

# 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** FULL COUNCIL  
**DATE & TIME:** Wednesday 14<sup>th</sup> June at 7.30pm  
**VENUE:** Girton Recreation Ground, Cambridge Road Girton

All Members of the Council are hereby summoned to attend for the purposes of resolving Council Business to be transacted at the meeting, as set out below. Members of the public and press are invited to address the Council under the Public Participation item. Advance notice of questions and/or issues, would be appreciated.

**Members: 11      Vacancies: 4      Quorum: 5**

**Members:** Cllr Carney (Chair), Cllr Muston (Vice-Chair) Cllr Betts, Cllr Brown, Cllr Clare, Cllr Giles, Cllr Hayat, Cllr Linton, Cllr Marshall, Cllr Williams, Cllr Wright.

Mrs. Yvonne Murray – Clerk to Girton Parish Council  
8<sup>th</sup> June 2023

## AGENDA

Agenda Item	Item Description	Action/ Power
23FC/044	Welcome from the Chair	
23FC/045	To Receive Apologies and Reasons for Absence	For Decision
23FC/046	To Receive Members' Declarations of Interest and Dispensations	To Note
23FC/047	Council to Approve co-option of new Councillor/s	For Decision
23FC/048	Council approves the retention of Cllr Haydn Williams as a councillor following non-attendance at council meetings for a further 6 months.  <i>Note: Agenda Item 22/195 approved at Dec 2022 Full Council to approve the retention of Cllr Haydn Williams as a councillor following non-attendance at council meetings for 6 months. Cllr Williams has been unable to attend for 12 months.</i>	For Decision
23FC/049	<b>Public Participation</b> <i>To allow a total of 15 minutes for any members of the public to address the meeting in relation to any matter on the agenda. Individual presentations to be limited to 5 minutes on any single issue</i>	15 Mins
23FC/050	To Receive Reports (for information only)	10 Mins
23FC/050.1	County Councillor	
23FC/050.2	District Councillors	
23FC/050.3	Girton Town Charity (No Report for this month)	
23FC/050.4	Clerk's Report	
23FC/050.5	Chairman's Report	

Agenda Item	Item Description	Action/ Power
23FC/051	To Approve Minutes of Girton Parish Council Full Council Meetings: 24 <sup>th</sup> May 2023 (AGM), 10 <sup>th</sup> May 2023	For Decision
23FC/052	To Note Minutes of Girton Annual Parish Meeting	To Note
23FC/053	Matters arising from Previous Meetings ( <i>for information only</i> )	For Information
23FC/053.1	Action List (To be shown at meeting)	
23FC/053.2	Any other Matters arising – A chance to raise any comments/concerns on previous agenda items	
23FC/054	To Receive update from GPC Committees & Working Groups ( <i>For information only</i> )	To Note
23FC/054.1	Environment Committee	
23FC/054.2	Local Nature Recovery Working Group	
23FC/054.3	Footpath Officer's Report	
23FC/054.4	Water Management Report (No Report this month)	
23FC/054.5	Finance & Resource Management Committee	
23FC/054.6	HR Committee	
23FC/054.7	CAPALC Report	
23FC/054.8	Planning Committee (No report this month)	
23FC/054.9	Sport & Recreation Committee	
23FC/054.10	Events Working Group	
23FC/054.11	Bowls Club Working Group (No report this month) Work due to begin post 12 <sup>th</sup> June on GBC Chair's return from holiday	
23FC/054.12	Pavilion Refurbishment Task & Finish Group	
23FC/055	To Approve Finance and Resource Management	For Decision
23FC/056.1	To note payment of accounts under delegated approval	To Note
23FC/056.2	To Approve payment of outstanding accounts due	For Decision
23FC/056.3	To Receive a report from Facilities Manager on Amounts paid in	To Note
23FC/057	Business items requiring a decision, or consideration by the Council	For Decision
23FC/057.1	<p><b>Council to authorise the clerk and/or chair to write as a priority on its behalf to Greater Cambridge Planning to request a meeting, ideally on site with GCP prior to the Planning decision.</b></p> <p><b>Purpose of meeting:</b></p> <ol style="list-style-type: none"> <li>1. Consider the probability that planning application 23/01831/FUL contravenes South Cambridgeshire Local Plan policies NH/8 and E/16.</li> <li>2. Confirm if there is any missing information on the portal that should be a material consideration in this application.</li> <li>3. Understand all the advice given by GCP to the Landowner and whether this may have caused building contrary to the Planning permission/Local Plan policy.</li> <li>4. Confirm next steps following the above.</li> <li>5. Request that Landowner and Mr Gibson can attend if possible.</li> </ol>	For Decision
23FC/057.2	<b>AGAR 2022/23 - Item 1: To resolve to approve the Annual Governance Statement by resolution</b>	For Decision
23FC/057.3	<b>AGAR 2022/23 - Item 2: To consider the Accounting Statement</b>	For Decision

<b>Agenda Item</b>	<b>Item Description</b>	<b>Action/ Power</b>
23FC/057.4	AGAR 2022/23 - Item 3: To resolve to approve the Accounting Statement, to be signed by the Chair of the meeting	For Decision
23FC/057.5	AGAR 2022/2023 – Item 4: To approve the Notice of Public Rights and Publication of unaudited Annual Governance & Accountability Return	For Decision
23FC/057.6	Council approves poll of residents online and using Girton Parish News to consider renaming Parish Council. (See NALC Legal Topic Note (LTN 74)) in Agenda pack	For Decision
23FC/057.7	Council approves order of items on Full Council Agenda to place 'Business Decisions' first on Full Council Agenda going forward. (Verbal update)	For Decision
23FC/057.8	Council approves changing status of GPC Events working group to GPC Events Committee (See Events Report 23FC/054.10)	For Decision
23FC/057.9	Council approves licensed Food Trucks attending at Girton Parish Council Recreation Ground from 5pm to 9.30pm during school summer holidays on Thursday and Saturday evenings as available.	For Decision
23FC/057.10	Council to approve placement of initial Neighbourhood Plan Survey in July Edition of Girton Parish News at cost of £200.00.	For Decision
23FC/057.11	Council to approve placement of survey to identify priorities of Pavilion Refurbishment project in August Edition of Girton Parish News. Estimated cost £200.00 (See Pavilion Refurbishment Report & Events Report 23FC/054.10, 23FC/054.12)	For Decision
23FC/057.12	Council to approve replacement of five dog bins with Litter bins to an estimated maximum cost of £3,500.	For Decision
23FC/057.13	Council to approve recommended quote for Hibbert Ware Garden Interpretation Board.	For Decision
23FC/057.14	Council to approve purchase of Equipment recommended by English Cricket board inspection to a maximum cost of £2,000.	For Decision
23FC/058	To Receive Correspondence addressed to the Council	To Note
23FC/059	To Approve Communication of items from this Agenda <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>	For Decision
23FC/060	Date of next meeting(s): 12 <sup>th</sup> July 2023	To Note

## Guidance For Visitors to Girton Parish Council

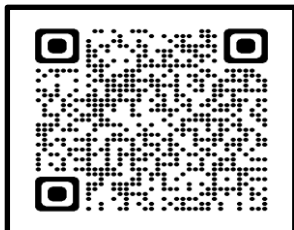
The Pavilion, Recreation Ground, Cambridge Road, Girton, Cambridge CB3 0FH.

Tel: 01223 618619

### NOTICES FOR MEMBERS OF THE PUBLIC

#### Parish Council Agenda

A full copy of this agenda with appendices and reports may be found on the Parish website at <https://www.girton-cambs.org.uk/girton-parish-council/> or requested from the Clerk. Our Village Noticeboards will include a copy of the agenda only including this guidance page. Webpage QR Code below.



#### Public Participation

Members of the public are welcome to attend this meeting and any other Girton Parish Council public meeting. If you wish to raise a question or topic at the meeting it will help us if you contact the clerk, who will be pleased to explain the procedure. Clerk email: [clerk@girton-pc.gov.uk](mailto:clerk@girton-pc.gov.uk). Members of the public may address the Council within an allotted time of **15 minutes** during Public Participation on the agenda.

#### Exclusion of Press and Public

The press and public are likely to be excluded from the meeting during consideration of the following item in accordance with the provisions of Section 100(A)4 of the Local Government Act 1972, exempt information as defined in paragraph 3 of Part 1, Schedule 12A of the Act, as amended.

Items to be confirmed here/

#### First Aid

If you feel unwell or need first aid, please alert a member of staff.

#### Toilets

Public toilets are available on the ground floor of the Pavilion in the corridor through the double doors in the Community Hall. These include facilities for disabled people.

#### Recording of Business and Use of Mobile Phones

Girton Parish Council are open and transparent about how we make decisions. The Council may record public meetings. Recording, filming and photography at Council, Committee and other meetings is allowed where members of the public can attend, so long as proceedings at the meeting are not disrupted. Members of the public may not speak during Council proceedings. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent/ vibrate mode.

#### Smoking

No one can smoke at any time within the Pavilion or at any Council meeting.

# Cllr Edna Murphy

## MONTHLY REPORT JUNE 2023

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### FULL COUNCIL

The Annual Council meeting on Tuesday 16 May agreed three motions from councillors, amended and passed a fourth, and voted down a fifth.

- Cllr Firouz Thompson proposed a motion to seek to ensure availability of childcare in new developments, after learning that many new developments were being built with covenants on them preventing use of domestic properties by childminders.
- Cllr Bryony Goodliffe proposed a motion to recognise the experience of care leavers ('care experienced people') as equivalent to a 'protected characteristic' which councils have a duty in law to consider when making decisions.
- Cllr Ros Hathorn proposed joint working to develop an action plan for better information about Cambridgeshire's cycle networks.
- Cllr Alan Sharp proposed a motion about highways maintenance, which was amended to require a draft action plan to be considered by the Highways & Transport Committee in July.
- Cllr Steve Count proposed a motion, which was defeated, seeking to review the council's decision in March on the Cambourne to Cambridge busway route.

The Full Council also agreed a new People Strategy. This aims to align the council's workforce to achieve the council's ambitions over the next five years. It focuses on four themes: attracting, appreciating, supporting and developing the council's staff.

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### COMMUNITIES, SOCIAL MOBILITY & INCLUSION (COSMIC)

#### Accountability agreement

COSMIC has approved an Accountability Agreement, which is a new requirement for any organisation receiving more than £1M a year from the Government's Department for Education. This sets out a limited number of priority aims, targets and key performance indicators for Cambridgeshire Skills in delivering high quality adult education.

#### Cambridgeshire Priorities Capital Fund

This fund consists of £1.5M left over from the previous administration's £5M Communities Capital Fund. £1M will be made available for community capital projects to improve or upgrade community buildings and assets, while supporting the council to achieve at least three of its strategic ambitions, including:

- Net zero carbon emissions for Cambridgeshire by 2045, and our communities and natural environment are supported to adapt and thrive as the climate changes.
- Travel across the county is safer and more environmentally sustainable.
- Health inequalities are reduced.
- People enjoy healthy, safe, and independent lives through timely support that is most suited to their needs.
- People are helped out of poverty and income inequality.
- Places and communities prosper because they have a resilient and inclusive economy, access to good quality public services and social justice is prioritised.
- Children and young people have opportunities to thrive.

The fund will open for a single round of applications during the 2023/24 financial year, with an upper bid limit of £40,000. Cambridgeshire-based voluntary, community and social enterprise sector organisations will be eligible to apply, as will district, town and parish councils, and businesses if they can evidence the public benefit of their project.

The remaining £0.5M will be reserved for the County Council's own community based assets, where this will support the council's commitment to decentralisation.

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## **ENVIRONMENT & GREEN INVESTMENT**

### **Flood Group conference**

Following the success of last year's first Flood Group Conference at Alconbury Weald, the 2023 Conference will take place on Thursday 21 September in St Ives. The County Council's Community Flood Action Programme has been shortlisted for a national award.

### **Green Energy Together / Solar Together**

Solar Together is a national scheme run by iChoosr, an independent organisation that vets and appoints accredited installers of solar panels on homes. iChoosr appointed three installers in 2022 to deliver solar panels and battery storage across Cambridgeshire. The County Council promoted the scheme to residents and it has been popular, with over 2,000 installations completed to date.

We were disappointed to hear that one of their suppliers, Green Energy Together Ltd (GET), who operated in Huntingdonshire, had appointed liquidators following the loss of their MCS certification. This accreditation is a requirement for installers participating in the Solar Together scheme. Other Solar Together installers in Cambridgeshire are unaffected.

We have sought assurance that iChoosr will be in contact with affected Huntingdonshire customers to explain the situation and their options.

### **Home Upgrade Grants**

Cambridgeshire has been awarded £11.5M over two years to improve energy efficiency in homes which are not on mains gas. More information, including eligibility criteria, at [actiononenergycambs.org/funding](http://actiononenergycambs.org/funding)

### **Sunnica solar farm**

The Planning Inspectorate is currently expected to submit its recommendation for the Sunnica solar farm application, located between Burwell and Red Lodge, by 28 June.

### **Smart journeys**

The new *Smart Journeys* team is now in place working with developers of sites at Northstowe, Alconbury Weald, and Cambridge Science Park to promote active travel throughout the developments.

### **Disposal of vapes and metal recycling**

Following a number of fires, an information campaign is being planned about the safe disposal of vapes and the hazards of fires in collection vehicles and waste plants arising from the batteries sealed inside these items. There is currently a six week campaign of bus advertising, radio and social media across the whole of Cambridgeshire and Peterborough promoting the need to recycle all metals.

### **Envar application refused**

The application for new waste facilities including an incinerator at the Envar site at Woodhurst was (narrowly) refused. The applicant is considering next steps which include an option to appeal to the Planning Inspectorate.

### **Waste Water Treatment Works**

Having withdrawn its application to relocate its waste water treatment works from NE Cambridge to Horningsea, Anglian Water resubmitted its plans on 28 April. These plans have been accepted by the Planning Inspectorate.

### **Infrastructure Levy consultation**

The Government is consulting on technical aspects of its proposed changes to how developer contributions towards new infrastructure are secured. The Government says the Levelling Up & Regeneration Bill seeks to replace the current system of 'Section 106' developer contributions with a mandatory, more streamlined, and locally determined Infrastructure Levy.

### **Biodiversity and green spaces**

The Tree & Woodland Strategy is now out to tender, including assessment of tree canopy cover for the whole county, and more detailed analysis on County Council land. The strategy will also include length of hedgerow on County Council land, amounts of carbon sequestered, and areas for future tree planting.

Work is also ongoing with Natural Cambridgeshire on the Local Nature Recovery Strategy for Cambridgeshire, with a formal launch imminent.

### **Low carbon heating for council buildings**

Air source heat pumps have been installed at 22 council buildings to date, replacing fossil fuel heating systems. A further five new projects are also now in progress, supported by grant funding, and the County Council is applying to the Low Carbon Skills Fund for grants towards design for the next batch of sites.

### **Autonomous vehicle trials**

Connecting Cambridgeshire will be supporting the Greater Cambridge Partnership to deliver two autonomous vehicle projects, one running services around the West Cambridge campus, Cambridge Biomedical Campus, and between Babraham and Trumpington Park & Rides; the other looking at the feasibility of autonomous transit to support developments to the east of Cambridge.

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## **HIGHWAYS & TRANSPORT**

### **East West Rail**

The southern route, rather than the northern, has now been announced as the preferred option for the section of East West Rail from Bedford to Cambridge. Leader of the County Council Lucy Nethsingha said:

This is a nationally important piece of infrastructure, and we have been supportive of the principle of the rail link between Oxford and Cambridge for many years. It was good to hear a renewed government commitment to the project earlier in the year, and we are keen to study the detail of these proposals.

Rail travel is one of the most efficient and greenest transport systems, and increasing the opportunities for rail transport in our area is a key priority and important as part of our commitment to a greener fairer Cambridgeshire.

We will look closely at the detail of what has been announced today, we want to understand the exact alignment and what this means for residents and particular areas of the county. We look forward to working with our communities and with the East West Rail Company to understand and refine the proposals and address local concerns. We are also keen to understand whether the calls for the line to be electric from the start have been heard.

The public response to the *Making Connections* (Sustainable Travel Zone / Congestion Charge) consultation has now been published. More than 24,000 people responded to the consultation, which proposed measures to transform the bus network alongside better walking and cycling infrastructure that would be funded in the long term by the phased introduction of a road user charge.

The key findings and the wide-ranging views—both in favour of and against the proposals—are contained in a paper to the Greater Cambridge Partnership’s Joint Assembly which meets on Thursday 8 June. The headlines are:

- Over 70 % were in favour of the future transport network, with more buses to more locations, cheaper fares and longer operating times supported by better walking and cycling infrastructure to give people faster, cheaper and more reliable travel alternatives to the car.
- 58 % opposed the proposed Sustainable Travel Zone (STZ) as the means for delivering the transport vision. Opposition increased with age from 35 to 64, with 55-64 year olds the most likely to oppose. Those who lived outside Cambridge were also more likely to oppose.
- 34 % supported the STZ as proposed. Support was highest among the youngest and the oldest respondents, who are more likely to find it most difficult to access education and healthcare due to the limitations of the existing bus network. Support was highest in the centre and west of Cambridge.
- Around half of those who opposed the STZ did support the vision for better buses.
- The views from organisations such as business, healthcare and others were broadly supportive of the plans but with caveats about the impact on staff or those who were vulnerable.

The reasons for supporting or opposing varied but covered a variety of areas.

- Those who supported the proposals were keen to get more frequent bus services, would be able to cycle more safely and generally were positive towards the idea of a charge to tackle climate change and reduce congestion.
- Those who opposed felt the exemptions didn’t go far enough, and perceived a charge to be unfair, in particular on those travelling to Addenbrookes, and also believed there would be a negative impact on jobs.

With a large number of free text responses in the survey to supplement the ‘closed questions’, a lot of detail is now available about what people feel could be positive amendments to the scheme. These included changing the rate for cars, changing the hours, amending the discounts and exemptions, and altering the boundaries.

No decisions have been made. We will need time to absorb the detail of this consultation and consider how to progress with improving public transport. The report was discussed at the Greater Cambridge Partnership’s Joint Assembly meeting on Thursday 8 June 2023.

### **Local highways updates**

- There was a meeting of myself, Parish Clerks and the new team leader for the reorganized LHO team plus the outgoing team leader (whose new role is flood and drains / asset management) – it was a productive meeting and this will now happen regularly
- The County is engaging in an assessment of the rights of way following the A14 works – this is an opportunity to ensure that ROW are properly recognized and not lost removed without good alternatives in place
- Following numerous reports of vehicles driving in the cycle lane on the approach to the Eddington lights, I have written to request that some action is taken to ensure better cycle safety at the particular danger point, just past the bus stop – one suggestion is ‘wands’ for a short stretch to stop vehicles drifting into the cycle lane

### **Meanwhile on the Combined Authority**

The most significant item on the Combined Authority Board agenda for 31 May was the Local Transport & Connectivity Plan. However, the Plan requires the two upper tier councils on the Combined Authority—Cambridgeshire County Council and Peterborough City Council—to support it, and as the leader of Peterborough City Council announced at the last minute that he would not it was withdrawn. It is not currently clear whether or when it will be possible to agree a new Local Transport & Connectivity Plan.

The draft document’s Mission Statement says:

*The transport network must put improved health at its core, it must help create a fairer society, it must respond to climate change targets, it must protect our environment and clean up our air, and it must be the backbone of sustainable economic growth in which everyone can prosper.*

*And it must bring a region of cities, market town and very rural areas closer together. It will be achieved by investing in a properly joined-up, net zero carbon transport system, which is high quality, reliable, convenient, affordable, safe, and accessible to everyone, Better, cleaner public transport will reduce private car use, and more cycling and walking will support both healthier lives and a greener region. Comprehensive connectivity, including digital improvements, will support a sustainable future for our region’s nationally important and innovative economy.*

### **Cllr Edna Murphy**

County Councillor for the Bar Hill Division

Edna.murphy@cambridgeshire.gov.uk

## **District Councillors' Report to Girton Parish Council – June 2023**

Cllr Corinne Garvie: 07780 932267, [cllr.garvie@scambs.gov.uk](mailto:cllr.garvie@scambs.gov.uk)

Cllr Richard Stobart: 07950 934793, [cllr.stobart@scambs.gov.uk](mailto:cllr.stobart@scambs.gov.uk)

South Cambridgeshire District Council: 01954 713000, [www.scambs.gov.uk](http://www.scambs.gov.uk)

### **South Cambs News magazine**

This magazine should be delivered to every household. The latest copy should be delivered this week. Unfortunately, not all households get a copy because there is a shortage of deliverers. If you have not received one contact [scdc@smartdistribution.co.uk](mailto:scdc@smartdistribution.co.uk) or 0800 6444011 to request a copy.

### **Taxis**

Taxis registered in South Cambs will be required to have CCTV installed in their cabs. This is for the safety of the drivers and their passengers.

### **Grant award for the Planning Service**

The Government has awarded Greater Cambridge Shared Planning £290,000 to improve feedback processes for its emerging Local Plan. Greater Cambridge Shared Planning (GCSP) is a partnership between South Cambridgeshire District and Cambridge City Councils.

The funding seeks to build upon the earlier work in producing a “digital” Local Plan by speeding up the processing and the review of the thousands of comments made by communities and developers through the process. This will shorten the time between people making comments and Councillors and communities.

### **More Money to Decarbonise Council Houses**

SCDC has successfully bid for £1.7 million Government funding, to continue work to decarbonise Council homes. It will also support other measures being put in place to help the Council achieve its own and the Government's Net Zero targets. The new funding will go towards energy efficiency upgrades within these homes. These measures could save tenants between £220 and £400 a year on their energy bills.

### **Find a job: Homes for Ukraine guidance update**

On 3 April, DLUHC updated the Find a job: Homes for Ukraine guidance, which includes information on where to find work, signposting support and how to access skills-based training for employment. The update includes information added on working in a regulated profession in the UK. Some professions in the UK, such as teachers and lawyers, are regulated by law and individuals need to have specific professional qualifications or experience to be able to enter and practise these professions. For these roles, independent regulators decide what qualifications individuals need to have to practise a profession and assess whether applicants are suitably qualified. To help navigate this process, the UK government has established the UK Centre for Professional Qualifications (UK CPQ). The UK CPQ can provide advice and guidance on the recognition of professional qualifications and will signpost individuals to relevant regulators, where appropriate.

### **A428 Black Cat to Caxton Gibbet improvements update**

We have received an update from National Highways regarding the A428 Black Cat to Caxton Gibbet upgrade scheme. As you may remember, the Secretary of State granted the National Highways development consent order for the work back in August last year. Since then, National Highways have been in a legal process. The High Court and now the Court of Appeal has refused the challenge and so National Highways have reported that this means that the legal process is now over, and they can start planning to work towards full construction. Please see [here for their news story](#).

For your info [www.nationalhighways.co.uk/a428](http://www.nationalhighways.co.uk/a428) and the [Facebook](#) and [Twitter](#) accounts have the most up to date information about the scheme.

## **Support for residents during the cost-of-living crisis**

The SCDC Communities Team has created a new leaflet advising residents of support available during the cost-of-living crisis. There is a push this year to encourage more people to apply for Council Tax support as many who are eligible for this scheme are unaware it exists. We have also sent the leaflet as an email attachment. If you are able to assist with distributing this leaflet within your community, please email [chris.riches@scambs.gov.uk](mailto:chris.riches@scambs.gov.uk) who can arrange for these leaflets to be printed.

## **Videos to show SCDC's work over the last year**

The videos we created for the recent Staff Excellence Awards, highlighting the many achievements of colleagues, have been slightly amended enabling us to make the most of them. They are now available to help outline what we do and the services we offer. The YouTube links are:

**Part 1** <https://youtu.be/mlB6auWFVk8>

**Part 2** <https://youtu.be/-a2zup0xTGc>

## **Message from Cambridgeshire Fire and Rescue Service**

Our colleagues at Cambridgeshire Fire and Rescue Service have asked if we can share details of their latest public survey of residents and business owners in Cambridgeshire and Peterborough. The fire service is required to create a 3-5 year plan that identifies the fire and rescue related risks in the county and how it plans to mitigate or be prepared for them. It also identifies the opportunities it will take to continue to improve its services to communities. The fire service is currently preparing to write its next plan for 2024/29 and they are seeking views from people in the communities they serve, so their thoughts and expectations of the service can be reflected in the plan.

The survey will provide the fire and rescue service with valuable information about what residents and business owners in Cambridgeshire and Peterborough expect of their local fire service, as well as gathering people's thoughts on different risks and situations. The information will be used to help the fire service ensure it is targeting its resources in the most effective way. Here is a link to the survey which will take 10-15 minutes to complete:

<https://bit.ly/43pzLHU>

There are also three £50 shopping vouchers up for grabs which you can be in with a chance of winning by completing the survey.

## **East West Rail: route into Cambridge is announced.**

The route will be the southern route so the line will turn south from Cambourne towards Foxton. A northern route had been proposed that would have affected Dry Drayton in particular but this has firmly been rejected.

We hope that the route will be constructed as an electric railway, but so far there has been no confirmation of the traction choice.

“The route update for East West Rail (EWR), which will see new train services connecting Oxford, Milton Keynes and Cambridge moving one step closer - unlocking the area's potential to create jobs, grow the economy and attract investment for the entire country. Our proposals will slash journey times across the region, create new opportunities for people to access jobs, green spaces and enjoy everything the area has to offer. Our news is part of a wider government announcement the Chancellor of the Exchequer made this morning about plans to bolster the UK's position as a global science superpower. This announcement recognises that delivering this new line is critical to improving connections between UK science powerhouses Oxford and Cambridge and will bring more investment to the region. “

For details of the East West Rail route update, please check [here](#).

## **Making Connections and Sustainable Travel Zone**

The report on the Making Connections consultation has just been published. You will be able to find it [here](#), together with a library of supporting information.

Here is the LibDem group's position – summarised in a press release drafted by the Council's Deputy leader in consultation with local members.

"We are very grateful for the 24,000 consultation responses including 140,000 free text box entries.

***We have been listening during and since the consultation closed. We have heard Residents are positive to having better buses, better public transport, but many remain unhappy with several aspects of the proposed scheme.***

Residents who live and travel to work in the Greater Cambridge area tell us that they understand that the rapid economic growth that we are experiencing needs infrastructure and housing to support it.

That was the purpose of the GCP's City Deal (2014) with the prospect of up to £500m from Government and of the remaining £200m. The elected representatives of the three local councils who determine and scrutinise how the GCP operates continue to listen and make their best efforts to enable that growth in a sustainable and healthy way. Doing nothing is not an option.

***How do we pay for better buses and reclaim the City streets?***

It has been clear from listening to residents and hearing their feedback that they are largely supportive of the proposed Better Bus Services. But they remain worried, especially during a cost-of-living crisis, about the burden of a Sustainable Travel Zone (STZ) charge. Even though the proposals give us 3 or 4 years of improving provision first before any charging would occur, the public have said they remain sceptical.

***Franchising as a route out of poor bus service provision.***

In common with the rest of the GCP, and the Cambridgeshire Mayor, the South Cambs Lib Dem Group supports Bus Franchising, which offers us the control over routes, fares, frequency and hours of operation, that is needed to provide a credible alternative to travel by car. A phased approach, being worked on today, could start to deliver franchising as early as the next 18 months.

Services if left in the hands of the current bus operating companies will continue to leave our residents vulnerable to cuts in services and timetables, they have told us this needs to change.

***We need to support the transport needs of young people, and less well off, who are very supportive of improved Bus Services. They cannot afford a car.***

We have heard young people in particular telling us that their education and job choices are badly restricted if they do not have use of a car. The cost-of-living crisis has made this car ownership even more expensive. The young have told us that they want an alternative to having to drive.

***Charging for access to Addenbrooke's.***

From the outset, the public told us that charging patients and visitors for trips into Addenbrooke's hospital was hugely divisive. We were able to offer the GCP a practical solution to this, so that those trips would not incur a Zone charge. We expect that to be one of the major changes to the *Making Connections* proposals coming out of the consultation.

**Tradespeople are concerned on several counts about Vans vs. Cars charging.**

We have had many conversations about how the congestion in and around the city eats into chargeable hours for tradespeople, and they welcome the prospect of easier City access that reduced congestion would bring. We have also heard their concerns that a premium on their vans vs. other people’s cars, is inherently unfair, and as we consider all the options for funding Better Buses, we would look to have that differentiation removed.

**People have offered constructive feedback to the consultation, such as considering differentiated daytime access charges.**

People have told us that an all-day charge, doesn’t reflect the outcome of reducing congestion. We are therefore supportive of a scheme that continues to only charge at peak times. This would allow family visits, care workers and delivery trips to be scheduled to take place without incurring the charge.

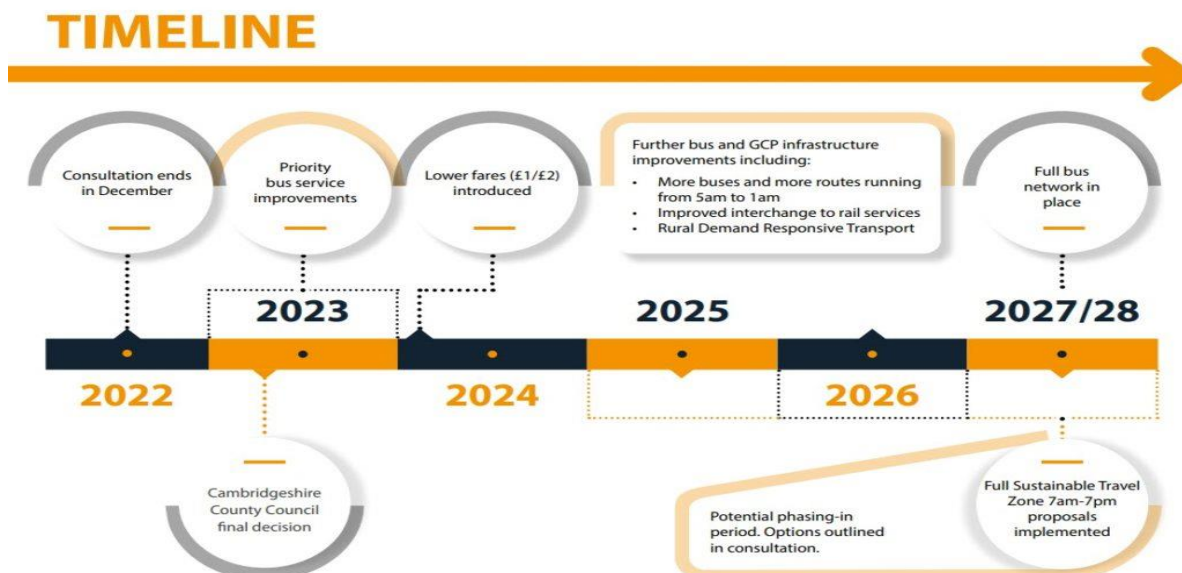
**It is clear that residents throughout Cambridgeshire support Active Travel.**

One of the least contentious areas of the feedback is the work the Greenways and other active travel schemes are already providing. People have told us they want a choice to safely cycle or walk, and that currently is restricted to a very few villages close to Cambridge.

**We will be taking all this feedback into account as we develop and plan, as part of the GCP, to roll out Better Buses and how to fund them.**

The priority for South Cambs Lib Dems, as we continue to examine the results and respond to the consultation, is that we focus on the aims of reducing congestion, providing clean air and quality of life. The scheme will also address the serious inequalities apparent in the Greater Cambridge area. These benefits will come from enabling residents to use a modern public transport system in preference to the private motor vehicle.”

As a reminder, here is the proposed timeline:



We have also been busy working on issues and questions brought to us by both residents and Parish Councils.

Corinne Garvie, Richard Stobart  
11<sup>th</sup> June 2023

# Struggling to pay your bills? There is help available

We are supporting working age residents with a more generous localised council tax support scheme from April 2023. Our calculator at <https://hbcalc.scambs.gov.uk/HBCalculatorPaged/launch> will give you some indication if you would qualify and the amount you may receive. Scan this QR code to access our calculator or call 01954 713000.



Below are some real-life examples of people who qualify for support towards their council tax.

## Family 1



A couple and two children, with one member of the couple being disabled.

The couple's earnings are £505 a week. They receive child benefit, and personal independence payments for living component and mobility.

Their total income is £650.66 per week.

Their council tax is a band D = £2167.89 a year.

**This family is entitled to a 70% discount on their council tax, saving them £1,517.52 a year.**

## Family 2



A working lone parent with two children.

The total earnings are £383.58 a week. They receive child benefit and universal credit.

Their total income is £456.29.

Their council tax is a band B = £1257.65 per year with a single person's discount.

**This family is entitled to a 25% discount on their council tax, saving them £314.41 a year.**

Don't miss out on getting the help you're entitled to - apply online today!

[www.scambs.gov.uk](http://www.scambs.gov.uk)

Email: [duty.communities@scambs.gov.uk](mailto:duty.communities@scambs.gov.uk)

Call: 01954 713000



South  
Cambridgeshire  
District Council

## If you are not eligible for localised council tax support, other help is available.

If you are struggling to pay your Council Tax, you may be able to get a reduction under the Council's discretionary council tax support scheme. For more information visit our webpage [www.scambs.gov.uk/council-tax/reductions-and-discounts/council-tax-discretionary-reduction-scheme](http://www.scambs.gov.uk/council-tax/reductions-and-discounts/council-tax-discretionary-reduction-scheme) or scan the following QR code or call 01954 713000.



We may be able to help with your energy bills. The **Household Support Fund** is available to help people experiencing immediate financial hardship to pay for food and/or household energy bills. This provides one-off financial support. You can apply by contacting [duty.communities@scambs.gov.uk](mailto:duty.communities@scambs.gov.uk). There may be further help available for people on prepayment meters. To access this support please email [duty.communities@scambs.gov.uk](mailto:duty.communities@scambs.gov.uk).

Foodbanks provide food to those struggling with rising costs during the cost-of-living crisis. A list of foodbanks in South Cambridgeshire can be found at [www.scambs.gov.uk/community-safety-and-health/foodbanks-and-food-hubs/](http://www.scambs.gov.uk/community-safety-and-health/foodbanks-and-food-hubs/).

If a foodbank requires a voucher, please contact [duty.communities@scambs.gov.uk](mailto:duty.communities@scambs.gov.uk) and we will provide you with one. Additionally, if you cannot travel to your nearest foodbank, please include this in your email as we may be able to provide support with this.

[www.scambs.gov.uk](http://www.scambs.gov.uk)

Email: [duty.communities@scambs.gov.uk](mailto:duty.communities@scambs.gov.uk)

Call: 01954 713000



South  
Cambridgeshire  
District Council

## **Clerk's Report June 2023 (Agenda Item 23FC/050.4)**

May is probably one of the busiest if not the busiest months in the calendar of the Clerk and indeed for Council with the following to complete.

- Annual Parish Meeting (not a Council meeting) but convened by the Chair and prepared by the Clerk. (17<sup>th</sup> May 2023)
- Annual General Meeting - a meeting to elect the Chair and re-form the committees. (24<sup>th</sup> May 2023)
- Committee Meetings to elect Chair/Vice-Chair ready for the 2023/24
- End of year process to complete with preparation of the AGAR.

Our APM was held at the William Collyn Centre and I would like to Thank Tom Lee and team for creating a set-up that allowed us to serve refreshments throughout the meeting and the ability live-stream the meeting. We hope to make the recording available soon. In addition a huge Thank you to the Village Scouts troop who turned up in numbers to make refreshment on the night.

Our AGM was conducted as prescribed on 24<sup>th</sup> May 2023 and Congratulations go to Cllr Carney and to Cllr Muston who were re-elected as Chair and Vice Chair respectively. Thank you also to all of the Council members who have taken on the task of Committee Chairs and are now with the completion of the first committee meeting of the year beginning to plan for this year to further improve operations and budgeting.

Our internal auditor visited on 7<sup>th</sup> June and gave Girton Parish Council a clean bill of health. Four items on tonight's agenda are in place to approve the Annual Governance Return and to approve the Accounting Statements. Thank you very much to Streets Accounting who have been on hand at all times to help with some of the complexities of the process. We are also just about to issue another VAT126 form to re-claim £32K. Streets have advised us also that recent changes in the VAT process may allow us to claim some money on the MUGA work that was not previously possible.

As I have not written a Clerk's report since April, I also wanted to say a big Thank you to all our Sports clubs, all our local groups and businesses who took part in the Coronation Sunday event. The attendance was over 500 people. Thanks also to the many businesses on Wellbrook Way who welcomed many of the Parish Council's at the screening of the Coronation (WCCC), Pimms and Strawberries and the very successful bowling event.

As we continue into this new year Council is increasing their community engagement with a number of stalls to be held at the Feast on 8<sup>th</sup> July. We hope to continue our Data Alley event this year to collect information on what you want to see from your Parish Council.

A focus for me and the team will also be further development of policy and itemised budgeting.

A final Thank you to members of my staff Team, Angie and Chris who have been working incredibly hard as summer comes to ensure that the Recreation Ground continues to improve. Congratulations to Angie who has the new title of Facilities Manager approved by Council on 10<sup>th</sup> May 2023 (Agenda Item: 23FC/020.14) to reflect the work she is doing focusing on our Recreation Users.

**Yvonne Murray (Girton Parish Clerk)**

## **Girton Parish Council:**

### **Chair's report June 2023 (Agenda Item 23FC/050.5)**

Cllr Daniel Carney

Firstly, I would like to thank my fellow Councillors for electing me as Chair for 2023-24. I hope that together we will be able to deliver for the village over the next 12 months. Sadly, Cllr Michael Blom has resigned from the Parish Council due to his work commitments; I would like to thank him for his contributions over the past 13 months. I would also like to welcome our new Councillor, Victoria Brown, who was co-opted at the Parish Council's AGM.

The result of the Public Inquiry into the appeal against the Planning decision to refuse the demolition of the former Hotel Felix and build an 80-bed care home was to uphold the appeal, meaning that the development will be permitted. Many residents, the Parish Council, and the District Council have been strongly against this development for a number of years, so there is great disappointment at this outcome. The Inquiry decided that the building was not of sufficient architectural or historical merit to be preserved, particularly as many alterations and extensions had been made, many of which it decided were not sympathetic to the original building. It did, however, note the importance of preserving the 'Girton Gap,' separating our village from Cambridge, and reports that there should be a resultant improvement in biodiversity habitats, something that we much monitor to ensure is delivered. As part of the development South Cambridgeshire District Council has proposed a Section 106 payment of £16,800 to provide for the additional costs of extra burial place within the parish. The costing is detailed in the Planning documents, based on a price of land (£250k per acre) that I am sure is accurate. It has been pointed out by Cllr Williams that this sum is significantly less than the contribution from the construction of Arlington Manor, which he reports as £42,000. The most worrying omission in the Inquiry's decision is any mention of primary healthcare. In the report provided as part of the original decision Cambridgeshire & Peterborough Clinical Commissioning Group (CCG) noted that there is no GP capacity at Huntingdon Rd surgery, nor at the next two nearest practices. There are due to be facilities eventually provided at both Darwin Green and Eddington, but these will be tailored to a younger demographic with very different health and social care needs. The construction of this care home will place a highly unreasonable burden on a local healthcare service that is not able to support it. It is important that this omission is highlighted, and we must explore what measures can be taken to address this.

A further contentious Planning issue is that of the barn at Sloe Fen Farm on Oakington Rd. This was erected after the owners appear to have been wrongly informed that this did not require planning permission by SCDC. Trying to reach agreement and a decision on this matter has been extremely difficult, which resulted in a split decision, but one item it was possible to fully agree on is that the applicant has been poorly treated by SCDC Planning, has possibly been let down by CCC Highways, who used this site as a temporary car park, and that the Parish's Planning Committee have been hampered by lack of information forthcoming from SCDC Planning. Council remains' concerned that this application is still not in compliance with the South Cambs Local Plan. We have requested that this application be taken to a Planning Committee, and it is intended that a member of the Parish Council will attend this.

It has been over 6 weeks since CCC Highways informed me that the signs missing from the junction between The Avenue and the A1307 would be implemented ASAP. I have written to Highways to request a planned date, along with the outcome assessment of the junction by their officers and am awaiting a response. A Freedom of Information (FOI) request was made to Cambridgeshire Constabulary regarding the two incidents at this junction, along with the incidences of cars leaving the road on Oakington Rd. I was informed

that these incidents are either exempt from the FOI Act, as it would “cause harm to the public authority or individual concerned” and fails the Public Interest test as it “it relates to ongoing investigations and may identify victims of crime, which may interfere with the course of justice and any subsequent court procedure and potential links to other investigations and the wider law enforcement.”, or that the incidents were not logged by the Police. I presume that this is because these instances did not involve collisions.

A further request I have made to Highways is a repeated one to arrange a meeting to discuss the future of Footpath 99/4, and Bridleways 99/5 & 99/6. At time of writing, I have just received a reply with some possible dates so am aiming to meet within the next fortnight.

The issue of cycle safety at the Huntingdon Road/Eddington Ave junction, as noted in the APM, is one that glad to see Cllr Murphy has started to make some progress with discussions with CCC Highways. As this junction is on the border between Girton and Cambridge’s Castle ward I have also alerted the City and County Councillors for this ward about our concerns.

Travelling around the village I was very pleased to see that the No Mow May campaign had resulted in a fantastic display of wildflowers and grasses, and I must presume that this has had a beneficial impact on our local wildlife. It has already been resolved to repeat this next year, but with a slightly more targeted approach such that benches, etc. are kept clear and areas that would benefit from further extension to a no-mow period left uncut for longer.

The Voi e-scooter and e-bike trial has been extended by the Combined Authority, and the boundary of the zone in which it operates extended back to include the vast majority of Girton’s residential areas.

Along with the Clerk, Facilities Manager Clerk, and Cllr Marshall, I had a very useful meeting with representatives from both the Cambridgeshire FA and Football Foundation to discuss GPC’s current provisions and facilities for their input on best practice and what funding could be available to help achieve improved facilities. I look forward to receiving their reports.

# Girton Parish Council

Clerk: Mrs. Yvonne Murray  
Telephone (01223) 618619  
Email: Clerk@girton-pc.gov.uk  
Website: <https://www.girton-cambs.org.uk>

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: [6]</b> 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 Marshall. Seconded by Cllr Carney.  <b>Debate Highlights:</b> Cllr Muston thanked Council for the nomination of Chair but felt unable to accept 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 (for information only)</b>	<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 (for information only)</b>	<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>

Agenda Item	Item Description	Action/ Power
23FC/39	<b>Business items requiring a decision, or consideration by the Council:</b>	<b>For Decision</b>
22FC/39.1	<p><b>To create and appoint members to serve on the under mentioned Committees and to confirm frequency and date of next meeting.</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><i>The frequency and dates for the Committees will be tabled.</i></p> <p><b><u>Amended Motion:</u> 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:</b></p> <p><b>Cllr Hayat to step down from Environment and Planning.</b></p> <p><b>Cllr Marshall to step down from Planning.</b></p> <p><b><u>Approval:</u> Cllr Carney proposed. Cllr Marshall Seconded. Unanimous Approval.</b></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> Cllr Giles proposed. Cllr Hayat Seconded. Unanimous Approval.</b></p> <p><b><u>Debate Highlights:</u></b></p> <p>All Officers remain the same.</p> <p>Cllr Giles is appointed as Warden of Town End Close Nature Reserve</p> <p>Cllr 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>	<b>Approved</b>

Agenda Item	Item Description	Action/ Power
	<p><b>Approval:</b> Cllr Carney proposed. Cllr Giles Seconded. Unanimous Approval.</p> <p><b>Debate Highlights:</b> Cllr Blom to step down as Chair of Pavilion Refurbishment Task &amp; Finish Group 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.</p>	
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>Approval:</b> Cllr Carney proposed. Cllr Blom Seconded. Unanimous Approval.</p> <p><b>Debate Highlights:</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>Debate Highlights:</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>Approval:</b> Cllr Carney proposed. Cllr Marshall Seconded. Unanimous Approval.</p> <p><b>Debate Highlights:</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> </ul>	Approved

Agenda Item	Item Description	Action/ Power
	<ul style="list-style-type: none"> <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> <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>	Noted

Agenda Item	Item Description	Action/ Power
	<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>	
<b>23FC/43</b>	<b>Date of next meeting(s): Wednesday 14<sup>th</sup> June</b>	<b>Approved</b>
<b>Meeting Ended: 20:09</b>		

Clerk: Mrs. Yvonne Murray  
 Telephone (01223) 618619  
 Email: Clerk@girton-pc.gov.uk  
 Website: <https://www.girton-cambs.org.uk>

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

**NOTICE of MEETING:** GIRTON PARISH COUNCIL  
**MEETING** Extra Ordinary Meeting  
**DATE & TIME:** Wednesday 10<sup>th</sup> May at 7pm  
**VENUE:** Girton Recreation Ground, Cambridge Road Girton

**Members: 11      Vacancies: 4      Quorum: 5**

**MINUTES**

Agenda Item	Item Description	Action/ Power
	<p><b>Members: [8]</b> Cllr Carney (Chair), Cllr Muston (Vice-Chair) Cllr Betts, Cllr Blom, Cllr Clare, Cllr Giles, Cllr Hayat, Cllr Marshall.  <b>Present:</b> Yvonne Murray (GPC Clerk)  <b>Members of Public:</b> Two</p>	
23FC/014	<p><b>Welcome from the Chair</b>            Chair welcomed everyone to the meeting.</p>	
23FC/015	<p><b>To Receive Apologies and Reasons for Absence</b>            Cllr Linton, Cllr Williams, Cllr Wright.</p>	Approved
23FC/016	<p><b>To Receive Members' Declarations of Interest and Dispensations</b>            Gary Betts - Member of Cricket Club</p>	
23FC/017	<p><b>Public Participation</b></p> <p><b><u>David Daniels</u></b>            David Daniels had spent 20 years working in the Construction industry in Health and Safety. He attended the meeting to remind Council that 3.5 years ago someone had crashed into the Girton Town Charity fence. The crash had happened at around 7.30pm at night. He also noted that many children use the path to access Girton Recreation ground and had the crash happened at a different time of day there could have been a fatality. David had met over many years with Cllr Williams and had recently met with Cllr Carney and Yvonne Murray. David believed that Bollards or Planters were needed to stop a car crossing the path if someone's foot slipped on the accelerator as had happened before. David had discussed the fact with Cllr Williams that wheel stops would not stop a runaway car. David appreciated the concern about aesthetics close to the Girton Town Charity Recreation Ground, but he felt something needed to be done to stop an accident happening again. He was concerned to mitigate the risk as soon as possible. He appreciated that things take time to get done but 3.5 years was too long.</p> <p>Cllr Hayat asked how far the Council needed to go with safety? David Daniels suggested that children and cars do not mix in an ideal world. Reasonably foreseeable risks should be covered by the Council's Health and Safety. An accident by the fence is reasonably foreseeable as an incident has already occurred in this area. David was happy to look at the risk at the Bus Stop and come up with a professional opinion.</p>	

Agenda Item	Item Description	Action/ Power
	<p>Cllr Muston agreed with Cllr Hayat. Cllr Marshall asked if there were any industry standards that Girton Parish Council should adhere to.</p> <p>Andrew Muston, talking as a member of the public, stated in his opinion reasonably practical actions would need to be taken to mitigate Health &amp; Safety risks. Fundamentally he felt that only a kerb is needed in most situations. He noted that with his GTC hat on that GPC needed to be careful of placing any foundations for bollards under the path in case they caused issues with GTC fence.</p>	
23FC/018	<p><b>To Approve Minutes of Girton Parish Council Full Council Meetings: 12<sup>th</sup> April 2023</b></p> <p><b>Approval:</b> Cllr Carney proposed. Cllr Marshall seconded. Six in Favour. 2 Abstentions (Councillors not present at previous meeting.)</p>	Approved
23FC/19	<p><b>Council to approve co-option of new Councillor/s.</b></p> <p>No-one stood for co-option in this meeting.</p>	Noted
23FC/020	<p><b>Business items requiring a decision, or consideration by the Council</b></p>	For Decision
23FC/020.1	<p><b>Council to approve formation of Task &amp; Finish Group to progress the Feasibility Study for facilities at Wellbrook Way.</b></p> <p><b>Approval:</b> Cllr Carney proposed. Cllr Blom seconded. Unanimous Approval</p> <p><b>Debate Highlights:</b></p> <p>Cllr Carney thanked Cllr Marshall for leading bridge-building within the previous GPC Bowls Club Working Group. He also thanked everyone else involved in the group. Cllr Clare, Cllr Carney volunteered to be part of this new group which will also include representatives from GTC and GBC. Cllr Hayat asked the group to consider the scope of their task and their reporting back to council.</p>	Approved
23FC/020.2	<p><b>Council to note amount to be spent on Cricket Pitch inspection by English Cricket Board.</b></p> <p>The cost for a full inspection and report will be £275 + VAT, plus travel. This includes the inspection, soil samples (but not soil testing) and written report with performance grading of the square. Inspection carried out 2<sup>nd</sup> May 2023.</p> <p><b>Debate Highlights:</b></p> <p>Council will review the ECB report and confirm actions as a result of the review to be undertaken at the end of the season.</p>	Noted
23FC/020.3	<p><b>Council to note Annual Insurance from Zurich Municipal for 2023/2024 to begin on 1<sup>st</sup> May 2023</b></p> <p><b>Debate Highlights:</b></p> <p>GPC Clerk confirmed that Girton Parish Council has renewed their Employers Liability Insurance with Zurich Municipal Insurance. The cost of the policy this year is £2053.91 (2022 £2018.07) a rise of £35.84.</p>	Noted

Agenda Item	Item Description	Action/ Power
	<p>GPC Clerk had checked other possibilities and confirmed that Parish Council insurance was a specialist area with many insurance companies and brokers including Parish Council insurance on their books.</p> <p>Cllr Carney noted the modest increase from last year.</p> <p>Cllr Hayat requested that the scope of the insurance to cover public liability should be confirmed.</p>	
23FC/020.4	<p><b>Council to approve LNRP Budget for 2023/2024</b></p> <p><b>Approval:</b> Cllr Carney proposed. Cllr Giles seconded. Unanimous Approval</p> <p><b>Debate Highlights:</b> Cllr Hayat confirmed that in future the required LNRP Budget may be noted rather than approved. LNRP Group to identify recurring items.</p>	Approved
23FC/020.5	<p><b>Council to approve Operational Budget 2023/2024 to include £10K of Contingency as per precept request to be actioned by Staff teams and amounts spent noted by Council in each monthly meeting.</b></p> <p><b>Approval:</b> Cllr Carney proposed. Cllr Muston seconded. Unanimous Approval</p> <p><b>Debate Highlights:</b> Cllr Hayat asked about consideration of 2023/2024 Budget to increase +5% by cost code. Same question/comment had been made at the recent Finance Committee.</p>	Approved
23FC/020.6	<p><b>Council to approve recommendation to install safety features for Girton Recreation Ground Car Park</b></p> <p><b>Council to approve recommendation to install safety bollards to create a safe pathway alongside the Church and Recreation Ground adjacent to Girton Recreation Ground Car Park</b></p> <p><b>Amended Approval 1:</b> Cllr Marshall proposed. Cllr Clare seconded.</p> <p><b>Amended Motion 1:</b> Council to approve recommendation to install safety bollards to create a safe pathway alongside the Church and Recreation Ground adjacent to Girton Recreation Ground Car Park with a temporary/immediate fix of concrete blocks put in place.</p> <p><b>Debate Highlights:</b> Standing Orders are suspended to allow Andrew Muston to take part in the debate. GTC confirmed (speaking in a personal capacity) that he was against planters due to the amount of maintenance that would be required. He also believed that the statement that the wheel stop solution not being safe was a personal opinion. GTC informally were keen on this being a safety feature. Again, speaking in a personal capacity the collaborative process of identifying the safety solution. GTC may consider contributing financially. Standing Orders were reinstated.</p>	Approved

Agenda Item	Item Description	Action/ Power
	<p>Cllr Marshall stated he believed there were two major points to consider:</p> <ol style="list-style-type: none"> <li>1. Temporary Measure to be put in place quickly: Cllr Marshall stated we all understand that over 3 years has been taken. For expediency he wondered whether movable blocks should be put in place so immediate action should be taken. He was thinking of the blocks used for Marquees/Pavilions that were lifted in by special machines. He stated blocks could likely be put there within a few days possibly along the entirety of path as temporary measure. This temporary solution was needed as Council had taken ages and still not come to a conclusion. He felt that planters could be a consideration if drought tolerant plants were used.</li> <li>2. Carpark Drainage He stated that what should not be done is to put up bollards whilst drainage considerations are still underway. He felt strongly that Council should look at the requirements of the car park both drainage and bollards.</li> </ol> <p>Cllr Hayat asked where temporary bollards should be placed on the road or on the path?</p> <ul style="list-style-type: none"> <li>• If on the road, then cars would need to park further back.</li> <li>• If on the path, then the weight of the bollards may damage the path.</li> </ul> <p>Cllr Carney stated that the following guidance has been received by GPC Clerk from CCC Highways.</p> <ul style="list-style-type: none"> <li>• It is private land owned by GPC, so Highways Rules do not apply.</li> <li>• CCC Highways had confirmed that the installation of a tactile path in the car park is not typical usage.</li> <li>• CCC Highways recommended that the path width of 1.2m should be retained for users of the path.</li> </ul> <p>Cllr Blom questioned whether planters were even an option given the above recommendations as planters would need to be narrow.</p> <p>Cllr Muston raised the question of the need to complete the entirety of the path from the Church entrance to Girton Recreation Ground pavilion. Cllr Muston stated that a bigger picture fix was required.</p> <p>Cllr Clare stated that what clinches it for him was that if we were considering a supermarket car park, we would have bollards in place. He stated he felt something needed to be completed ideally today right along the fence.</p> <p>Cllr Marshall asked:</p> <ol style="list-style-type: none"> <li>1. If Supermarkets use bollards all the time, what do they use?</li> <li>2. Could the existing GPC fence alongside the Recreation ground be moved to the grass verge to form a boundary with the car park.</li> </ol> <p><b><u>Second Amended motion suggested:</u></b> Council to approve temporary/immediate placement of concrete safety blocks in Girton Parish Council car park to create a safe pathway alongside the Church and Recreation Ground adjacent to Girton Recreation Ground Car Park with longer-term solution being considered as a priority.</p> <p><b>Cllr Giles left the meeting at this point.</b></p>	

Agenda Item	Item Description	Action/ Power
	<p>Cllr Marshall asked about accessibility to the Recreation Ground for wheelchairs if the fence was moved.</p> <p>Cllr Muston asked whether Electric Charging points should be considered as a safety feature. Cllr Marshall asked if EVC's were used as a safety feature at Supermarkets?</p> <p>Cllr Carney noted that the aesthetics of ECV's were a concern in front of the fence.</p> <p>Cllr Blom asked if the Council had looked at Kerbs.</p> <p>Cllr Betts noted asked whether moving the fence would increase the play area and reduce the pathway.</p> <p>Cllr Hayat asked whether the fence should be moved or should a second fence be added.</p> <p><b><u>Amended Approval 2:</u></b> Cllr Carney proposed. Cllr Clare seconded. Unanimous Approval.</p> <p><b><u>Amended Motion 2:</u></b> Council to approve hiring of concrete safety blocks for temporary/immediate placement of concrete safety blocks to create a safe pathway alongside the Church and Recreation Ground adjacent to Girton Recreation Ground Car Park. A Task and Finish Group will be formed to implement the longer-term solution.</p> <p>Standing orders were suspended to get feedback from David Daniels.</p> <p>David Daniels stated he believed it was a great solution, especially if implemented immediately.</p> <p>David Daniels is co-opted onto the Task and Finish Group.</p> <p>Standing orders were reinstated.</p> <p>Other volunteers for the Task and Finish Group: Cllr Marshall, Cllr Best, GTC Representative. GPC also to ask if the Church wishes to nominate a representative.</p> <p>Council noted that if no GTC representative was nominated this would be detrimental to the project.</p>	
23FC/020.7	<p><b>Council to approve recommended quote for Fire Assessment for Girton Pavilion</b></p> <p><b><u>Approval:</u></b> Cllr Clare proposed. Cllr Betts seconded. Five in Favour. One Against. One abstention.</p> <p><b><u>Debate Highlights:</u></b></p> <p>Recommendation from GPC Clerk to delegate to Chair, Finance Chair and GPC Clerk to carry out further due diligence on which company to use.</p> <p>Standing orders were suspended and Andrew Muston who had experience in Fire Assessment was invited to speak. He stated that the quote of £1,600 seemed steep.</p> <p>Standing orders were reinstated at this point.</p> <p>Cllr Hayat asked that a risk assessment should be in place as well as the Fire Assessment.</p> <p><b>Council Approved the quote from Cromwell Fire.</b></p> <p>GPC Clerk also to request guidance on Fire Assessments from CAPALC.</p>	Approved
23FC/020.8	<p><b>Council to approve following policies:</b></p> <ul style="list-style-type: none"> <li>• <b>Standing Orders</b></li> </ul>	Approved

Agenda Item	Item Description	Action/ Power
	<ul style="list-style-type: none"> <li>• <b>Financial Regulations</b></li> <li>• <b>Scheme of Delegation</b></li> </ul> <p><b>Approval:</b> Cllr Clare proposed. Cllr Clare seconded.</p> <p><b>Debate Highlights:</b> Recommendation from GPC Clerk to delegate to Chair, Finance Chair and GPC Clerk to carry out further due diligence on which company to use.</p> <p><b>Amended Motion:</b> Council to approve the following policies (as is) plus confirm a date for a Council policy workshop to review and amend policies together.</p> <p><b>Amended Approval:</b> Cllr Carney proposed. Cllr Muston seconded. Unanimous Approval.</p>	
23FC/020.9	<p><b>Council to approve Village Planter scheme recommendation from GPC Finance Committee for 2023/2024</b></p> <p><b>Approval:</b> Cllr Carney proposed. Cllr Marshall seconded. Unanimous Approval.</p>	Approved
23FC/020.10	<p><b>Council to approve Community fund-raising for phone box on Girton Corner</b></p> <p><b>Approval:</b> Cllr Carney proposed. Cllr Betts seconded. Unanimous Approval.</p>	Approved
23FC/020.11	<p><b>Council to approve ‘No Mow May’ for specified green areas in Girton.</b></p> <p><b>Approval:</b> Cllr Hayat proposed. Cllr Betts seconded.</p> <p><b>Debate Highlights:</b> Cllr Giles confirmed that some grass was not to be mowed during May/Start of June Cllr Hayat asked for confirmation that it had not been mown so far during May. GPC Clerk confirmed this was the case. Would it be better to amend the motion to say this will be done every year? The proposal was also that verges would be added to the list of areas for ‘No Mow’ May.</p> <p><b>Amended Motion:</b> Council to approve ‘No Mow May’ for specified green areas in Girton including Girton verges until further notice.</p> <p><b>Amended Approval:</b> Cllr Carney proposed. Cllr Giles seconded. Unanimous Approval.</p>	Approved
23FC/020.12	<p><b>Council to note date of 24<sup>th</sup> May 2023 for GPC Annual General Meeting</b></p>	Noted
23FC/020.13	<p><b>Council to consider Reports and content for Annual Parish Meeting to be held at William Collyn Community Centre on 17<sup>th</sup> May 2023</b></p> <p><b>Debate Highlights:</b> Zero Carbon Communities Grant deadline of 2<sup>nd</sup> June highlighted by District Councillors.</p>	Noted

Agenda Item	Item Description	Action/ Power
23FC/020.13	<p><b>Public Bodies (Admission to Meetings) Act 1960 Exclusion of the Press and Public – to resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.</b></p> <p><b>Approval:</b> Cllr Carney proposed. Cllr Blom seconded. Unanimous Approval.</p>	Approved
23FC/020.14	<p><b>Committee to note pay rise for Staff team as recommended by Finance Committee</b></p> <p><b>Approval:</b> Cllr Carney proposed. Cllr Muston seconded. Unanimous Approval.</p>	Approved
23FC/020.15	<p><b>Public Bodies (Admission to Meetings) Act 1960 Re-admittance of the Press and Public – to resolve that the confidential business having been concluded, the Press and the Public be re-admitted to the Meeting.</b></p> <p><b>Approval:</b> Cllr Carney proposed. Cllr Blom seconded. Unanimous Approval.</p>	Approved
23FC/021	<b>To Approve Finance and Resource Management</b> (Supporting papers to follow)	<b>For Decision</b>
23FC/021.1	<b>To note</b> payment of accounts under delegated approval	<b>Noted</b>
23FC/021.2	<b>To Approve</b> payment of outstanding accounts due <b>Approval:</b> Cllr Carney proposed. Cllr Muston seconded. Unanimous Approval.	<b>Approved</b>
23FC/021.3	<b>To Receive a report from Assistant Clerk</b> on Amounts paid in	<b>Noted</b>
23FC/022	<p><b>To Receive Correspondence addressed to the Council.</b></p> <p>GPC Clerk confirmed correspondence had been received to thank the Events Working Group for the events held over the Coronation weekend. Cllr Carney confirmed he had received good reports of the event.</p> <p>Cllr Muston confirmed she had received correspondence regarding an accident on the carriageway of Huntingdon Road. Cllr Carney confirmed he had been in discussion with our District and County Councillors regarding the incident.</p>	<b>Noted</b>
23FC/023	<p><b>To Approve Communication of items from this Agenda</b></p> <p><b>Approval:</b> Cllr Carney proposed. Cllr Blom seconded. Unanimous Approval.</p> <p><b>Debate Highlights:</b> Communication delegated to GPC Clerk.</p> <p><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>	<b>Approved</b>
23FC/024	<b>Date of next meeting(s): TBC</b>	
<b>Meeting Ended: 21:08</b>		

# **GIRTON Annual Parish Meeting**

**William Collyn Community Centre**  
**Wellbrook Way, Girton, Cambridge, CB3 0GP**  
**Wednesday 17<sup>th</sup> May 2023**  
**Convened by Daniel Carney, Parish Council Chairman**

## **MINUTES**

### **1. Welcome and Apologies for Absence**

Apologies from Cllr Wright, Cllr Williams, Cllr Richard Stobart (SCDC) and Ann Bonnett (GTC)

### **2. Approval of Girton Annual Parish Meeting Minutes, 11<sup>th</sup> May 2022**

Proposed - Cllr Carney. Seconded - Cllr Hayat. Abstained - Cllr Blom and Cllr Clare.

### **3. Matters arising from Minutes of 11<sup>th</sup> May 2022 - None**

### **4. Guest Speakers**

#### **a) Hi Friends: Community Wellbeing - Neil Davies**

Neil Davies from HI Friends gave an update on HI Friends and presented their Annual Report.

See website: <https://www.hifriends.org.uk>

#### **b) GPC Committee & Community Engagement - Alison Giles, Nas Hayat, Stuart Marshall**

#### **c) Neighbourhood Plan**

### **5. Chairman's Report on the Parish Council's activities: Cllr Daniel Carney**

### **6. Finance Report: Cllr Ann Muston**

### **7. Report from County Councillor: Cllr Edna Murphy (CCC)**

Cllr Murphy confirmed it was a pleasure to be invited guest. She said it was her pleasure to be collaborating with Girton Parish Council.

### **8. Reports from our District Councillors: Cllr Corinne Garvie (SCDC)**

Cllr Garvie confirmed there had been significant advances at SCDC this year.

### **9. Report from Girton Town Charity: Robin Hiley**

### **10. Questions and Comments from the floor**

**The Annual Parish Meeting is an opportunity to ask questions that are important to you as a resident of Girton.**

**ALL ELECTORS ARE WELCOME**

**Cllr Daniel Carney**

**Chairman of Girton Parish Council**

9<sup>th</sup> May 2023

**Questions/Comments from Attendees**

1. **HI Friends - Was Neil aware of the Memory Café in Girton?**
2. **HI Friends - Was Neil aware of the services of Care Network?**
3. **What can be done to support local businesses in the village?**
4. **Broken Kissing Gate at Girton Recreation Ground was highlighted.**
5. **Councillors were thanked for meeting with members of public and discussing the danger of cyclists mounting the pavement from Gretton School past The George Inn. They were very grateful for the discussion and consideration of this issue by two councillors.**
6. **Dangerous parking on Wellbrook Way was highlighted with pavements blocked and the danger of an Ambulance not getting through.**
7. **Had Girton Parish Council considered the need for Recreation facilities for disabled children?**

## Environment Committee & LNRP Report (Agenda Item 23FC/054.1)

May has been a quiet month for the environment committee as we have lost some members and are trying to find new ones. Until we are back up to full strength we will need to think very carefully about what we commit to doing. T

he processes for the LHI and 20mph bids continue, but we don't have any concrete results from either of those yet.

No mow May has seen a wilder look to the village. For next year we hope to do this again but in a more targeted way, so that areas around benches, floral displays etc. are cleared while other areas may be left unmown for longer.

The local nature recovery planning group has run a successful event on wildlife gardening, with more than 50 attendees, and is preparing for other events including an open day at Town End Close on the 15th of June.

We are now working on benches, trees, dog bins and looking into possible repairs to the war memorial.



**Girton** Local Nature Recovery Plan  
*Working for wildlife in our village*

**Town End Close Nature Reserve**  
**Open evening**

**Thursday 15 June, 7pm - 9pm**  
CB3 0PG, access via St Vincent's Close and Woody Green

**Get to know Girton's  
only nature reserve**

Hosted by Girton LNRP  
and supported by Girton Parish Council

 @Wild\_Girton @GirtonPCouncil

## **Footpath Officer's Report June 2023 (Agenda Item 23FC/054.3)**

CLlr Daniel Carney

The warmer weather has resulted in a fair amount of hedgerow growth, with the main impact on footpaths being the stretch of Footpath #4 between Weaver's Field and Woody Green. There are a handful of plants that need a light trim, which I hope to have done in the time between writing this report and the meeting.

Footpath #8 is once again completely overgrown as it crosses the field from the A1307/The Avenue junction and heading West. I will be doing my bit to recover this path by trampling it down and would encourage others to do the same. A more sustainable permanent solution is required to keep the path open and obvious to users.

## Finance and Resources Report - June 2023

Following on from the report given at the Annual Parish Meeting, I am very pleased to say that the internal auditor has recognised in our RFO and Clerk all the hard work she has done to get Girton on track. This has come about by teamwork and recognising each other's strengths. The audit has gone well and although there are still areas where we can improve to be a first-class council achieving Gold Award, it is becoming more realistic as we continue to work together for the benefit of the village community. Please see previous reports to see how progress has been made.

During the week beginning 5 June, there have been two formal committee meetings where the budget allocated to those committees has been reviewed. There will be a Finance and Resource Committee meeting on Tuesday 13 June so that an update can be verbally presented at the Full Council meeting on Wednesday 14 June. Please do come along to either of those meeting to ask questions or send them in advance.

Now that we are able to drill down further on all costs and income it is clear, at first glance that some activities are subsidised to a greater extent than others. However, in order to get a clearer picture, further information is required regarding the number of people involved in these activities as this could well show that money is being proportioned appropriately.

One factor we should not ignore is the time and effort made on the upkeep of GPC assets. Work is often done at times few people are around to see it happening and it takes times for the outcome of that work to be seen. In order to get first class facilities, we need the manpower and the finances to do complete the tasks and pay for materials. GPC needs to invest in these areas.

There will be a full update of last year's accounts as soon as the audit has happened and the AGAR submitted. In the meantime, having completed two months of this financial year and shortly the end of the first quarter, figures are very promising.

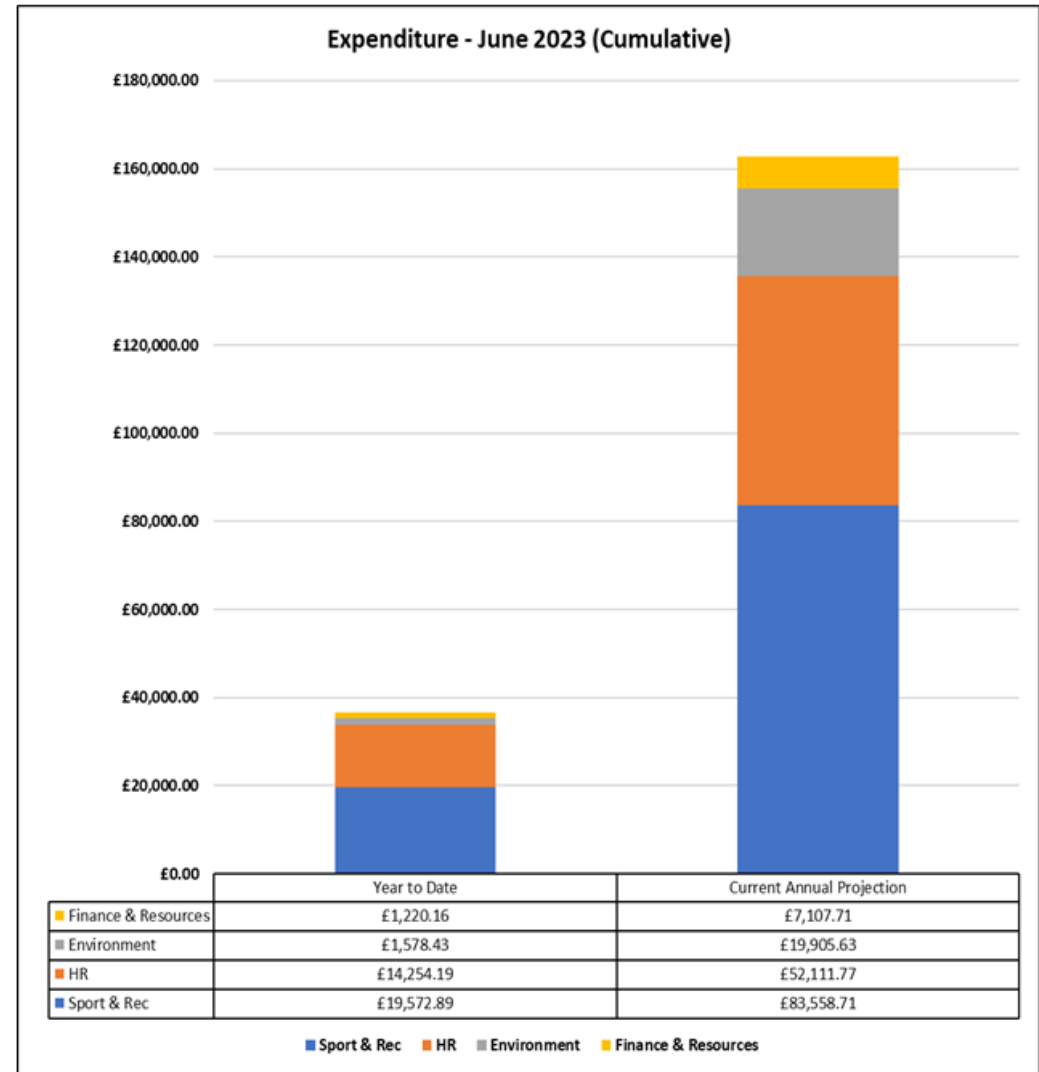
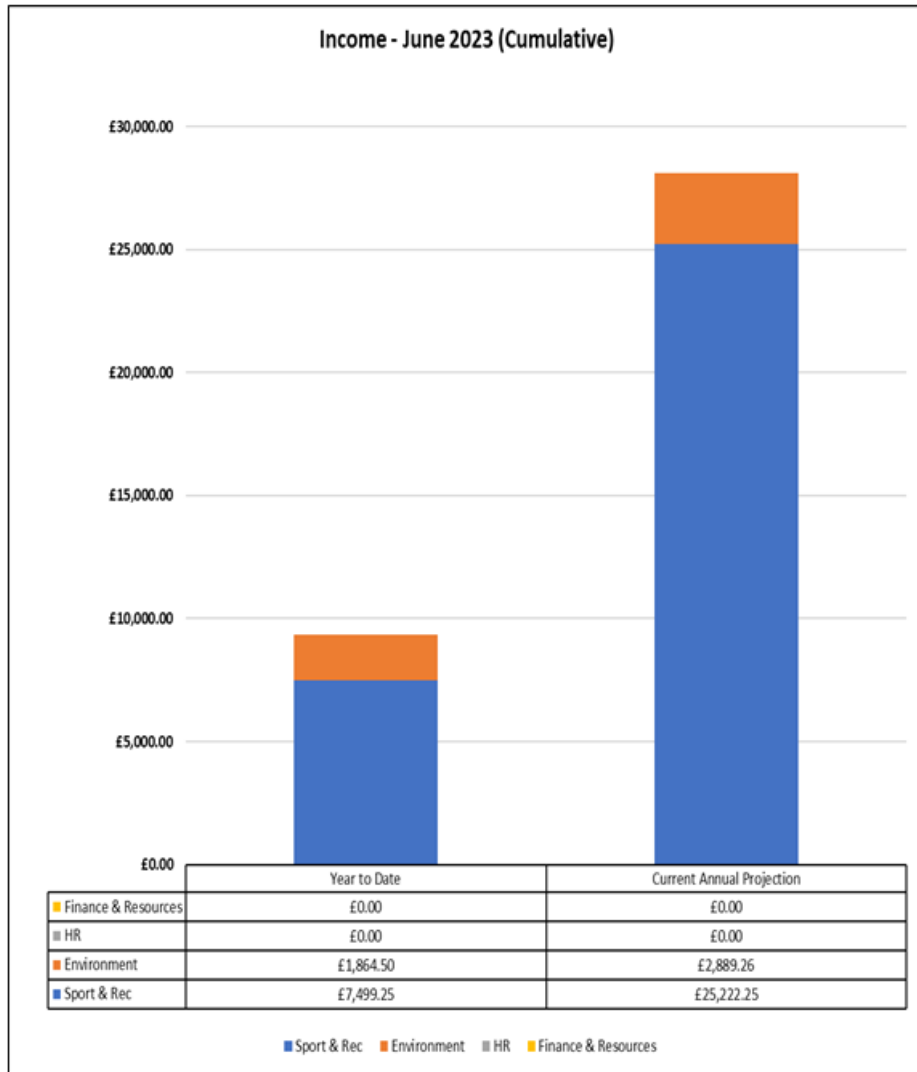
Based on figures to date see following pages for information on our profit and loss.

For salaries, the cost-of-living rise for 2023-2024 has still not been announced. Employees will receive back pay once it has been agreed.

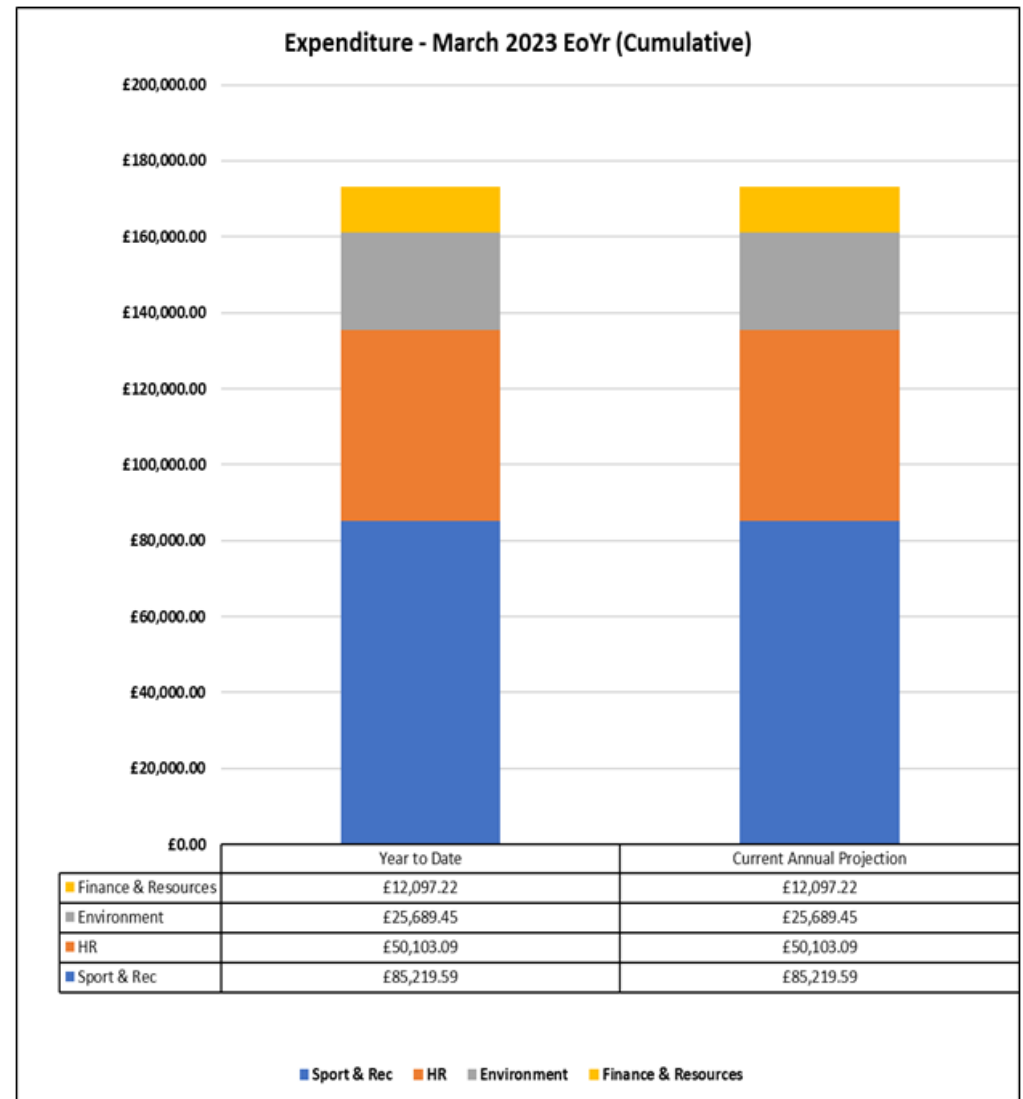
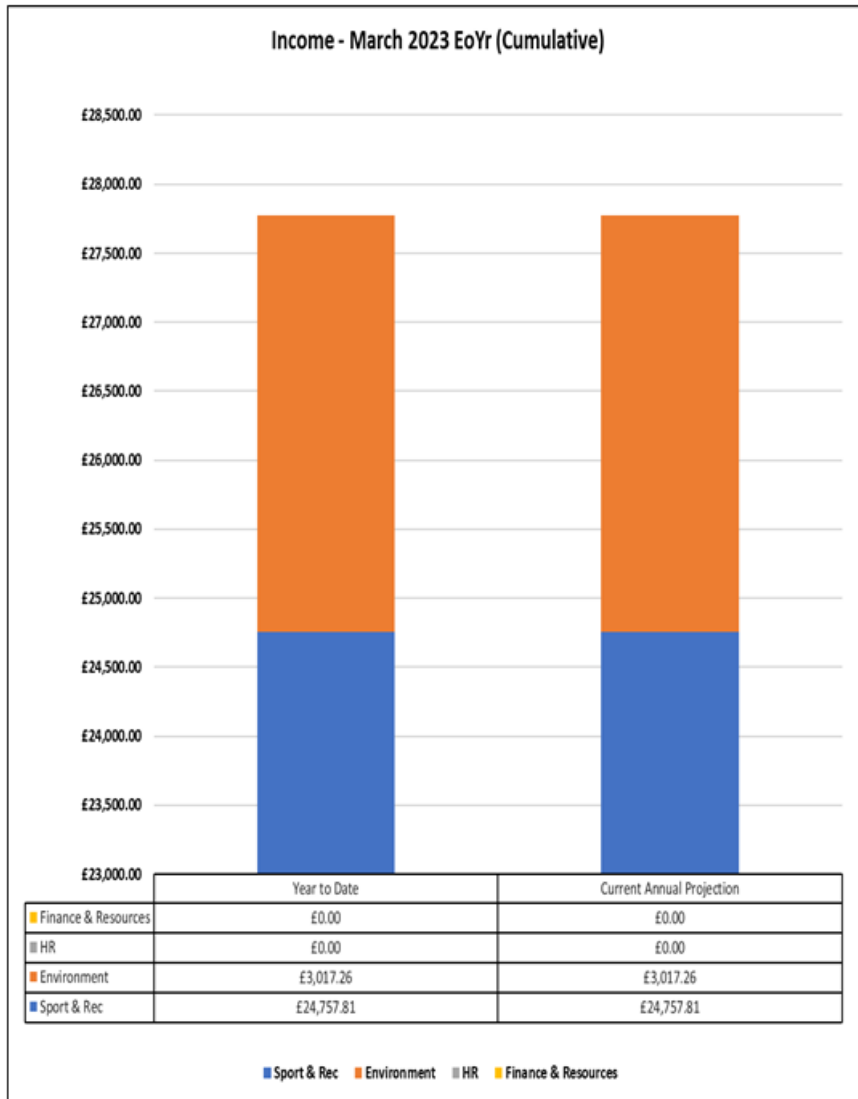
Working parties are being set up to discuss future capital spend. Anyone interested in being involved should contact the Clerk in the first instance. [clerk@girton-pc.gov.uk](mailto:clerk@girton-pc.gov.uk) If you do not express your views, then it is not possible to take them into account when decisions are made.

This report was compiled by Councillor Ann Muston (Chair: Finance and Resource Management) with figures supplied by the RFO, Yvonne Murray on Thursday 8 June 2023.

## June 2023 - Income & Expenditure (Collaborative)



## March 2023 - Income & Expenditure (Collaborative)



## **HUMAN RESOURCE REPORT (Agenda Item 23FC/054.6)**

Following GPC's AGM, meetings have been arranged to take place at 6.30pm on Wednesdays. to include the business as outlined below:

05 July: Employee contracts fix dates for appraisals; changing the Council's name

30 August: Staffing levels and key person risk working with other local councils

29 November: Review of HR Policy and budget for 2024-25

28 February: Training requirements, review of the year to date and report for APM

29 May: How to attract and retain good employees and councillors

As a council, we have recognised the commitment of our employees, enabling them to use their expertise and knowledge to support of operational decisions that are within their specific field and working with them as team members.

Girton Parish Councillors, who all give their time freely, have been able to concentrate on decision making and getting to know what it is the village of Girton needs in the 21<sup>st</sup> Century. Most Parish Councillors also have a full-time employment and families who need supporting; this should be taken into consideration by the village when things do not seem to be moving quickly. As long as there are vacancies on the Parish Council, it will take longer to achieve our aims. If you have time to spare, consider joining us or volunteering for a role in an area that sparks your interest.

I would like to thank all those who have served on Girton Parish Council in the last twelve months and especially Michael Blom, who has recently stepped down due to work commitments. His insight has been invaluable.

## CAPALC REPORT (Agenda Item 23FC/054.7)

Unfortunately, due to several factors, the training day for Saturday 10 June has had to be postponed. We are trying to arrange this for a date in October when it is hoped that we will be able to train new councillors and perhaps share the training with another local council to make it cost effective. Being mindful of the cost of training was one of the reasons for the postponement.

The award scheme details will remain as a footer on these reports to remind us of what we are aiming to achieve.

### Foundation Award

The Foundation award is for councils who want to show they meet a set of minimum standards to deliver effectively for their communities. To meet this award the council demonstrates that it has the required documentation and information in place for operating lawfully and according to standard practice. The council also has policies for training for its councillors and officers and so has the foundations for improvement and development in place.

The Foundation award allows you to benchmark your performance as well as challenge you to consider your council's continuing development and improvement.



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### Quality Award

The Quality Award demonstrates that a council achieves good practices in governance, community engagement and council improvement. Quality councils go above and beyond their legal obligations, leading their communities and continuously seeking opportunities to improve and develop even further.

To achieve the Quality Award a council demonstrates that it meets all requirements of the Foundation Award and has additional evidence of good governance, effective community engagement and council improvement. Due to the level of this achievement, a council with a Quality Award can also be eligible to use the general power of competence.



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### Quality Gold Award

The Quality Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development. Quality Gold councils provide leadership for their communities, bring people together, have excellent business planning processes, ensuring value for money as well as constantly seek new innovations and opportunities to improve. They highlight the very best we, as a sector, can achieve for our communities.



8 June 2023

## **Sport and Recreation Committee Report - June 2023 (Agenda Item 23FC/054.9)**

The new Sport and Rec Committee met on Wednesday 7<sup>th</sup> June 2023.

Nas Hayat was re-elected as chair with Gary Betts as vice-chair.

The committee continue to open up to the village and have invited other key stakeholders to be co-opted.

The committee now has representation from the Cricket, football, tennis, bowls, and netball clubs as well as GTC/WCCC.

The facilities manager (Angie) reported that the tennis courts had been cleaned and repainted and she was working with Chris (our groundsman) to start preparing the Girton Glebe school field ready for the next football season to be used as a 9 a side pitch.

The report on the cricket square was discussed and it was agreed that the cricket club (via Gary Betts) would work with the Clerk (Yvonne) and Chris (our groundman) to look at how the recommendations could be taken forward to improve the square.

Work is now starting on the projects list with councillor Hayat working on a business case for a zipwire and a table tennis table and councillor Marshall working on a business case for sports facilities targeted at wheel-chair users. The business cases will be discussed by the sports and recreation committee before any recommendations taken forward to the full council.

A workshop for the Sports and Rec Committee is planned for next month to look at the projects on the list and encourage further business cases to be developed.

As the Pavilion Refurbishment working group will be taking the work required to the Pavilion forward, the Committee will not be look at this area as part of its capital spend projects list.

**The above report was written by Nas Hayat.**

## **Events Committee - (Agenda Item 23FC/054.10)**

Item 23FC/057.8 Council approves changing status of GPC Events working group to GPC Events Committee. of the agenda proposes changing the Events working group to a Committee.

The rationale for this proposal is that the scope and responsibilities of the Sport & Recreation Committee is extensive and it makes sense for any events which take a lot of planning to be dealt with withing that group.

The scope of the Events committee to include both organising GPC events and also collaborating with other organisations in the visit to put on collaborative events. Also, to visit the events of other organisations in the village to understand a much about their goals and ambitions.

This will allow Councillors to learn more about our village and ensure that the information from these organisations can be fed into Council Agendas and plans.

As Girton Parish Council discussed putting Wellbeing at the heart of what we do, we believe that this collaborative approach will allow us to bring wellbeing to both Councillors and most importantly our residents.

The report that I presented at the Annual Parish Meeting about some of the events we are considering and the successes I believe have been achieved will allow residents and councillors as ordinary people to work together to attain extraordinary results.

One of the first events that we will be putting on post this meeting is to bring together people with special needs in the village to ascertain their accessibility to all of Girton Parish Council's facilities.

**Stuart Marshall**

## **Pavilion Task & Finish Group (Agenda Item 23FC/054.12)**

This re-formed group met on Thursday 8<sup>th</sup> June to discuss the scope of the above tasks.

Councillor Marshall was voted in as Chair of the Group

Attendees: Cllr Marshall, Cllr Hayat, Cllr Carney, GP Clerk, Angie Vidler, Rowena Barnes, Helen Wilson, Andrew Hawkes, Alan Richardson, David Adamson,

### **Background of the task was discussed as below:**

Pavilion build in 2006. Money was required by National Lottery fund to be put aside regularly to maintain the building and that enough money could be raised to rebuild the pavilion at the end of it's lifetime. GPC Clerk to look for these details.

Summary of the scope of previous project which had received funding from County Council was given by Cllr Carney.

- Priority to extend the hall
- Move Parish Office to Ground Floor for better accessibility
- If possible under funding look to improve storage and funding facilities.

GPC voted to rescope the project as the costs were much higher than expected and the extensive Value Engineering exercise could not bring these costs down. Also, the benefits of the hall extension did not appear to be enough to warrant such a cost. Also, the funding by CCC had been at risk for some time due to the project not being started on time.

This group is an opportunity to revisit requirements and understand requirements that fits with Recreation Ground users, residents of Girton which provides good value for money for this facility.

There is an element of back to the drawing board with funds of approximately £275 allocated for this project and there may be more money available from grants, from general reserves.

### **Format of the Meeting**

The team went round the table to collect all requirements and the aim is to extend the opportunity for residents of Girton to give their opinion on the potential for the Pavilion refurbishment project. Item 23/057.11 on the agenda: 'Council to approve placement of survey to identify priorities of Pavilion Refurbishment project in August Edition of Girton Parish News. Estimated cost £200.00.' With the work being carried out on the Neighbourhood Plan and the surveys on LHI & 20mph it shows that we can increase the input from our residents.

Thanks to our Staff team who have done a lot of work behind the scenes to bring together the large group attending our first meeting. This team we believe brings together diverse talent and perspectives.

Council will also be using the 'Data Alley' event started at last year's feast to collect data on this project and some of the other key projects that Council are working on.

It is hoped that as many Councillors as possible will join us to support the feast to enjoy it and to encourage every body attending the feast to share their opinions on everything that Girton Parish Council is doing.

### **Next Steps:**

- GPC Clerk to collate and distribute all collected requirements
- Preparations for data for the Feast to be made
- MS Forms to be used for a survey for the village both online and in GPN (August Version)
- Deadline for reviewing all required requirements (Early September)

<b>Type</b>	<b>Contact Name</b>	<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Total</b>	<b>Tax Total</b>	<b>Invoice Amount Paid</b>	<b>Description</b>
Approve	Avocet	17630	31/05/2023	548.4	91.4	457	Cleaning Services, May 2023
Approve	Cathedral Leasing	MI/1513112	01/06/2023	93.6	15.6	78	Hygiene Services - Quarterly
Approve	St John Ambulance	SP23002904	31/05/2023	190.08	31.68	158.4	First Aid for Coronation event
Approve	Streets Whitmarsh Sterland LLP	SWS-0106625	31/05/2023	450	75	375	Year-end Accounting Support
To Note	Amazon	INV-GB-148075251-2023-366989	05/06/2023	10.28	1.72	8.56	Toilet Odour Destroyers
To Note	British Gas	809612469	08/06/2023	67.94	3.23	64.71	Electricity - Wellbrook Way
To Note	British Gas	812821713	23/05/2023	1188.86	198.14	990.72	Electricity - Pavilion
To Note	Microsoft	E0400NF7J9	27/05/2023	103.68	17.28	86.4	MS365 Basic
To Note	Microsoft	E0400NF7J8	27/05/2023	22.56	3.76	18.8	MS365 Standard
To Note	Source for Business	4082 2339 00	05/06/2023	194.06	0	194.06	Water - Girton Bowling Green
To Note	Source for Business	4082 2277 71	05/06/2023	253.92	0	253.92	Water - Girton Pavilion
To Note	Source for Business	3080 1582 15	05/06/2023	174.99	0	174.99	Water - Nature Reserve
To Note	SCDC	3030115017 June 2023	01/06/2023	526	0	526	Business Rates
Approve	Payroll - June 2023	June 2023 Payroll	01/06/2023	5460.70	7.50	5453.20	Payroll - June 2023 Aggregate
Approve	Anglia Surface Care	INV-101969	10/06/2023	7046.40	1,174.40	5,872.00	Cleaning and Colour restoration of Tennis & Netball courts
Approve	Ben Stoehr (Internal Audit)	To be confirmed	TBC	186.00	31.00	155.00	Internal Audit (07/06/2023)

## **GIRTON PARISH COUNCIL (Agenda Item 23FC/056.3)**

### Income Report May 2023

Village Planter Sponsorship	£660.00
GPC Raffle Tickets	£500.00
Event Income & Sponsorship	£75.00
Football Pitches	£1,452.80
MUGA	£311.40
Pavilion Hall	£514.25
Recreation Ground	£110.00
Tennis Courts	£61.20
<b><u>Total Turnover</u></b>	<b><u>£3,623.45</u></b>

# Girton Parish Council

Clerk: Mrs. Yvonne Murray  
Telephone (01223) 618619  
Email: Clerk@girton-pc.gov.uk  
Website: <https://www.girton-cambs.org.uk>

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

## NOTE: Included for Agenda Item 23FC/057.1

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NOTICE of MEETING: GIRTON PARISH COUNCIL  
MEETING PLANNING COMMITTEE  
DATE & TIME: Tuesday 6<sup>th</sup> June 2023 at 7.30pm.  
VENUE: Girton Recreation Ground Pavilion

**Members:** 10 + 2 Ex-Officio      **Vacancies:** 0      **Quorum:** 4

### MINUTES

Agenda Item	Item Description	Action/Power
<b>Members: [4]</b> Cllr Carney (Chair), Cllr Clare (Vice-Chair), Cllr Giles, Cllr Muston <b>Present:</b> Yvonne Murray (GPC Clerk) <b>Members of the Public:</b> Four		
23/038	<b>To Elect a Chair of Planning Committee</b>  <b>Approval:</b> Cllr Muston proposed Cllr Carney. Cllr Giles seconded. Three in favour. Cllr Carney abstained.	Approved
23/039	<b>Welcome from Committee Chair</b> - Cllr Carney welcomed everyone to the meeting.	
23/040	<b>To Elect a Vice Chair of Planning Committee</b>  <b>Approval:</b> Cllr Carney proposed Cllr Clare. Cllr Muston seconded. Three in favour. Cllr Clare abstained.	Approved
23/041	<b>To Receive Apologies and Reasons for Absence</b> Cllr Betts, Cllr Blom, Cllr Linton, Cllr Williams, Cllr Wright Note: Cllr Blom resigned on Monday, June 5 <sup>th</sup> .	Approved
23/042	<b>To Receive Members' Declarations of Interest and to note Dispensations.</b> No declarations of interest but the following was noted. Cllr Carney lives in Cambridge Road. Cllr Clare lives in Cambridge Road. Cllr Muston lives in Thornton Road. None of our Councillors lived close to the properties of the planning applications on this agenda.	
23/043	<b>Public Participation</b>  <i>Two members of the public wished to speak about Sloe Fen Farm.</i>	

Agenda Item	Item Description	Action/ Power
	<p><b><u>First Member of the Public</u></b></p> <ul style="list-style-type: none"> <li>• Confirmed opposition to application which they felt was pretty much identical to application of 15<sup>th</sup> February 2022</li> <li>• Council’s attention was drawn to the application being on Green belt land and the resulting planning criteria that apply.</li> <li>• It was noted that the basis of the application is an extension to an existing business. Policy E/16 of South Cambs Local Pla) states that a business expansion has to be a successful business running for at least 2 years. The grazing/storage of Alpacas had not been carried out at this location before - so does not appear to fit with extension of existing business. The resident has spent 50 years living in that location.</li> <li>• At Companies House no record of Sloe Fen Farm can be found.</li> <li>• Under policy NH/8 of South Cambs Local Plan there was note of the impact on Green Belt about where a building was situated and the size of the building. The barn in question is a 14-metre-wide building on a field directly facing Oakington Road. It could quite easily have been moved to one side of the entrance to reduce the impact on surrounding areas. The impact of the existing location is high in line with the NH/8 policy.</li> <li>• There were also mistakes in the application. It was said that there has been parking for 16 cars. The resident noted that this was a green field site, laid to grass and had not been used for parking before.</li> <li>• Land Registry title - The resident noted that there was note of restrictive covenants on this land he was not sure of their impact.</li> </ul> <p>He hoped that Girton Parish Council took all the above into account and upheld their previous decision of February 2022.</p> <p>South Cambs Local Plan: <a href="https://www.scambs.gov.uk/media/17793/south-cambridgeshire-adopted-local-plan-2018.pdf">https://www.scambs.gov.uk/media/17793/south-cambridgeshire-adopted-local-plan-2018.pdf</a></p> <p><b><u>Landowner (Second member of Public)</u></b></p> <ul style="list-style-type: none"> <li>• Parking spaces were an interesting point. The hard-core area had been put in place from spring 2021 for the CCC workforce on the cycle way in 2021. CCC had approached the landowner several times as they had nowhere to park whilst working on the cycle way. The Landowner did not think was a need for planning permission as he was told by Planning officer none was needed in August 2020. (Landowner provided email from from Planning to Council).</li> <li>• The landowner confirmed that he had taken advice from the planning authority. He would not have built a barn without planning permission.</li> </ul> <p>The following points were noted.</p> <ul style="list-style-type: none"> <li>• Restrictive covenant covering a percentage of any building to go to estate of previous owners. Expires in 6/7 years.</li> <li>• Keeping Alpacas to be a hobby/small business</li> <li>• Sloe Fen Farm is a sole trader business.</li> <li>• Barn was built in current location as this is where parking is in place.</li> <li>• There is a six-foot-high timber recessed gate in line with other neighbouring properties.</li> <li>• was a recess of 6ft 5inches in line with other properties.</li> </ul>	

Agenda Item	Item Description	Action/ Power
	<ul style="list-style-type: none"> <li>• There was little visibility from the road or impact on traffic.</li> <li>• The entire area is green belt. That does not prevent agricultural development.</li> </ul> <p>Landowner had forward email to Council in which Planning authority apologized for giving incorrect advice.</p> <p>The planning application had been withdrawn twice to deal with requirements around flooding and transport requirements. These were now dealt with. The only outstanding requirements was around flooding as the regulations had increased over the last few years. HE is now working with a consultant to meet these increased requirements.</p> <p><b>Questions from Councillors</b></p> <p>Cllr Clare noted that there was not much information on the Planning portal.</p> <p>Cllr Carney noted that it was a recurrent problem with GCP that documents are not available on portal.</p>	
23/044	<p><b>To approve co-option of new Councillor/s to Planning Committee</b></p> <p><b>Approval:</b> Cllr Carney proposed the co-option of Cllr Brown. Cllr Muston seconded. Unanimous approval.</p> <p>Cllr Carney noted a declaration of interest for Cllr Brown for Agenda item 23/047.3 as Cllr Brown lives close by Sloe Fen Farm.</p>	Approved
23/045	<p><b>To Approve minutes of Planning Committee of 24<sup>th</sup> May 2023</b></p> <p><b>Approval:</b> Cllr Giles proposed. Cllr Carney. Three in favour. One abstention (Cllr Brown).</p>	Approved
23/046	<p><b>Matters arising from Previous Meetings (for information only)</b></p>	
23/047	<p><b>Business items requiring a decision, or consideration by the Council.</b></p>	For Decision
23/047.1	<p><b><u><a href="#">1ST FL SIDE &amp; PART REAR EXTENSION &amp; GRD FL REAR EXTENSION</a></u></b></p> <p>20 Thornton Road Girton Cambridgeshire CB3 0NW  Ref. No: 23/01534/HFUL   Validated: Mon 24 Apr 2023   Status: Awaiting decision.</p> <p><b>Approval:</b> Cllr Carney proposed. Cllr Giles seconded. Unanimous Approval.  GPC Comments entered to GCP Planning portal: 07/06/2023</p>	Support
23/047.2	<p><b><u><a href="#">Erection of a garden deck to rear.</a></u></b></p> <p>69 High Street Girton Cambridgeshire CB3 0QD  Ref. No: 23/01435/HFUL   Validated: Tue 02 May 2023   Status: Awaiting decision.</p> <p><b>Approval:</b> Cllr Carney proposed. Cllr Muston seconded. Unanimous Approval.  GPC Comments entered to GCP Planning portal: 07/06/2023.</p>	Support
23/047.3	<p><b><u><a href="#">Retrospective erection of a storage barn/stabling</a></u></b></p> <p>Sloe Fen Farm Oakington Road Girton Cambridge Cambridgeshire CB3 0QH  Ref. No: 23/01831/FUL   Validated: Fri 12 May 2023   Status: Awaiting decision.</p>	Support

Agenda Item	Item Description	Action/ Power
	<p><b><u>First Amendment: Cllr Brown proposed a first amendment as below:</u></b></p> <p>Girton Parish Council approve this application and in addition request that a drainage test is performed and excess hard-core is removed from the site and that there be further sympathetic planting. Council also notes to GCP the apparent missing and misleading information given to the applicant.</p> <p><b><u>Approval:</u></b> Cllr Brown proposed. Cllr Muston seconded. Three in Favour, One against, One abstention</p> <p>GPC to recommend this Application go to GCP Planning Committee.  GPC Councillor to attend the above Committee to state rationale and questions.  GPC Comments entered to GCP Planning portal: 07/06/2023.</p> <p><b><u>Original Approval:</u></b> Cllr Carney proposed that Council opposed this application.  Seconded by Cllr Giles.</p> <p><b><u>Second Amendment: Cllr Carney proposed a second amendment as below:</u></b></p> <p>Girton Parish Council approve a Neutral opinion on this application. GPC would likely have objected if the building had not been constructed. However, due to apparent misinformation from South Cambs, council are not in a position to confirm a directive in either direction.</p> <p><b><u>Approval:</u></b> Cllr Carney proposed. Motion not seconded.</p> <p><b><u>Debate Highlights:</u></b></p> <p>This item was moved to the beginning of the agenda due to interest from Members of the Public.</p> <p>Cllr Carney stated that having heard from members of the public there were still matters to be sorted. There were documents missing from GCP Planning portal.</p> <p>He was concerned about lack of compliance with South Cambs Local plan. He was also concerned about the requirement for Surface water discharge infiltration and the requirement for onside testing which had not been put in place.</p> <p>He felt that the applicant had been treated very poorly and given bad advice. He stated that he opposed the application but wished to give strong feedback to SCDC, GCP and CCC about the inaccurate advice given to the applicant and the site being left in poor state post completion of the cycle way. He felt they needed to sort this out.</p> <p>Cllr Muston stated she felt that there may be no alternative but to object, but she was very unhappy about the advice given to the applicant. She noted as she had said last time that if the correct information had been given the barn may not have been as large and may have blended with the surrounding area.</p> <p>She noted that she was from a farming background and noted that a building for farm animals does need to be of a decent size due to the requirements for caring for animals.</p>	

Agenda Item	Item Description	Action/ Power
	<p>Cllr Muston felt the building did not stand out as much as he had expected. She noted that perhaps we should be saying that given all the problems and mistakes in advice from Planning authority she may approve the application.</p> <p>Cllr Carney confirmed he understood her point. Had the Committee received the recent information provided they may have voted differently. He felt that Girton Parish Council had also been given inaccurate information.</p> <p>Cllr Giles noted that if GPC were to support this application clear information needs to be given to the village about Council's rationale.</p> <p>Cllr Brown noted this was a difficult situation and that informing the village was an absolute must so that it does not set a precedence in punishing applicants when poor advice was given. She also noted that Council needed correct information to make objective decisions.</p> <p>Cllr Carney noted the option of returning a neutral decision as Council would likely not have approved this application prior to erection of the barn. However, because of the misinformation given to the applicant with hindering from CCC they have been put in a position that they may be minded to approve.</p> <p>Cllr Brown proposed the <b>First Amendment</b></p> <p>Cllr Brown stated that GPC recommend changes to the current application.</p> <ul style="list-style-type: none"> <li>• Development to blend in better with surrounding areas.</li> <li>• Onsite Flooding test to be carried out.</li> <li>• Remove hardcore.</li> </ul> <p>She noted that building of the cycle way had caused damage to the grass which caused applicant to spend money.</p> <p>GPC Clerk noted that Council had stated they had not received full information and if that is the case then they need to consider neutral option stating the lack of and misleading information to Council.</p> <p>Cllr Carney proposed the <b>Second Amendment</b></p>	
23/047.4	<p><a href="#"><b>Submission of details required by condition 4 (Boundary Treatments) of planning permission 22/01168/REM</b></a></p> <p>North West Cambridge Site Phase 1 Huntingdon Road Girton Cambridgeshire Ref. No: 22/01168/COND4   Validated: Mon 15 May 2023   Status: Awaiting decision.</p> <p><b>Approval:</b> <i>Cllr Carney proposed. Cllr Muston seconded. Unanimous Approval.</i> <i>GPC Comments entered to GCP Planning portal: 07/06/2023.</i></p> <p><b>Debate Highlights:</b> Note Council approved agenda items 23/047.4, 23/047.5 and 23/047.6 in one vote.</p>	Support
23/047.5	<p><a href="#"><b>Submission of details required by condition 3 (Sample Panel) of planning permission 22/01168/REM</b></a></p> <p>North West Cambridge Site Phase 1 Huntingdon Road Girton Cambridgeshire</p>	Support

Agenda Item	Item Description	Action/ Power
	<p>Ref. No: 22/01168/COND3   Validated: Mon 15 May 2023   Status: Awaiting decision.</p> <p><b>Approval:</b> Cllr Carney proposed. Cllr Muston seconded. Unanimous Approval. GPC Comments entered to GCP Planning portal: 07/06/2023.</p> <p><b>Debate Highlights:</b> Note Council approved agenda items 23/047.4, 23/047.5 and 23/047.6 in one vote.</p>	
23/047.6	<p><a href="#">Submission of details required by condition 2 (Materials) of planning permission 22/01168/REM</a></p> <p>North West Cambridge Site Phase 1 Huntingdon Road Girton Cambridgeshire Ref. No: 22/01168/COND2   Validated: Mon 15 May 2023   Status: Awaiting decision.</p> <p><b>Approval:</b> Cllr Carney proposed. Cllr Muston seconded. Unanimous Approval. GPC Comments entered to GCP Planning portal: 07/06/2023.</p> <p><b>Debate Highlights:</b> Note Council approved agenda items 23/047.4, 23/047.5 and 23/047.6 in one vote.</p>	Support
23/047.7	<p><a href="#">1) Lime - Lift crown to 4m above ground level by reducing back to appropriate side branches - to allow more light into the property and garden below 2) Lime - Lift crown to 4m above ground level by reducing back to appropriate side branches - to allow more light into the property and garden below 3) Horse Chestnut - Remove epicormic shoots and lift crown to 5m above ground level over 93a's garden and hedge by reducing back to appropriate side branches - to lift it clear of the hedge. allow more light into the garden and bring it more into shape with it's crown over the neighbour's garden</a></p> <p>93A Cambridge Road Girton Cambridgeshire CB3 0PN Ref. No: 23/0490/TTPO   Validated: Fri 19 May 2023   Status: Awaiting decision.</p> <p><b>Approval:</b> Cllr Carney proposed. Cllr Giles seconded. Unanimous Approval. GPC Comments entered to GCP Planning portal: 07/06/2023.</p> <p><b>Debate Highlights:</b> Council noted that images of the trees in question were not included in planning portal.</p>	Support
23/048	<p><b>Council to approve any Planning Applications received subsequent to the issue of this Agenda with deadlines ahead of next Full Council - Not Applicable.</b></p>	Not Applicable
23/049	<p><b>To Receive Correspondence addressed to the Council.</b></p> <p><b>Debate Highlights:</b> The council noted the letter received from Anne Rennie highlighting the results of the Hotel Felix public enquiry. Council posted the results to Girton Village Community website on 3<sup>rd</sup> June 2023. Council noted that as at end of day 6<sup>th</sup> June 2023, 155 hits had been made to that post. Cllr Clare asked if there was anything further that GPC could do. Cllr Carney noted.</p> <ol style="list-style-type: none"> <li>1. Need to review the calculation of Section 106 money noted in the application. Amount of £16,800.</li> </ol>	Noted

Agenda Item	Item Description	Action/ Power
	<p>2. Consider that the Cambridge and Peterborough NHS had confirmed there was no infrastructure to support the complex care that this development would bring to the area. This was presented at the enquiry by Cllr Muston.</p>	
23/050	<p><b>To Approve Communication of items from this Agenda</b></p> <p><u>Approval:</u> <i>Cllr Carney proposed. Cllr Giles seconded. Unanimous Approval.</i></p>	<b>Approved</b>
23/051	<b>To Request items for next Agenda</b> - None	
23/052	<b>Date of next meeting(s):</b> To be confirmed (dependent on Planning Applications received).	
<b>Meeting Ended: 20:16</b>		

# Girton Parish Council

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 Telephone (01223) 618619  
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The Pavilion  
 Girton Recreation Ground  
 Cambridge Road, Girton  
 Cambridge, CB3 0FH

NOTICE of MEETING: GIRTON PARISH COUNCIL  
 MEETING PLANNING COMMITTEE  
 DATE & TIME: Wednesday 24<sup>th</sup> May 2023 at 6.30pm  
 VENUE: Girton Recreation Ground Pavilion

**Members:** 13 + 2 Ex-Officio      **Vacancies:** 5      **Quorum:** 5

## MINUTES

Agenda Item	Item Description	Action/Power
<b>Members:</b> [6] Cllr Carney (Chair), Cllr Blom, Cllr Giles, Cllr Hayat, Cllr Marshall, Cllr Muston. <b>Present:</b> Yvonne Murray (Girton Parish Clerk) <b>Members of the Public:</b> One		
23/025	<b>Welcome from Committee Chair</b> The meeting began at 18:46 once the meeting became quorate. Cllr Carney welcomed everyone to the meeting.	
23/026	<b>To Receive Apologies and Reasons for Absence</b> Cllr Clare (Vice-Chair), Cllr Betts, Cllr Linton, Cllr Williams, Cllr Wright	Approved
23/027	<b>To Receive Members' Declarations of Interest and to note Dispensations.</b> No declaration of interests declared. Cllr Muston noted that she lived on Thornton Road but not close to the property on this agenda.	Noted
23/028	<b>Public Participation</b>  <b>Cllr Blom arrived at 18:46</b>  <u>Debate Highlights:</u> <b>A member of the public</b> A member of the public attended the meeting and gave Council possible further information to consider.	
23/029	<b>To Approve minutes of Planning Committee of 12<sup>th</sup> April 2023</b>  <u>Approval:</u> Cllr Carney proposed. Cllr Muston seconded. Unanimous Approval.	Approved
23/030	<b>Matters arising from Previous Meetings</b> ( <i>for information only</i> )	
23/031	<b>Business items requiring a decision, or consideration by the Council.</b>	For Decision
23/031.1	<a href="#"><u>1ST FL SIDE &amp; PART REAR EXTENSION &amp; GRD FL REAR EXTENSION</u></a> 20 Thornton Road Girton Cambridgeshire CB3 0NW	Deferred

Agenda Item	Item Description	Action/ Power
	Ref. No: 23/01534/HFUL   Validated: Mon 24 Apr 2023   Status: Awaiting decision.	
23/031.2	<p><a href="#">Erection of a garden deck to rear.</a></p> <p>69 High Street Girton Cambridgeshire CB3 0QD</p> <p>Ref. No: 23/01435/HFUL   Validated: Tue 02 May 2023   Status: Awaiting decision</p>	Deferred
23/031.3	<p><a href="#">Retrospective erection of a storage barn/stabling</a></p> <p>Sloe Fen Farm Oakington Road Girton Cambridge Cambridgeshire CB3 0QH</p> <p>Ref. No: 23/01831/FUL   Validated: Fri 12 May 2023   Status: Awaiting decision.</p> <p><b>Approval:</b> Cllr Carney proposed. Cllr Marshall seconded.</p> <p><u>Debate Highlights:</u></p> <p>Cllr Carney commented that a number of neighbours have objected with a list of objections. Some of which had been addressed.</p> <p>He noted the original concerns of CCC Highways including insufficient traffic splay and drainage report which has now been submitted and appears to be satisfactory.</p> <p>He also noted the height of the barn may affect views, access to the land unsure of whether this is included in the application or not? Whether the nature of the building is disproportionate for Green belt.</p> <p>Cllr Marshall stated he was not clear as to whether the planning application is for a business for the building/barn? Is the intention for the building to have a lot more Lamas. It is not clear.</p> <p>Cllr Muston stated for animals you would need as much indoor space as possible. Having heard the input from the member of the public she was in two minds. Would like more information.</p> <p>Cllr Blom having heard input from member of public was unsure as to whether correct advice had been given by Planning Officer. It was surprising the scale of the barn would not need planning permission.</p> <p>Council considered whether more information was required from the Planning Officer to Council could understand the advice given prior to request for Planning permission.</p> <p>Discussion took place initiated by Cllr Hayat that the planning application should be considered as if the barn was not in place.</p> <p>Cllr Marshall noted that for planning application it is essential in communicating our decision, when made the whole village needs to understand the rational of Council.</p> <p><b>Amended Motion:</b> Council approves deferring the decision on planning and asking for more time from GCP and requesting more information including the content of the email exchange between the Officer and Applicant, redacted where necessary.</p> <p><b>Amended Approval:</b> Cllr Marshall proposed. Cllr Giles seconded. Four in Favour. One against. One abstention.</p>	Deferred

Agenda Item	Item Description	Action/ Power
23/031.4	<a href="#">Submission of details required by condition 4 (Boundary Treatments) of planning permission 22/01168/REM</a> North West Cambridge Site Phase 1 Huntingdon Road Girton Cambridgeshire Ref. No: 22/01168/COND4   Validated: Mon 15 May 2023   Status: Awaiting decision	Deferred
23/031.5	<a href="#">Submission of details required by condition 3 (Sample Panel) of planning permission 22/01168/REM</a> North West Cambridge Site Phase 1 Huntingdon Road Girton Cambridgeshire Ref. No: 22/01168/COND3   Validated: Mon 15 May 2023   Status: Awaiting decision	Deferred
23/031.6	<a href="#">Submission of details required by condition 2 (Materials) of planning permission 22/01168/REM</a> North West Cambridge Site Phase 1 Huntingdon Road Girton Cambridgeshire Ref. No: 22/01168/COND2   Validated: Mon 15 May 2023   Status: Awaiting decision	Deferred
23/032	<b>Council to approve any Planning Applications received subsequent to the issue of this Agenda with deadlines ahead of next Full Council</b>	<b>Not Applicable</b>
23/033	<b>To Receive Correspondence addressed to the Council</b>	<b>Not Applicable</b>
23/034	<b>To Approve Communication of items from this Agenda</b>  <u>Approval:</u> Cllr Carney proposed. Cllr Muston seconded. Unanimous Approval.	<b>Approved</b>
23/035	<b>To Request items for next Agenda</b>	
23/036	<b>Date of next meeting(s): To be confirmed.</b>	
<b>Meeting Ended: 19.10</b>		

## Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

### Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2023
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

### Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2023</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		✓

\**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*. can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

## Annual Internal Audit Report 2022/23

### GIRTON PARISH COUNCIL

<https://www.girton-cambs.org.uk/agar-girton-parish-council/>

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			NO CASH ✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

7/6/23

Name of person who carried out the internal audit

BEN STOEHR - LGS STOEHR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

7/6/23

**\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

GIRTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		*Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

14/06/2023

and recorded as minute reference:

23FC/057.2

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

<https://www.girton-cambs.org.uk/agar-girton-parish-council/>

## Section 2 – Accounting Statements 2022/23 for

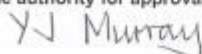
### GIRTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	582,222	573,640	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	130,956	139,648	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	37,322	37,954	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	40,494	82,051	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments			Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	136,366	113,415	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	573,640	555,777	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	555,826	565,033	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	762,450	762,450	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

12/06/2023

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

23FC/057.4

Signed by Chairman of the meeting where the Accounting Statements were approved

## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

GIRTON PARISH COUNCIL

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2022/23

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2022/23

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

**GIRTON PARISH COUNCIL**  
**Annual Governance and Accountability Return 2022/2023**  
***Wording to be confirmed***

**Clerk & Responsible Financial Officer (RFO): Yvonne Murray**

Telephone: 01223 237173

In post since 28<sup>th</sup> September 2021.

**Chairman of the meeting where the Accounting Statements were approved:**

Daniel Carney

Chair of Girton Parish Council since

**Explanation of Variances**

**AGAR Box 4 - Staff Costs:** During the year Staff pay rates were aligned with NJC (Local Government, Councils, & Schools) spine points and back payments were made for spine point adjustments and LGA pay awards. In addition, increase in spine points and increase in hours worked were also paid.

**AGAR Box 6 - All other Payments:** The increase in "Other payments" was higher in the previous year due to large payment being made in the prior year due to back payments made for Pavilion refurbishment project, Play equipment surface replacements, outstanding Business Rates plus a significant general exercise to ensure all outstanding payments were identified and made to suppliers. There were no significant areas of spend in the current year.

**Explanation of High Reserves**

As per last year's AGAR, General Reserves held by Girton Parish Council were high due to planning of a Pavilion Refurbishment project. During 2022 this project was rescoped by Council and a review of that scope is underway.

General Reserves held by Girton Parish Council as at 31<sup>st</sup> March 2023 were £555,777 reduced from £573,640 held as at 31<sup>st</sup> March 2022. A reduction of £17,863 since last year. Council has a plan to reduce General reserves across the next few years. The precept requested by Girton Parish Council was below inflation and Council agreed to fund spending by £50K from General Reserves. Council has also reserved money for the annual Local Highways Initiative (£25k), boosted the Pavilion Refurbishment fund by (£4K) and created a reserve to review and improve facilities in Wellbrook Way area of the village (£5k).

**Yvonne Murray**

**RFO - Girton Parish Council**

## WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

- 1) The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for a relevant authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):
  - a) the Accounting Statements (i.e. Section 2 of either Form 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:
    - i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
    - ii) the Annual Governance Statement (i.e. Section 1 of either Form 2 or Form 3, whichever is relevant, of the AGAR); and
  - b) a statement that sets out—
    - i) the period for the exercise of public rights;
    - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
    - iii) the name and address of the local auditor;
    - iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

### HOW DO YOU DO IT?

- 2) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and
- 3) Publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
  - a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
  - b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Monday 13 June – Friday 22 July 2022. (The latest possible dates that comply with the statutory requirements are Friday 1 July –Thursday 11 August 2022); and

the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Smaller Authority name:

# GIRTON PARISH COUNCIL

## NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
<p><b>1. Date of announcement 30/06/2023 (a)</b></p> <p><b>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</b></p> <p><b>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to:</b></p> <p>(b) Yvonne Murray, Parish Clerk, Girton Pavilion, Cambridge Road, Girton, Cambridge CB3 0FH</p> <p>commencing on (c) <b>Saturday 1 July 2023</b></p> <p>and ending on (d) <b>Friday 11 August 2023</b></p> <p><b>3. Local government electors and their representatives also have:</b></p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p><b>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</b></p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD <a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a></p> <p><b>5. This announcement is made by (e) Yvonne Murray, Clerk &amp; RFO</b></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

## LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

### The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

### The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2022 for 2021/22 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

### The right to ask the auditor questions about the accounting records

**You should first ask your smaller authority** about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer ‘what’ questions, not ‘why’ questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

### The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority’s finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority’s area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

### A final word

You may not use this ‘right to object’ to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens’ Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor’s decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication <a href="#">Local authority accounts: A guide to your rights</a> are available from the NAO website.	If you wish to contact your authority’s appointed external auditor please write to the address in paragraph 4 of the <i>Notice of Public Rights and Publication of Unaudited Annual Governance &amp; Accountability Return</i> .
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## AGENDA ITEM 23FC/057.6

### Alternative names and styles for parish councils

#### Background

1. Pursuant to the Local Government Act 1972 (“the 1972 Act”), parishes with a separate council, are known as parish councils. Pursuant to s. 245 of the 1972 Act, any parish council of a parish which is not grouped with any other parish may resolve that the parish shall have the status of a town. If such resolution is passed, that council of the parish bears the name of the council of the town, the chairman and vice-chairman of the council shall be entitled to the style of town mayor and deputy town mayor, and the parish meeting shall have the style of town meeting.
2. Very few parish councils have, by the royal prerogative, the status of a city and they are entitled by such grant of the royal prerogative, to be called and styled a royal town.  
Please see [Legal Topic Note 12 entitled “Titles of Dignity”](#) for more information.

### Changes introduced by the Local Government and Public Involvement in Health Act 2007

3. Section 75 of the Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”), which came into force on 13 February 2008, inserted a new section 12A into the 1972 Act, and also amended sections 14, 15 and 16 of the 1972 Act to offer flexibility in the name of a parish council and a further choice of alternative styles available to a parish council. These alternative styles are **community, neighbourhood and village**. Parish councils, particularly in rural areas, may wish to retain the existing style of their parish council, although other councils in perhaps more urban areas (especially newly created parish councils in London) or where there is desire to make a distinction from an ecclesiastical parish, may prefer the alternative styles introduced by the 2007 Act.
4. Pursuant to section 12 (A) of the amended 1972 Act, a parish council may resolve to have an alternative style of community, neighbourhood or village. A single resolution may provide for a parish council to cease to have an alternative style, and to have another of the alternative styles instead. As soon as practicable after passing a resolution under this section, the parish council must give notice of the change of style to all of the following—
  - (a) the Secretary of State;
  - (b) the Electoral Commission;
  - (c) the Office of National Statistics;
  - (d) the Director General of the Ordnance Survey;
  - (e) any district council, county council (or London borough council) within whose area the parish lies

5. Where, as permitted by the 2007 Act, a parish council has resolved to change its **style to that of a community, neighbourhood or village** the following shall apply:-

If the parish has the style of community, the council shall be known by the name “The Community Council” with the addition of the name of the community. The chairman and vice-chairman shall (respectively) have the style “chairman of the community council” and “vice-chairman of the community council” and the councillors shall have the style of “councillors of the community council”.

If the parish has the style of neighbourhood, the council shall be known by the name “The Neighbourhood Council” with the addition of the name of the neighbourhood. The chairman and vice-chairman shall (respectively) have the style “chairman of the neighbourhood council” and “vice-chairman of the neighbourhood council” and the councillors shall have the style of “councillors of the neighbourhood council”.

If the parish has the style of village, the council shall be known by the name “The Village Council” with the addition of the name of the village. If the parish has the style of village, the chairman and vice-chairman shall (respectively) have the style of “chairman of the village council” and “vice-chairman of the village council” and the councillors shall have the style of “councillors of the village council”.

For as long as the parish has an alternative style, it will not also be able to have the status of a town and vice versa.

## Community Governance Reviews

6. Pursuant to Part 4 of the 2007 Act, a district council, unitary county council or a London borough council (the principal council) may undertake a community governance review of the whole or part of the principal council's area, which could include making one of the following recommendations in relation to :

### **The constitution of a new parish ( s.87 of the 2007 Act).**

The principal council must also make recommendations as to the **name** of the new parish (s.87(5)), whether or not the new parish should have a parish council (s.87(6)) and make recommendations as to whether or not the new parish should have one of the alternative styles (s.87(7)).

Under s. 100 of the 2007 Act, the Secretary of State and the Electoral Commission issued guidance (“statutory guidance”) to principal councils in respect of undertaking, and giving effect to recommendations made in community governance reviews and on making recommendations about electoral arrangements respectively. The statutory guidance is available from the Communities and Local Government’s website at <http://www.communities.gov.uk/publications/localgovernment/communitygovernancereviews>

Paragraphs 109 and 110 of the statutory guidance state: “Following a community governance review, in areas previously unparished where a new parish is being created, people living there may wish for the style of their parish council to reflect the local community in a different way and may prefer one of the alternative styles. This may well be the case for those living in urban areas. Local authorities will wish to take account of these preferences in deciding the name of the parish and the chosen style.”

“Where the review relates to a new parish, it is for the principal council, in the first instance, to make recommendations as to the geographical name of the new parish, and as to whether or not it should have one of the alternative styles.”

### **Existing parishes under review ( s.88 of the 2007 Act).**

This may involve recommendations by the principal council that an existing parish should not be abolished and that its area should not be altered, or that the area of the existing parish should be altered or that the existing parish should be abolished.

The review must make recommendations as to whether or not the name of the existing parish should be changed (s.88(3)).

If the parish does not have a council, the review must make recommendations as to whether or not the parish should have a council. If the parish has a council, the review must make recommendations as to whether or not the parish should continue to have a council (s.88(4)).

However the review may not make any recommendations for the parish to begin to have an alternative style (if it does not already have one or to cease to have an alternative style, or to have a different alternative style, (if it already has one) (s.88(5)).

Paragraphs 109 of the statutory guidance confirms the provisions of s.88 by saying: “So far as existing parishes under review by principal councils are concerned, the review must make recommendations as to whether the geographical name of the parish should be changed, but it may not make any recommendations for the parish about alternative style. It will be for the parish council or parish meeting to resolve whether the parish should have one of the alternative styles.”

## **Summary**

The introduction of the 2007 Act means that a parish council may have the name and style of a parish council or a town council, or a city council (this will be uncommon) or a community council, a neighbourhood council or a village council.

### **Other Legal Topic Notes (LTNs) relevant to this subject:**

<b>LTN</b>	<b>Title</b>	<b>Relevance</b>
12	<a href="#">Titles of Dignity</a>	Details the origin of the few parish councils who enjoy city status.
73	<a href="#">Community Governance Reviews</a>	Details the process whereby a new parish council may be created

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## **Licensed Food Trucks on Girton Parish Council Land Agenda Item (23FC/057.9)**

This item has been included on the agenda following the success of the Coronation Sunday Event.

Food Trucks are allowed on Parish Council land without a licence.

This represents a potential income stream for Girton Parish Council that could be invested in items for the village. Whilst the children are on Summer holidays it might be beneficial to provide additional catering facilities as a trial. Noting that many people will be on holiday but many people may be at home due to the increased cost of living.

Many villages are doing this now and increasing the number of food trucks that attend means that Girton Parish Council would be supporting local businesses.

# NEIGHBOURHOOD PLAN: REPORT 4 FOR GIRTON PARISH COUNCIL

## (AGENDA 23FC/057.10)

### The Core Team

We are now up to 10 residents who have offered assistance with this and they are beginning to get together in specific areas. This is sufficient for now.

### Current areas of work

- 1) Core Team members getting started slowly
- 2) Gather evidence from various sources concerning land ownership so consultation with landowners can be included. Working with Local Neighbourhood Re-wilding Project team, St Andrew's and GPC itself on this to co-ordinate approaches.
- 3) Census 2021 data obtained and being reviewed.
- 4) Council tax and business rate data being sought
- 5) Discussions with neighbouring parishes being started with the Clerk.
- 6) Assembling contact email addresses for all organisations in the parish

### Next milestones

- 1) Awaiting confirmation from SCDC of their formal acceptance of the Neighbourhood Area – there was an admin delay in submitting it to them.
- 2) Finalising what topics will be within the Neighbourhood Plan – following on from the limited feedback from GPN article and Facebook page. An initial outline Contents Page is attached. This is still open to debate so feedback and suggestions welcome.
- 3) Awaiting national government to decide what funding is available this year for Neighbourhood Plans. At present all grant applications are on hold and so some aspects, particular where we might use external consultants to assist and using Land Registry to establish land ownership, are on hold.

### Public Consultation

Presentation made at the Annual Parish Meeting and another member for the Core Team added there. The slides will be on a dedicated page on the parish website.

A SWOT survey is being finalised for inclusion with July issue of GPN (£200 cost agreed with the Clerk) so as to coincide with the Feast on 8 July. I intend that I and any other Core Team members free attend the Feast alongside GPC. This is not only about gathering evidence of feedback from the parish but will help shape the full parish survey to follow in due course.


I intend that all public consultation meetings held by GPC would be attended by me, or a member of the Team.



Andrew Muston

**Replacement of Dog Bins with Litter Bins**  
**AGENDA Item 23FC/057.12**

Committee	Environment
Name of project	Replacement of Dog Bins with Litter Bins
Primary reason for project	<p>To improve the capacity and quality of our Litter Bins</p> <p>SCDC are merging dog and litter bins in South Cambs District Council.</p> <p>There are a number of factors that have led the service to look at the provision of dog and litter bins across the authority. This reason to look at using combined bins has been taken due to the industry as a whole seeing this now an acceptable way of dealing with dog feces and looking and talking with neighboring Authorities such as Cambridge City Council have also adopted this way of providing provision for residents to use the same bin for both waste types.</p> <p>There are a number of reasons to do this set out below:</p> <ol style="list-style-type: none"> <li>1. Increase in capacity as current dog bins are 50ltr and Litter bins are larger at 110ltr.</li> <li>2. There is a cost saving as dog bins cost an additional £90 to purchase.</li> <li>3. Installation is much quicker as a post is not required for litter bins to be installed, which also adds to the safety for operatives installing as they do not need to check for cables in the ground.</li> <li>4. Emptying is much easier for the operative as the litter bins are low level.</li> <li>5. Will now be providing bins in areas that have not had litter disposal points before only dog waste.</li> </ol>
Description of project	The Environment committee with to replace five small capacity dog bins which are in poor condition with five new litter bins. £3.00 per week for collection.

Committee	Environment																								
Name of project	Replacement of Dog Bins with Litter Bins																								
																									
	<table border="1"> <thead> <tr> <th>#</th> <th>Site Name</th> <th>What 3 Words</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Woody Green at the bottom of Duck end and start of Woody Green Footpath</td> <td>///sage.plank.signal</td> </tr> <tr> <td>2</td> <td>Woody Green by entrance to footpath from carpark at Woody Green opposite Town End Close</td> <td>///damage.tiles.timing</td> </tr> <tr> <td>3</td> <td>Woodlands Park</td> <td>///prefer.humans.slice</td> </tr> <tr> <td>4</td> <td>Recreation Ground - Tennis Courts</td> <td>///dated.claim.than</td> </tr> <tr> <td>5</td> <td>Recreation Ground - Tennis Courts</td> <td>///fake.host.hood</td> </tr> <tr> <td>6</td> <td>Junction of Hicks Lane/Cambridge Road</td> <td>///across.monks.drive</td> </tr> <tr> <td>7</td> <td>Recreation Ground - Entrance</td> <td>///forest.jazzy.trials</td> </tr> </tbody> </table>	#	Site Name	What 3 Words	1	Woody Green at the bottom of Duck end and start of Woody Green Footpath	///sage.plank.signal	2	Woody Green by entrance to footpath from carpark at Woody Green opposite Town End Close	///damage.tiles.timing	3	Woodlands Park	///prefer.humans.slice	4	Recreation Ground - Tennis Courts	///dated.claim.than	5	Recreation Ground - Tennis Courts	///fake.host.hood	6	Junction of Hicks Lane/Cambridge Road	///across.monks.drive	7	Recreation Ground - Entrance	///forest.jazzy.trials
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Capital sum requested	<p>Estimated Cost for purchase of bin and installation</p> <p>5 Bins: 5 x £450.00 = £2,250 7 Bins: 7 x £450.00 = £3,150</p> <p>Note: Two additional bins purchased for Recreation ground in August 2022 was £414.00 but prices likely to rise since then.</p>																								
Ongoing revenue (if any) per year	None																								
Ongoing costs per year	<p>5 Bins: 5 x 52 weeks x £3.00 £450.00 = £780 7 Bins: 7 x 52 weeks x £3.00 £450.00 = £1,092</p> <p>Note: There will be no additional costs as these are replacement bins.</p>																								
Status of project	Approval requested at June 2023 meeting																								

Committee	Environment
Name of project	Replacement of Dog Bins with Litter Bins
Other comments/information	<p>Should the two dog poo bins by the tennis court be removed as we now have the two additional litter bins along that stretch of road and reports from the Tennis Club say they smell in summer anyway. This is extremely off-putting for the server at the end of the court.</p> <p>This would be a annual saving of in litter collection of:  2 Bins: 2 x 52 weeks x £3.00 £450.00 = £312</p>
Clerk to Committee	Yvonne Murray
Chair of Committee	Alison Giles
Vice Chair to Committee	Andrew Clare



///sage.plank.signal



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## Hibbert Ware garden information boards

### AGENDA Item 23FC/057.13

Committee	Environment
Name of project	Hibbert Ware garden information boards
Primary reason for project	To provide a high quality information board for the Hibbert Ware garden
Description of project	The Local Nature Recovery Planning group want to make the Hibbert Ware garden a showcase for wildlife gardening around the village and also to highlight the history of Alice Hibbert Ware. Initial research into the costs of designing and making a durable, high quality information panel has shown that the £250 originally earmarked for this purpose was very much an underestimate. This request would cover the design, manufacture and construction of an information board.
Capital sum requested	£2,000
Ongoing revenue (if any) per year	None
Ongoing costs per year	None, the panel will be cared for by volunteers
Status of project	<b>Recommended Quote by LNPR: Shelley Signs: £1685.00 net of VAT</b>  3 Quotes obtained: Landmark: (A2 size) £3,532.08 Landmark: (A1 size) £4,491.60 Shelley Signs Ltd - £1,685.00 net of VAT
Other comments/information	
Clerk to Committee	Yvonne Murray
Chair of Committee	Alison Giles
Vice Chair to Committee	Andrew Clare

**Equipment Recommended by English Cricket Board**  
**AGENDA Item 23FC/057.13**

	Items	Y/N	Comments
1	<b>Mowers</b>		
	a) Cylinder Mower with collection box (suitable for pitch preparation)		
	b) Cylinder Mower with collection box (suitable for square preparation)		
	c) Outfield Mower		
2	<b>Rollers</b>		
	a) Hand roller 75 – 250kg (light)		
	b) Motor roller i) self-propelled		
	ii) up to 500kg (medium)		
	iii) 1016kg+ (heavy)		
3	<b>Scarifiers</b>		
	a) Hand		
	b) Self propelled		
4	<b>Aerators</b>		
	a) Spiked roller (pedestrian controlled)		
	b) Pedestrian / self-propelled		
	c) Tractor mounted		
5	<b>Fertiliser Distributors</b>		
6	<b>Pesticide Applicator</b>		
7	<b>Setting Out Equipment</b>		
8	<b>Marking Out Equipment</b>		
9	<b>Irrigation Equipment</b>		
	System to water the square adequately		
10	<b>Hand Tools</b>		
	a) Springbok rake		
	b) Besom broom		
	c) Switch / whale bone brush		
	d) True lute		
	e) Drag mat / drag brush		
	f) Thumper /heavy panner		
11	<b>Other Equipment</b>		

**Requirements:**

1. Hand Scarifier (3a)
2. Aerators (4) - To schedule contractor for end of season
3. Pesticide Applicator (6)
4. Springtime rake (10a)
5. Switch/Whale bone brush (10c)
6. Drag mat/drag rush (10e)

**Estimated Cost: £750.00 (Chris Wilson (Groundsman)/Yvonne Murray GPC Clerk)**