

# Girton Parish Council

Clerk: Mrs. Yvonne Murray  
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The Pavilion  
Girton Recreation Ground  
Cambridge Road, Girton  
Cambridge, CB3 0FH

**NOTICE of MEETING:** GIRTON PARISH COUNCIL  
**MEETING** ANNUAL GENERAL MEETING  
**DATE & TIME:** Wednesday 24<sup>th</sup> May at 7pm  
**VENUE:** The Pavilion, Girton Recreation Ground

**Members:** 15      **Vacancies:** 4      **Quorum:** 5

## ANNUAL GENERAL MEETING 2023 - MINUTES

Agenda Item	Item Description	Action/ Power
<b>Members:</b> [6] Cllr Carney (Chair), Cllr Muston (Vice-Chair) Cllr Blom, Cllr Giles, Cllr Hayat, Cllr Marshall, <b>Present:</b> Yvonne Murray (Girton Parish Clerk) <b>Members of the Public:</b> None		
23FC/25	<b>To elect the Chair of the Parish Council for 2023/24</b>  <b>Approval:</b> Cllr Carney was proposed for Chair position by Cllr Muston. Seconded by Cllr Giles. Unanimous Approval.  Cllr Muston was proposed for GPC Chair position by Cllr Muston. Seconded by Cllr Carney.  <b>Debate Highlights:</b> Cllr Muston thanked Council for the nomination but felt unable to accept the nomination for Chair at this time due to work commitments.	Approved
23FC/26	<b>To receive the Chair's signed Declaration of Acceptance of Office</b> <b>Done</b>	Completed
23FC/27	<b>Welcome from the Chair</b> Cllr Carney welcomed Council to the Annual General Meeting.	
23FC/28	<b>To elect the Vice Chair and to receive the Vice Chair's Declaration of Acceptance of Office</b>  <b>Approval:</b> Cllr Muston was proposed for GPC Vice Chair position by Cllr Carney. Seconded by Cllr Hayat. Unanimous Approval.	Approved
23FC/29	<b>To Co-opt new members to Council</b>  <b>Approval:</b> Victoria Brown was proposed for Council by Cllr Carney. Seconded by Cllr Hayat. Unanimous Approval.	Approved

Agenda Item	Item Description	Action/ Power
23FC/30	<b>To request review of Register of Interests from all Councillors within 28 days.</b>  <b>Debate Highlights:</b> All Councillors to check and confirm or make changes to their current Register of Interests.	<b>Noted</b>
23FC/31	<b>To receive and approve Apologies and Reasons for Absence</b> Cllr Betts, Cllr Clare, Cllr Linton, Cllr Williams, Cllr Wright	<b>Approved</b>
23FC/32	<b>To receive Members' Declarations of Interest and Dispensations for items on the agenda</b> No Declarations of Interest or Dispensations.	<b>Noted</b>
23FC/33	<b>To confirm appointment:</b>  <b>Proper Officer (Clerk):</b> Mrs. Yvonne Murray <b>Responsible Financial Office (RFO):</b> Mrs. Yvonne Murray <b>Internal Auditor:</b> LGS Service, Ben Stoehr  <b>Approval:</b> Cllr Carney proposed. Cllr Muston seconded. Unanimous Approval.	<b>Approved</b>
23FC/34	<b>Public Participation</b> <i>No Members of the Public present</i>	
23FC/35	<b>To Approve Minutes of Girton Parish Council Full Council Meeting held on 10<sup>th</sup> May 2023</b>	<b>Deferred</b>
23FC/36	<b>Matters arising from Previous Meetings</b> ( <i>for information only</i> )	<b>Deferred</b>
23FC/36.1	<b>Action List – to be attached.</b>	
23FC/36.2	<b>Any other Matters arising</b>	
23FC/37	<b>To Receive Reports</b> ( <i>for information only</i> )	<b>Deferred</b>
23FC/37.1	<b>Monthly Report from County Councillor</b>	
23FC/37.2	<b>Monthly Reports from District Councillors</b>	
23FC/37.3	<b>Girton Town Charity (GTC)</b>	
23FC/37.4	<b>Clerk's Report</b>	
23FC/38	<b>To Approve Finance and Resource Management:</b>	<b>For Decision</b>
23FC/38.1	<b>To note</b> payment of accounts under delegated approval: See RFO Report  <b>Debate Highlights:</b> Cllr Carney stated that perhaps ZOOM should be discontinued. GPC Clerk noted the use made of Zoom at Annual Parish Meeting for Live Streaming. Cllr Muston confirmed a need she had to use ZOOM when Teams quality was poor. Cllr Hayat noted the need to review Budget prior to second payment of precept during a year to identify possibilities to place any profits in Reserves.	<b>Noted</b>
23FC/38.2	<b>To Approve</b> payment of outstanding accounts due – See RFO Report  <b>Approved:</b> Cllr Carney proposed. Cllr Marshall seconded. Unanimous Approval.	<b>Approved</b>
23FC/38.3	<b>To Receive a report from Assistant Clerk</b> on Amounts paid in	<b>Noted</b>
23FC/39	<b>Business items requiring a decision, or consideration by the Council:</b>	<b>For Decision</b>
22FC/39.1	<b>To create and appoint members to serve on the under mentioned Committees and to confirm frequency and date of next meeting.</b>	<b>Approved</b>

Agenda Item	Item Description	Action/ Power
	<ul style="list-style-type: none"> <li>• Environment Committee</li> <li>• Finance &amp; Resource Management Committee</li> <li>• Human Resources Committee</li> <li>• Planning Committee</li> <li>• Sport &amp; Recreation Committee</li> </ul> <p><i>The frequency and dates for the Committees will be tabled.</i></p> <p><b><u>Amended Motion:</u></b> To confirm the number of members of each Committee, Frequency and meetings remain ‘as is’ for 2023 with the exception of Planning Committee which is reduced from 15 members to 12 members. Changes in Committee members are as below:</p> <p><b>ClIr Hayat to step down from Environment and Planning.</b></p> <p><b>ClIr Marshall to step down from Planning.</b></p> <p><b><u>Approval:</u></b> ClIr Carney proposed. ClIr Marshall Seconded. Unanimous Approval.</p> <p><b>To receive nominations for Officers:</b></p> <ul style="list-style-type: none"> <li>• Youth Liaison Office</li> <li>• CAPALC Representative</li> <li>• Police Liaison Office</li> <li>• Public Rights of Way (Footpaths) Officer</li> <li>• Flood and Drainage Officer</li> <li>• Warden of Town End Close Nature Reserve (Alison)</li> <li>• Tree Protection Officer</li> <li>• Health and Safety Advisor</li> </ul> <p><b><u>Approval:</u></b> ClIr Giles proposed. ClIr Hayat Seconded. Unanimous Approval.</p> <p><b><u>Debate Highlights:</u></b> All Officers remain the same. ClIr Giles is appointed as Warden of Town End Close Nature Reserve ClIr Clare, Mary Rodger, and Dave Daniels are appointed as Police Liaison Officer, Flood and Drainage Officer and Health and Safety Advisor in their absence. GPC Clerk to check with them that they are happy to continue in post.</p> <p><b>To appoint members, including Convenors, to serve on below mentioned Working Groups and Task &amp; Finish Groups as required:</b></p> <ul style="list-style-type: none"> <li>• Local Nature Recovery Plan Working Group</li> <li>• Pavilion Refurbishment Task &amp; Finish Group</li> <li>• Wellbrook Way Activities Task &amp; Finish Group</li> <li>• Girton Recreation Ground Car Park Safety Task &amp; Finish Group</li> <li>• Events Working Group</li> </ul> <p><b><u>Approval:</u></b> ClIr Carney proposed. ClIr Giles Seconded. Unanimous Approval.</p> <p><b><u>Debate Highlights:</u></b> ClIr Blom to step down as Chair of Pavilion Refurbishment Task &amp; Finish Group</p>	

Agenda Item	Item Description	Action/ Power
	GPC Clerk thanked Cllr Blom for his service as Chair. This had been a difficult group to lead to a final decision. Council broke into a spontaneous round of applause for Cllr Blom.	
23FC/39.2	<p><b>To confirm dates of next meetings of below mentioned existing Committees.</b></p> <ul style="list-style-type: none"> <li>• Environment Committee</li> <li>• Finance &amp; Resource Management Committee</li> <li>• Human Resources Committee</li> <li>• Planning Committee</li> <li>• Sport &amp; Recreation Committee</li> </ul> <p><b><u>Approval:</u></b> Cllr Carney proposed. Cllr Blom Seconded. Unanimous Approval.</p> <p><b><u>Debate Highlights:</u></b> Council delegated confirmation of dates to the Clerk.</p>	Approved
23FC/39.3	<p><b>To accept arrangements for insurance cover in respect of all insurance risks</b></p> <p><b><u>Debate Highlights:</u></b> Clerk to check and confirm the position on Employers, Public and Professional Indemnity Insurance for June 14<sup>th</sup> Full Council Meeting</p>	Deferred
23FC/39.4	<p><b>To approve Council and/or staff subscriptions to other bodies</b></p> <ul style="list-style-type: none"> <li>- CAPALC (Cambridgeshire &amp; Peterborough Association of Local Councils)</li> <li>- SLCC (Society of Local Council Clerks)</li> <li>- Information Commissioner’s Office (ICO)</li> <li>- CPRE (The Countryside Charity)</li> <li>- CCVS (Cambridge Council for Voluntary Services)</li> </ul> <p><i>Note: CPRE was not approved for subscription last year. CCVS is a new subscription for consideration.</i></p> <p><b><u>Approval:</u></b> Cllr Carney proposed. Cllr Marshall Seconded. Unanimous Approval.</p> <p><b><u>Debate Highlights:</u></b> GPC Clerk explained the services provided by CPRE and CCVS, see documentation. Council and Staff agreed to measure the benefits of all organisations and would report these in next Annual General Meeting. GPC to fund CPRE at rate of £3.00 a month which is the minimum amount recommended by the organisation.</p>	Approved
23FC/39.5	<p><b>To approve Council’s utility and recurrent bills to be paid by variable Direct Debit</b></p> <ul style="list-style-type: none"> <li>- British Gas (Electricity)</li> <li>- SCDC (Business Rates)</li> <li>- SCDC (Trade Waste)</li> <li>- Avocet Cleaning Services (for Pavilion)</li> <li>- Wave Utilities (British Water Utilities)</li> <li>- Source for Business (Water Bill)</li> <li>- HMRC</li> <li>- NEST</li> <li>- Staff Salaries</li> <li>- Source for Business (Water)</li> </ul>	Approved

Agenda Item	Item Description	Action/ Power
	<ul style="list-style-type: none"> <li>- SCDC (Trade Waste)</li> <li>- British Telecommunications plc</li> <li>- Coles Accounting (Cambridge) Ltd - Payroll</li> <li>- ZOOM</li> <li>- St John's College (Rental of field at back of Recreation Ground)</li> <li>- Cathedral Hygiene (Hygiene Services)</li> </ul> <p><b>Approval:</b> Cllr Carney proposed. Cllr Muston Seconded. Unanimous Approval.</p>	
23FC/39.6	<p><b>To approve completion of Housing Need Survey issued by Cambridgeshire Acre</b></p> <p><b>Approval:</b> Cllr Carney proposed. Cllr Muston Seconded. Unanimous Approval.</p> <p><b>Debate Highlights:</b> GPC Clerk noted an email from Andrew Muston in which he confirmed data from this survey would be beneficial for Girton's Neighbourhood Plan.</p>	Approved
23FC/39.7	<p><b>To approve participation in Parkwatch Survey on weekend of 27<sup>th</sup> to 29<sup>th</sup> May</b></p> <p><b>Approval:</b> Cllr Carney proposed. Cllr Marshall Seconded. Unanimous Approval.</p>	Approved
23FC/39.8	<p><b>To approve participation in a survey issued by Imperial College London/Cambridgeshire County Council to help in research on social isolation and loneliness.</b></p> <p><b>Approval:</b> Cllr Carney proposed. Cllr Marshall Seconded. Unanimous Approval.</p>	Approved
23FC/40	<p><b>To Receive Correspondence addressed to the Council.</b></p> <p>Cllr Carney noted correspondence entered into by him on 23/05/2023 with Anthony Browne regarding £1.3m being made available to four villages in Cambridgeshire for grass-roots sports. The response received this morning confirms that the amount for Girton was £8K applied for by Girton Colts for Goals. Significant amounts have been granted to other villages.</p> <p>Cllr Carney is to follow up on the response to state the belief that this is poor and possibly misleading communication to our residents.</p>	Noted
23FC/41	<p><b>To Approve the items that Council wishes to communicate from this Agenda</b> <i>This item is designed to ensure that Council can approve key items of communication from this meeting on Council Website, Facebook, and Twitter.</i></p> <p><b>Approval:</b> Cllr Carney proposed. Cllr Marshall Seconded. Unanimous Approval.</p>	For Decision
23FC/42	<p><b>To Request items for next Agenda</b></p> <p>Cllr Muston confirmed that Council needed to follow up to confirm all contracts in place as it had been stated there may be contracts in place e.g., for Girton Bowls Club and this may not be the case. This work is to be carried out as part of Policy Review.</p> <p>Cllr Marshall would like to propose that the Events Group should be made a sub-committee of the Sports &amp; Recreation Committee.</p>	Noted
23FC/43	<p><b>Date of next meeting(s): Wednesday 14<sup>th</sup> June</b></p>	Approved
<b>Meeting Ended: 20:09</b>		



Type	Contact Name	Invoice Number	Invoice Date	Due Date	Total	Tax Total	Net Total	Description
To Approve	A to Z Supplies: GB125688644	98528412	22/05/2023	21/06/2023	99.55	16.59	82.96	Toilet Roll/Hand Towel
To Approve	Printerbellow: GB262150828	INV-6809	30/04/2023	31/05/2023	167.00	0.00	167.00	Treasure Hunt Leaflets
Direct Debit	Source for Business		22/05/2023	22/05/2023	81.00	0.00	81.00	Water Supplies
Direct Debit	Source for Business		22/05/2023	22/05/2023	8.00	0.00	8.00	Water Supplies
Direct Debit	Source for Business		22/05/2023	22/05/2023	83.00	0.00	83.00	Water Supplies
Direct Debit	Zoom: GB373142903	INV203042809	21/05/2023	21/05/2023	15.59	2.60	12.99	ZOOM Professional
Direct Debit	Quickbooks	2100132692363	20/05/2023	20/05/2023	31.20	5.20	26.00	Quick Books
To Note	Amazon: GB387310585	INV-GB-148075251-2023-326502	21/05/2023	21/05/2023	5.92	0.99	4.93	Toilet Freshener
To Note	Amazon: GB387310585	DS-ASE-INV-GB-2023-194814558	21/05/2023	21/05/2023	24.98	4.16	24.98	Rubber Broom
To Approve	AJ King: GB119000462	INV-0353	21/05/2023	04/06/2023	1,860.00	60.00	1,800.00	Overseeding Football Pitch



# capalc

**Cambridgeshire and Peterborough  
Association of Local Councils**

## Cambridgeshire and Peterborough Association of Local Councils (CAPALC)

### WELCOME

Welcome to the website of the Cambridgeshire and Peterborough Association of Local Councils (CAPALC) a not for profit organisation, representing, training and advising the 260 Local Councils (Town, Parish and Community) and Parish Meetings, in the 4 Districts within Cambridgeshire and the Unitary Authority area of Peterborough. The Association is the first point of contact for the more than 2,000 elected Town, Parish and Community Councillors in Cambridgeshire and Peterborough who are working to improve their communities.

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### About Us

CAPALC is a membership organisation affiliated to NALC (the National Association of Local Councils), our national body who support and represent approximately 10,000 local councils and 80,000 councillors across England. NALC lobby central government on behalf of their members, and set national strategic policy, supported by a legal team. They also produce the LCR (Local Council Review) and the bi-weekly DIS (Direct Information Service), which are prime sources of information relating to the local council sector.

CAPALC is currently exclusively funded by its membership and training fees.

### How is CAPALC run?

The CAPALC Ltd Board consists of appointed Directors and the County Executive Officer (CEO). The Board and CEO are jointly responsible for the strategic and financial management of the Association.

The County Executive Officer is a paid position with the CEO responsible for day to day management and responding to Member queries.

CAPALC staff also include an admin assistant and part time Development Officers/trainers.

As a membership association CAPALC staff are unable to answer queries from the general public.



# Our Story

[Home](#) > [Our Story](#)

## About us

Founded in 1972, SLCC has gone from strength to strength, starting with just 50 members and now representing clerks to over 5,000 local councils in England and Wales.

As the professional body for local council clerks and senior council employees, we ensure that our members are equipped with the necessary knowledge, training and skills to thrive within their role and best support their council and community.

Many councils understand the benefit of having a clerk who is trained, fully briefed on current issues within the sector and able to access accurate advice quickly. As such, 90% of our members' councils pay for their clerks' annual subscription, as encouraged by the Local Government Act 1972 s 143 (1) (b), 'a local Authority may pay reasonable subscriptions, whether annually or otherwise, to the funds of any association of officers or members of local authorities which was so formed.'

Whether you seek expert advice, to develop your professional career or simply build relationships with your fellow clerks, we can offer you the support and recognition you deserve.

[Click here to read more on the governance of SLCC.](#)



## ICO fines two businesses £180,000 for making unlawful marketing calls

Bite-sized videos also launched to help SMEs navigate the law

### John Edwards' opening remarks at the EU LIBE Committee

23 May 2023

### Two businesses fined £180,000 for making unlawful marketing calls

16 May 2023

### ICO takes action against Plymouth City Council and Norfolk County Council

15 May 2023

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## Take action

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DPPC2023



## → For the public

Practical information about your data protection and information rights



Get copies of your data



Does an organisation need my consent?



Your right to access information from a public body



What to do about nuisance calls, and how to protect yourself

## → For organisations

Guidance and resources for public bodies, private and third sector organisations and sole traders

[UK GDPR guidance and resources](#)

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[SME web hub – advice for all small organisations](#)

[FOI, EIR and access to information](#)

[Subject access requests](#)

[CCTV and video surveillance](#)

## Our vision



**We are CPRE, the countryside charity. We want a thriving, beautiful countryside for everyone.**

We believe in countryside and green spaces that are accessible to all, rich in nature and playing a crucial role in responding to the climate emergency.

With a local CPRE group in every county in England, we're advocating nationwide for the kind of countryside we all want: one with sustainable, healthy communities and available to more people than ever, including those who haven't benefited before.

We stand for a countryside that enriches all of our lives, regenerating our wellbeing, and that we in turn regenerate, protect and celebrate.

Some people might remember us as 'The Campaign to Protect Rural England' – our previous name, and one of several in our long history. We've worked for almost a century to support and promote the countryside, and we'll be doing this for generations to come. That's why we call ourselves 'the countryside charity'.

## Payment options

A CPRE membership starts from £3 a month, but giving more will help us do more to promote, enhance and protect the countryside.

Please tell us how much you'd like to give, and how you would like to pay. We recommend a minimum of £3 a month, or £36 a year.

Please choose your payment method \*

Direct Debit

Credit or Debit Card

How often would you like to make your membership payment? \*

Monthly

Donation amount \*

£5 per month

£10 per month

£15 per month

Other

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## Join

[Membership information](#)[Application Form](#)

**By joining CCVS you receive many benefits that will help your organisation grow, and will ensure that you are kept up to date with all the latest news.**



You will become part of a voluntary sector network that influences policy makers and ensures the needs of all our members are recognised.

You will have opportunities to attend training and events, receive FREE advice and support and get regular bulletins that will give you the knowledge you need to make your organisation successful.

Both full and associate members receive exactly the same benefits with the exception that full members are able to nominate a person for election to the CCVS board and are able to vote at general meetings.

## All this is included in your membership

### Support

- FREE support from our expert development team
- FREE access to our resource materials, let us know what your problem is and we may have a resource that can help you overcome it.
- FREE attendance at our surgeries and funding fairs.

### Training

- FREE training
- FREE attendance at networking events
- FREE attendance of the CCVS annual conference and AGM
- Discounted places at charged events and conferences.

### Information and publicity

- FREE newsletters
- FREE funding alerts
- Regular email bulletins delivered FREE to your inbox
- FREE advertising of vacancies for paid staff, and voluntary trustees, on the website and newsletter

### Fundraising

- FREE support in helping you identify new funding opportunities.
- FREE support and advice on writing funding applications, and help to complete the [CCVS project proposal form](#).

### Services

- Discount hire charges for the meeting room at 16 - 18 Arbury Court
- A small library of equipment

**Join**

- Membership information**

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- Application Form

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## Who can Join CCVS

You can become a full voting member of CCVS if you are a

- voluntary, community or a charitable organisation working for the benefits of the community in Cambridge, South Cambridgeshire or Fenland.
- Community Interest Company (CIC) or social enterprise with voluntary/unpaid directors



You can become an associate member if you a

- statutory organisation
- parish or town council
- Community Interest Company (CIC) or social enterprise with paid directors
- individual
- business.

Membership is subject to confirmation by the CCVS Executive Committee and acceptance of our [equal opportunities policy](#).

## Membership fees

For full members annual fees are based on your income.

Annual Income	Fees
£50,000 or less	£30
£50,001 or more	£60

For associate members annual fees are as follows

Organisation type	Fees
Town or Parish Council	£60
CIC or social enterprise with paid directors	£60
All others	£100

If your group operates outside the CCVS area, you could join [Hunts Forum](#) or [Voluntary and Community Action East Cambs](#).

# Housing needs surveys

See how our independent housing needs surveys can be used to bring about rural affordable housing development for local people.

## About the project

### Funder

Surveys are funded by the partners within our Rural Affordable Housing Partnership or by private developers.

### Why is this needed?

Housing needs surveys are required to identify and prove the local need for housing. It helps to identify those who may not be on the housing register and future households who may not currently be looking for housing but will in the near future. Housing needs surveys are a key aspect of bringing rural affordable housing forwards as a proven need is required to allow the schemes to progress. Rural affordable housing is a really important aspect of rural life as it allows young people to remain in the villages they grew up, for those on low incomes to gain access to housing without having to leave the area and to enable communities to remain diverse and inclusive of all ages and backgrounds.

Cambridgeshire ACRE regularly engages with parish councils, local authorities and housing associations to discuss the housing issues facing our rural communities and put plans in place to address this. Our first stop in the process is having detailed conversations with parish councils about the rural affordable housing process, the benefits of rural affordable housing and myth busting some of the misconceptions. We then undertake a housing needs survey with the support of the relevant local authority and in most cases the parish council. Using these surveys we create detailed reports that outline the housing need within an area. This then allows the local authority, housing association and possibly developer to have valuable, informed discussions about a potential scheme that could go ahead.

### How can you get involved?

The Rural Housing Enabler at Cambridgeshire ACRE can provide advice and support to parish councils regarding bring forward affordable housing in their parish. We can also advise housing associations, developers and landowners on what is involved in undertaking a survey and why this is required.

### What impact has our work had?

The following impacts have been brought about through our housing need survey work:

- 30 Schemes in the last 8 years.
- Almost 400 homes delivered in last 8 years.
- Surveys undertaken in 8 parishes in the last year.
- Recent schemes include Chalk Hill in Foxton (2017) and Howgate Grove in Colne (2019) both of which helped to address local housing needs and were well supported by the local community.



# ParkWatch

## We need your help in this park!

Make Space for Girls is organising a national park count over the late May Bank Holiday weekend.

We want to find out who's using the teenage facilities — the skate parks, BMX tracks and multi-use games areas.

All you need to do is go to the park for five minutes, count, and fill in our simple online form.



ALL  
DETAILS  
HERE!

# Count us in. X



# New study to create 'heat map' of loneliness in UK.

Helping find new ways to tackle loneliness & social isolation.

Imperial College London is investigating the prevalence of social isolation and loneliness in the general population, including NHS patients & staff.

You can choose to take part by completing a brief anonymous [survey](#) which is available in several languages



You can access the [survey](#) using the QR code above, or by opening the weblink below on your smartphone, tablet or personal computer. The [short \(<10min\) pseudo-anonymized survey](#) is available in several languages and can be accessed by following this link: [https://imperial.eu.qualtrics.com/jfe/form/SV\\_da1GvF3HDQA2L2u](https://imperial.eu.qualtrics.com/jfe/form/SV_da1GvF3HDQA2L2u)

Imperial College  
London

IRAS ID: 305483

NIHR | Applied Research Collaboration  
Northwest London

**SCARU**  
Self-Care Academic Research Unit  
NHS Trust Poster v0.1  
Date: 12/10/2022