Description	Action/ Power
22/235	<p data-bbox="264 219 935 250">To Approve Communication of items from this Agenda</p> <p data-bbox="264 300 1171 331">Approval: <i>Cllr Carney proposed. Cllr Linton seconded. Unanimous Approval.</i></p> <p data-bbox="264 380 1369 448"><i>Council approved draft minutes to be published on Girton Village Community Website, Facebook, and Twitter.</i></p>	Approved
22/236	Date of next meeting(s): Wednesday 8th February 2023	
Meeting Ended: 19:48		

Girton Parish Council

Setting Girton Parish precept for 2023/2024

The Process

Girton Parish Council has this year through its committees identified headline projects that Council would aim to carry out in the following years and made an initial prioritisation of these projects. The Committees have identified and forecast the operational spend required by the Council.

All projects brought forward to Council will do so via GPC Capital Bid process which will be further evolved and documented by Council this year. GPC will this year aim to compile business cases which will then feed into a three year planning process. A Capital Spend policy will be created and documented to confirm the process during this year.

The goal is to have a set of estimated priority projects with initial business cases prepared for 2024/2025 so that they can be shared with the Community for consideration towards the end of 2023. The approved public meetings for Commercial Opportunities, Active Travel and Sport & Recreation to be held early this year (dates to be confirmed) will assist in the confirmation of projects identified by Council and the Community.

Precept Calculation (23/24)

Precept Calculation (23/24)	Forecast Spend (22/23)	Budget Proposal (23/24)
Revenue Expenditure	£166,464	£174,787
Income (Income minus precept)	£33,107	£34,762
Net Spend	£133,357	£140,025
Projects Spend	N/AV	£50,000
Contingency	N/AV	£10,000
Total Net Spend	£133,357	£200,025
Spend/Transfer from General Reserves	N/AV	£50,000
Girton Parish Precept	£139,648	£150,025
Band D Property	£73.59	£74.51
Precept % Change	6.64%	7.43%
Precept £ Change	£8,692.00	£10,376.86
Band D Property Change	£4.20	£0.92
Tax Factor	1,897.7	2,017.7
General Reserve Balance	N/AV	£260,828
General Reserve Spend	N/AV	£50,000
General Reserve post Spend	N/AV	£210,828

Girton Parish Council proposed spend.

The above table sets out the calculation of the precept recommended by Finance & Resource Committee. Further explanation is given below.

In order to allow for the possibility of unforeseen spending, the Finance & Resource Management Committee have set aside a contingency amount of £10,000. This amount is seen as important during the current economic climate and during the cost of living/energy crisis.

Girton Parish Council currently holds 22 months of General Reserve and has this year agreed to begin to release these reserves to a value of £50,000 to fund capital spend and to transfer money to ear-marked reserves to ensure maintenance of Community assets owned by the Parish Council. This does not prevent Council spending further

money from reserves if an unforeseen project comes forward. If this is the case this will be communicated to the Community as Council identify and define the project.

The Council also has £45,000 of Section 106 money received from County Council funds from Northstowe Development. This money is currently proposed to fund the joint Local Highways Improvement Bid for Girton/Oakington & Westwick to implement a speed limit of 30mph (£20K) and for the remaining amount to fund a possible 20mph request for the village when Cambridgeshire County Council release the criteria for this process currently scheduled for February.

More details about the above schemes can be found on Girton Community Website. <https://www.girton-cambs.org.uk>

Note: South Cambridgeshire District Council, Revenues Department confirm that the figures included in the Tax Factor calculation are largely related to further development planned at Eddington, along with further dwellings planned at 16-22 High Street and 1-4 Michaels Close.

Income & Expenditure by Committee

Expenditure

Committee	Forecast Spend (22/23) £	Budget Proposal (23/24) £
Environment	13,622.87	14,304.01
Sports & Recreation	109,677.68	115,161.56
Appendix D: Cultural, Environmental & Planning	123,300.35	129,465.58
Finance & Resource Management	12,979.36	13,628.33
Human Resources	29,986.93	31,486.28
General Spend	197.14	207.00
Contingency	N/A	10,000.00
Appendix D: Corporate Management	43,163.43	55,321.60
TOTAL	166,463.98	184,787.18

Income

Committee	Forecast Spend (22/23) £	Budget Proposal (23/24) £
Environment	4,314.76	4,530.50
Sports & Recreation	27,546.83	28,924.17
Appendix D: Cultural, Environmental & Planning	31,861.59	33,454.67
Finance & Resource Management	0.00	0.00
Human Resources	0.00	0.00
General Spend	1,245.38	1,307.65
Appendix D: Corporate Management	1,245.38	1,307.65
TOTAL	33,106.97	34,762.32

SCDC - APPENDIX D SUBMISSION

Girton Parish Council Precept (Proposed Budget 2023/2024)

Girton Parish Council	2022-2023 Gross Expenditure £	2022-2023 Net Expenditure £	2023-2024 Gross Expenditure £	2023-2024 Net Expenditure £	KEY Gross Expenditure: Expenses only Net Expenditure: Expenses less Income
Cultural, Environmental and Planning	N/A	N/A	129,466	96,011	Environment, Sports & Recreation, Pavilion Project Expenditure
Highways, Footpaths and Lighting	N/A	N/A	0	0	LHI Bid of £20K to be funded from S106 Money and likely 20MPH Request up to £25K. Also, possibly £5k from Contribution from balances for adoption of Street Lights (therefore showing this box as zero)
Democratic Representation	N/A	N/A	0	0	Note: If an election is requested then the funding could be taken out of Contingency
Corporate Management	N/A	N/A	55,322	54,014	General expenditure, Human Resources, Finance & Resource Management. Also includes £10K Contingency (in both Gross & Net Expenditure)
Capital Projects	N/A	N/A	50,000	50,000	GPC's Capital Spend pot for the year
Total	N/A	N/A		200,025	Sum Total of all the above
Contribution from balances		N/A		50,000	Amount GPC intends to spend/transfer from Reserves for the year
Amount of Precept		139,648		150,025	Amount GPC is to request from SCDC (Subject to approval to Full Council on 25th January 2023)

Girton Pavilion Refurbishment Project
Recommendation from Girton Pavilion Task & Finish Group
25th January 2023

After considerable consideration of the scope of the Pavilion Refurbishment project, the Pavilion Task and Finish Group have proposed the below motion for decision at the 25th of January 2023 meeting:

22/233.3 Girton Pavilion Refurbishment project: Council to consider and approve Girton Pavilion Task and Finish Group's recommendation to rescope the Pavilion Refurbishment project, to prioritise Changing Room Refurbishment, Storage and maintenance facilities for Groundstaff/Users, and Kitchen refurbishment to support improved use of GPC outdoor sports facilities.

This project will continue to identify and confirm priorities for Girton Parish Council Recreation facilities.

The project will be funded by ear-marked reserves currently held by Girton Parish Council. It will also ensure that the views of Girton residents, groups and businesses are included in requirements.

Girton Parish Council will discuss with Cambridgeshire County Council the grant for the original project which focussed on moving the Girton Parish Office downstairs in the pavilion and extending the hall. After consideration and discussion with Recreation Ground users Girton Parish Council do not feel they can justify extending Girton Pavilion Hall at this time. This likely means that Girton Parish Council will not be able to pursue the grant from Cambridgeshire County Council for the original project specification but is already beginning to look into further grant possibilities.

Girton Pavilion Task and Finish Group thank all members of the Pavilion Task and Finish Group, both Councillors and Volunteers for their time and expertise as they have set themselves to achieve the best possible result for our community from input to the project to date working through challenges such as COVID and significantly increased inflationary pressures.

We look forward to the approved Public Meeting for Sport & Recreation, to be held as soon as possible to further discuss the potential and priorities for this project.

Girton Pavilion Task & Finish Group