

GIRTON PARISH COUNCIL

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

NOTICE of MEETING: GIRTON PARISH COUNCIL
MEETING FULL COUNCIL
DATE & TIME: Wednesday 11th October at 7.30pm
VENUE: Girton Recreation Ground, Cambridge Road Girton

Members: 13 **Vacancies:** 2 **Quorum:** 5

MINUTES

Agenda Item	Item Description	Action/Power
Members: [Six] Cllr Muston (Vice-Chair), Cllr Clare, Cllr Giles, Cllr Hayat, Cllr Linton, Cllr Reeves Present: GPC Clerk (Yvonne Murray), Facilities Manager (Angie Vidler) Members of the Public: [Six] including Cllr Murphy (CCC), Cllr Stobbart (SCDC), Cllr Garvie (SCDC)		
23FC/105	Welcome from the Chair Cllr Muston introduced herself to the Council and members of the public and thanked everyone for attending the meeting. Cllr Muston noted she was chairing in Cllr Carney's absence. She also wished to raise to Council a thought for everyone suffering in Israel or Gaza and wanted to note that we are likely all of the same mind that any behaviour towards anyone that is not civil is not acceptable.	
23FC/106	To Receive Apologies and Reasons for Absence Cllr Betts, Cllr Brown, Cllr Carney (Chair), Cllr Lampe, Cllr Marshall, Cllr Williams, Cllr Wright	Noted
23FC/107	Council to Approve co-option of new Councillor/s. Cllr Muston noted that three people had expressed their interest in being co-opted to Girton Parish Council. As there were only two vacancies so this would be deferred until next month.	Deferred
23FC/108	To Receive Members' Declarations of Interest and Dispensations - None	Noted
23FC/109	Public Participation Dr George Crawley, Darwin Green Residents Association (Secretary) George introduced himself and noted that he was resident number 6 to join Darwin Green in December 2019. He had started a WhatsApp group which now includes 250 people from Darwin Green. The group has a really comfortable chatty atmosphere and is moderated by George with a light touch. This group also includes people from Eddington and from Richmond Road. It is a great example of people coming together. George also noted that most people in the group knew each other in the street by first names. They issue a welcome pack on arrival, so people get to know about Darwin Green and the community. He also introduced Abe, also in attendance who is a Committee member of DG Residents Association.	

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	<p>One of the achievements of DG Residents Association is the opening of the DG Greenway on Friday 6th October which provides a cycling cut through to Windsor Road. It is a quick route to the shops, making it easy to cycle to Histon Road on weekends and in the evenings.</p> <p>The opening of the Greenway was managed through massive community action, which had been pushed for over four years. The community group worked with Barratts senior leadership team to implement the project. George noted that once the requirements for the Greenway were agreed, it was opened within 6 weeks. One of the insights from this initiative is that people often ask for a 150% solution, which was often not required or possible. In DG people need to acknowledge that the area is still a live construction site during the week. Soon to be live demolition site. The Greenway is now open outside construction hours. Another important insight was that residents need to be included in the conversation. Views of only DG Steering group would not allow the right people to be involved. People with 'skin in the game' are needed.'</p> <p>One of George's aspirations is how great it would be for people living in the Thorntons to visit DG food trucks. He stated the number one thing missing from DG was a Community market. He would like to see Sunday mornings at DG being similar to Northstowe and the resulting money being invested back into DG. The idea would be for people to see DG as a destination. He noted that the Coffee Truck would be in the playground this weekend and he is hoping to build on that.</p> <p>Cllr Muston thanked George for attending and noted her attendance at the opening of the Greenway and would like George to contact someone from GPC Events committee. She asked GPC Clerk to send details to DG WhatsApp group.</p>	
23FC/110	To Receive Reports <i>(for information only)</i>	10 Mins
23FC/110.1	<p>County Councillor</p> <p>Cllr Murphy had been chasing up a couple of things in particular post submitting her report. She noted the project at the top of Huntingdon Road where are to go next to the floating bus-stops. She expects to receive more information as to when they wish to introduce them. She has come across no problems or barriers and is hopeful about this initiative going ahead.</p> <p>Cllr Murphy noted the disgraceful and long-standing problems with pavements in Girton, which were in fact dangerous. She confirmed that finally there is some movement with the new Local Highways Officer (LHO) in place. The LHO had made about 30 different requests to fix the issue and is going to put Girton pavements in the slurry sealing program. He will be revisiting this when he returns from annual leave in a couple of weeks.</p> <p>Cllr Muston noted she was pleased about the free vehicle check noted in Cllr Murphy's report. She also confirmed it had come to GPC's notice that the road markings of the T-junction at the end of Thornton Road were not clear. She highlighted this issue as another accident waiting to happen.</p>	

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	<p>Cllr Clare noted that he felt that Cambridge Road pavement is the worst one and asked if that was one of the paths on the list to be fixed. Cllr Murphy stated this team were ripping through the existing backlog.</p> <p>Cllr Hayat noted that the High Street issues had been logged back in April and only now had a response been received that it would be resolved. He stated he felt that the situation was completely unacceptable and asked if there was a Service Level Agreement (SLA) as to when pavements should be fixed. Cllr Murphy stated there was an SLA with Milestone and the work was done in line with the Highway Operational Standards (HOS), see link below. A4 Portrait-blue (cmis.uk.com)</p> <p>Cllr Hayat also asked about the Bus Service and how it was going to be funded. Cllr Murphy noted that the current sources of funding being considered would not generate as much income as sustainable travel would have done. Cllr Hayat noted funding was not the only issue, apparently there was previously funding available, but bus drivers could not be found. Cllr Murphy noted that she believed the situation with bus drivers was now much better.</p> <p>Cllr Linton also wanted to know if any alternative commercial operator has come forward. Would a new commercial operator mean higher costs?</p> <p>Cllr Muston stated that this issue was likely to be a long-term initiative. She noted that the new bus from Eddington to Girton Corner is very positive.</p>	
23FC/110.2	<p>District Councillors</p> <p>Cllr Stobart confirmed that Community Hubs (formerly called Warm Hubs) had not gone away, and that Cambridgeshire Acre were continuing to fund. They are currently recruiting village agents and there is funding available. Anybody is welcome to apply, and the role might give a focus for running a Community Hub in Girton.</p> <p>Cllr Hayat confirmed as last year that he felt the key was identifying the need.</p> <p>Cllr Stobart also confirmed that following the Fly Tipping incident in Girton last year at Washpit Lane, the Environmental group would be happy to come along and talk about this topic. If the Council wish to hear more about it, then let him or Cllr Garvie know. He noted that the question around security cameras was still outstanding.</p> <p>Cllr Stobart also noted it was great to hear from George Crawley in the public participation about the aspiration for a market and asked GPC to let George know about the funding.</p>	
23FC/110.3	Girton Town Charity – No report this month.	
23FC/110.4	Girton Neighbourhood Plan – No questions on this report.	
23FC/110.5	Clerk's Report	

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	GPC Clerk thanked everyone for their input to the agenda and noted that if we could all submit our reports received a week ahead of each Full Council it would give Council to review the agenda and consider the decisions required.	
23FC/110.6	<p>Chair's Report</p> <p>Cllr Muston thanked Cllr Carney for all the work that he was doing. She noted that she felt GPC was getting much more involved in the community. She noted her visit with Andrew Muston to Dry Drayton Parish Council meeting and her visit to Girton Glebe School with GPC Clerk.</p>	
23FC/111	<p>To Approve Minutes of Girton Parish Council Full Council Meetings: 13th September 2023</p> <p><u>Approval:</u> <i>Cllr Hayat proposed. Cllr Reeves seconded. Four in favour, two abstentions due to absence at last meeting.</i></p>	Approved
23FC/112	Matters arising from Previous Meetings (for information only)	For Information
23FC/112.1	Action List – Action list noted and described by GPC Clerk.	Noted
23FC/112.2	Any other Matters arising – A chance to raise any comments/concerns on previous agenda items – No items raised.	Not Applicable
23FC/113	To Receive update from GPC Committees & Working Groups (For information only)	To Note
23FC/113.1	Environment Committee - Cllr Giles had nothing to add to her report and there were no questions.	
23FC/113.2	<p>Local Nature Recovery Working Group – No questions on the report.</p> <p>Cllr Muston noted the interesting LNRP meeting at Girton Pavilion on 4th October and encouraged people to get involved.</p>	
23FC/113.3	Footpath Officer's Report – No report this month.	
23FC/113.4	Water Management Report – No report this month.	
23FC/113.5	<p>Finance & Resource Management Committee</p> <p>Cllr Muston noted she was pleased with progress in Finance and that management of finance was now so much easier.</p> <p>She encouraged all Committee Chairs to focus on setting the budgets for next month. She asked Council to bear with Finance & Resource Management Committee as we moved to next level with Finance, see the Finance Report.</p> <p>GPC Clerk confirmed that the project lists for each community would be sent out ahead of November Full Council.</p>	
23FC/113.6	<p>HR Committee (to include CAPALC Report)</p> <p>Cllr Muston encouraged Councillors to delve into the videos from the Scribe Conference. She noted there were many topics which may be of interest to Council.</p>	
23FC/113.7	Planning Committee – No report this month	
23FC/113.8	<p>Sport & Recreation Committee</p> <p>Cllr Hayat noted there were many Sport & Recreation items on this month's agenda. He had nothing to add to the report.</p>	

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	<p>Cllr Clare asked about the progress of the Heads of Terms to be agreed for the approved Toilets and Club house for Girton Bowling Green.</p> <p>Cllr Hayat and GPC Clerk confirmed Heads of Terms were yet to be agreed. Only one initial meeting had been held with GBC to date.</p>	
23FC/113.9	Events Working Group – No questions on this report.	
23FC/113.10	<p>Wellbrook Way Facilities Task & Finish Group</p> <p>Cllr Muston confirmed that Heads of Terms were to be discussed for these facilities.</p>	
23FC/113.11	<p>Pavilion Refurbishment Task & Finish Group</p> <p>GPC Clerk noted that requirements were to be further discussed within group.</p>	
23FC/114	To Approve Finance and Resource Management	For Decision
23FC/114.1	<p>To note payment of accounts under delegated approval</p> <p>GPC Clerk noted that five Topsy Bins had now been installed in the village increasing our capacity for litter. She thanked SCDC for funding one of these bins which was on Cambridge Road, a main route through the village. GPC already have approval for fitting three more bins.</p>	Noted
23FC/114.2	<p>To Approve payment of outstanding accounts due</p> <p>Approval: <i>Cllr Linton proposed. Cllr Reeves seconded. Unanimous Approval. Approval for an additional payment of £1,000 to Birketts for work that was not commissioned, yet to be invoiced.</i></p> <p>Note: <i>Council to discuss £1,000 payment for work carried out by Birketts regarding Wellbrook Way, not yet invoiced.</i></p> <p>Approval: <i>Cllr Linton proposed. Cllr Reeves seconded. Unanimous Approval. Approval for payment of outstanding accounts this month.</i></p> <p>Debate Highlights:</p> <p>Cllr Muston noted that GPC had been unaware of the significance of the work that Birketts was undertaking. One of the solicitors from Birketts attended November 2022 Full Council to speak to Agenda item 22/177.1 but was not given time to answer any questions. Find agenda using link below: https://www.girton-cambs.org.uk/uploads/2023/01/Girton-Parish-Council-Approved-Minutes-9th-November-2022-at-7.3pm-Minutes-Only.pdf</p> <p>Cllr Muston noted that she felt if GPC did not go through due diligence on this matter, then GPC may find difficulties later.</p> <p>Cllr Clare highlighted that work should not be carried out without asking permission of the client, in this case GPC. GPC Clerk noted she had spoken about this with Birketts and confirmed she would take this to GPC Full Council for consideration. This should not happen again.</p>	For Decision
23FC/114.3	To Receive a report from Facilities Manager on Amounts paid in	Noted

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	<p>GPC Facilities Manager highlighted the second payment of precept had been received in September. It was nice to see income from Cricket and Football as cricket ended and football season beginning.</p> <p>Cllr Hayat asked if people were coming back to hire the pavilion and GPC Facilities Clerk highlighted many of the previous regular customers had found other homes. She noted that there was spare capacity of the Pavilion in the daytime, but evenings/weekend are full.</p> <p>Cllr Muston highlighted that it might bring additional revenue if the space was rented out to allow a café to be in place during the day.</p> <p>Cllr Muston also thanked GPC Facilities Manager for all the work she was doing to encourage more customers.</p>	
23FC/115	Business items requiring a decision, or consideration by the Council	For Decision
23FC/115.1	<p>Council to Agree to purchase wreath and donation for Remembrance Sunday, spend up to £100 in accordance with powers under S137 of Local Government Act 1972.</p> <p>Approval: <i>Cllr Reeves proposed. Cllr Hayat seconded. Unanimous Approval.</i></p>	Approved
23FC/115.2	<p>To consider and approve work on green spaces at Mayfield Road and Wellbrook Way at a cost of £750.00.</p> <p>Approval: <i>Cllr Muston proposed. Cllr Linton seconded. Unanimous Approval.</i></p> <p>Debate Highlights: GPC Clerk noted that this Agenda item had been brought to Council as it was work that had not been carried out for a while and outside current ‘business as usual’ work carried out by our contractors. The work is to be carried out by our existing contractor. GPC Clerk noted the possible Health & Safety issues of cutting back the Garrya.</p> <p>Cllr Hayat noted if Health and Safety did it need to come to Council? GPC Clerk noted the Health and Safety issue was only when plan was being cut back. It was backlog work that would add to contractor’s normal bill, so she wanted Councillors to be aware.</p>	Approved
23FC/115.3	<p>To consider and approve installation of Fire Alarm Panel to meet requirements of recent Fire Assessment</p> <p>Approval: <i>Cllr Giles proposed. Cllr Hayat seconded. Unanimous Approval.</i></p> <p>Debate Highlights: GPC Clerk noted the task here was to approve obtaining of quotes and to highlight the work that needed done. Based on the latest quote received the likely final amount for Council to consider would be in the range of £5,500. Cllr Hayat noted this was a Health & Safety item.</p>	Approved
23FC/115.4	<p>To consider and approve 10 metres by 8 metres base/playing area for 2 x Table Tennis Tables</p> <p>Approval: <i>Cllr Hayat proposed. Cllr Giles seconded. Unanimous Approval.</i></p>	Approved

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	<p><u>Debate Highlights:</u></p> <p>Cllr Muston noted that GPC had historically had to spend additional money due to not doing things properly. She noted the fact the base would be a lot more expensive. GPC Clerk noted there was a reserve available for playing surfaces and the additional amount for this extended base was approximately £4,500. This was an additional decision.</p> <p>Cllr Clare noted that he may not have approved the Item on September Full Council agenda if he had known an extended base was to be raised at the next meeting. Cllr Hayat confirmed this had been discussed with contractors and all the contractors had raised issues about safety when playing on muddy areas which could be slippery in bad weather.</p> <p>Cllr Muston noted with the improved playing area due to the base, she felt it was money well spent to ensure long-term use of this area.</p>	
23FC/115.5	<p>To consider and approve improving markings in Girton Recreation Ground Car-Park at a maximum cost of £1,100.</p> <p><i>Note: County and District Councillors left the meeting at this point.</i></p> <p><u>Approval:</u> <i>Cllr Hayat proposed. Cllr Muston seconded. Unanimous Approval.</i></p> <p><u>Debate Highlights:</u></p> <p>GPC Clerk gave background based on the paper provided, noting the cost was £950 excluding VAT and that the spending on the car park to complete all the work was under £10K.</p> <p>Cllr Giles noted that if there was to be further work on drainage for the car park that we may consider delaying. GPC Clerk confirmed any drainage work was likely to be longer-term.</p> <p>Cllr Reeves asked if there were just to be small T markings against the kerb or full bay markings. GPC Facilities manager confirmed full bay markings which had been approved by a number of residents.</p>	Approved
23FC/115.6	<p>To review, consider and approve Mission and Vision Statements for all Committees. (Councillors please see Girton Parish Council OneDrive)</p> <p><u>Approval:</u> <i>Cllr Giles proposed. Cllr Linton seconded. Unanimous Approval.</i></p> <p><u>Debate Highlights:</u></p> <p>Cllr Muston gave background on Agenda Items</p> <ul style="list-style-type: none"> • 23FC/115.6 • 23FC/115.7 • 23FC/115.8 <p>She confirmed that all Councillors had been asked to review these items.</p> <p>She asked all Councillors who had not had a chance to look at these documents to familiarize themselves with them going forward.</p> <p>She noted that ‘simply put’ it was likely better to have policies placed to allow GPC to test and learn what edits/improvements needed to be made and it was the job of the clerk to make sure that all future edits are considered and in place.</p>	Approved

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	<p>She also noted that the next review for all documents approved today was 30/06/2024 post the next 2024 AGM meeting but GPC Clerk would bring any policy back to Full Council if there were significant changes.</p> <p>She asked Council to consider approving the documents this evening as they stand to allow Council to start working with them. She noted that one of these documents had already been useful in draft state. If these governance items keep being deferred, we are delaying action to use them for consistent Council policy and process.</p> <p>Cllr Clare asked if all edits made by Councillors for the policies would be taken into account. GPC Clerk confirmed these edits would be considered and put in place. She had reviewed all edits, and the main issues were tidying up: text, format, and language. It appeared that the Anti-Harassment and Bullying policy had been superseded with the Dignity at Work policy. Once the edits were made, they would be loaded to Girton Village Community Website.</p>	
23FC/115.7	<p>To review, consider and approve Terms of Reference for all Committees (Councillors please see Girton Parish Council OneDrive)</p> <p>Approval: <i>Cllr Reeves proposed. Cllr Linton seconded. Unanimous Approval.</i></p> <p>Debate Highlights: See Agenda items 23FC/115.6.</p>	Approved
23FC/115.8	<p>To review, consider and approve first set of Policies prepared to support Girton Parish Council. (Councillors please see Girton Parish Council OneDrive)</p> <p>Approval: <i>Cllr Reeves proposed. Cllr Linton seconded. Unanimous Approval.</i></p> <p>Debate Highlights: See Agenda items 23FC/115.6.</p> <p>GPC Clerk thanked Council for the impressive and thorough work reviewing all documents. These documents were a critical part of our Governance, and their input and interest were great to see.</p>	Approved
23FC/115.9	<p>To consider and approve in principle a legal retainer relationship with a Solicitors to support work being carried out by Girton Parish Council (See summary and separate supporting paper)</p> <p>Approval: <i>Cllr Reeves proposed. Cllr Giles seconded. Unanimous Approval.</i></p> <p>Debate Highlights: Cllr Muston gave background on the work to be approved under this motion. She confirmed that work such as transfer of land, buildings for Wellbrook Way and terms and conditions would benefit from legal advice.</p> <p>GPC Clerk confirmed this was a different approach for Girton Parish Council and that this would give GPC access to legal support as needed. The work to be done post this approval was to obtain quotes and confirm what services any resulting retainer would include.</p>	Approved

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	<p>Cllr Clare asked if Histon & Impington Parish Council had such a relationship. GPC Clerk confirmed that this was the case. Cllr Clare noted it might be asking that firm for information and a quote.</p> <p>Cllr Lindon asked if Birkett's supporting paper meant Birketts would get the work. GPC Clerk confirmed it was just an example.</p>	
23FC/115.10	<p>To review Project List for Girton Parish Council as basis for three-year plans (List to be reviewed in Full Council Meeting) – Project List status was described and demo'd to Council.</p>	Noted
23FC/115.11	<p>To delegate to Clerk and appropriate Committee Chair/s:</p> <ul style="list-style-type: none"> • Survey for LHI Bid 2024/2025 • Survey to get input from Girton Residents regarding 2024/2025 precept. <p>Approval: <i>Cllr Linton proposed. Cllr Reeves seconded. Unanimous Approval.</i></p> <p>Debate Highlights: GPC Clerk confirmed that this Agenda item had been brought early to Council to ask for the go ahead on designing these surveys. She gave a summary of what questions the survey may contain. The Surveys would be circulated and not sent out unless delegated group were happy with the final copy.</p>	Approved
23FC/116	<p>To Receive Correspondence addressed to the Council.</p> <ul style="list-style-type: none"> - Tree Issues at Weavers Field, Recreation Ground, Woodlands Park - Noise Pollution from Luton Airport, A14 - NEW: Thornton Road/Thornton Way junction - NEW: Girton Glebe Newsletter <p>Cllr Muston noted the email sent by the Clerk to Council regarding the article 'The Role of the Modern Clerk' from Great Shelford Parish Council. She noted this had been discussed at the CAPALC Annual conference. GPC Clerk stated this was not about individuals but a change in the industry/sector. https://www.greatshelfordparishcouncil.gov.uk/2023/08/6911/</p> <p>Councillors discussed the emails on noise and noted many of them were unaware although the A14 did affect all of them and appeared to have got worse over the years. GPC Clerk noted the effect on a very small number of residents in Histon and Impington and the fact that HIPC had sent a letter to Luton Airport Consultation about the significant effect the change of flight path had on their residents. HIPC had also endorsed a paper from RELAS and confirmed this endorsement to the Luton Airport consultation.</p>	Noted
23FC/117	<p>To Approve Communication of items from this Agenda</p> <p>Approval: <i>Cllr Reeves proposed. Cllr Hayat seconded. Unanimous Approval.</i></p>	Approved
23FC/118	<p>Date of next meeting(s): 8th November 2023 at 7.30pm</p>	Noted
Meeting Ended: 20:52		