

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 14th February 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: 14 Vacancies: 1 Quorum: 5

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

Mrs. Yvonne Murray – Clerk to Girton Parish Council
8th February 2024

AGENDA

Agenda Item	Item Description	Action/ Power
23FC/180	Welcome from the Chair	
23FC/181	To Receive Apologies and Reasons for Absence	For Decision
23FC/182	To Co-opt new Members to Girton Parish Councillor	For Decision
23FC/183	To Receive Members' Declarations of Interest and Dispensations	To Note
23FC/184	Public Participation <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/185	To Receive Reports <i>(for information only)</i>	10 Mins
23FC/185.1	County Councillor	
23FC/185.2	District Councillors	
23FC/185.3	Girton Town Charity (No Report this month)	
23FC/185.4	Girton Neighbourhood Plan	
23FC/185.5	Clerk's Report	
23FC/185.6	Chair's Report	
23FC/186	To Approve Minutes of Girton Parish Council Full Council Meetings: 10 th January 2024, 17 th January 2024, 23 rd January 2024.	For Decision
23FC/187	Matters arising from Previous Meetings <i>(for information only)</i>	For Information

Agenda Item	Item Description	Action/ Power
23FC/187.1	<p>Action List: See items now complete below. Action list will be reviewed at Full Council</p> <p>23FC/160.3 - Pavilion Roof and Gully Cleaning now complete</p> <p>23FC/160.4 – Outside Foodbank in St Vincent’s Close run by Lighthouse Lantern Mental Health Training.</p> <p>23FC/160.6 - CCC LHI Bid for 2024/2025 bid now submitted to CCC.</p> <p>23FC/160.7 to 23FC/160.10 – Budget and Budgetary process now complete. Precept request now submitted to SCDC. See article in Feb Girton Parish News and Girton Village Community Website.</p> <p>Thank you to all GPC Staff members, Councillors and Girton organisations and residents for their help in completing these approved GPC tasks.</p>	
23FC/187.2	<p>Any other Matters arising – A chance to raise any comments/concerns on previous agenda items</p>	
23FC/188	<p>To Receive update from GPC Committees & Working Groups (For information only)</p>	<p>To Note</p>
23FC/188.1	<p>Environment Committee</p>	
23FC/188.2	<p>Local Nature Recovery Working Group</p>	
23FC/188.3	<p>Footpath Officer’s Report (No Report this month)</p>	
23FC/188.4	<p>Water Management Report (No Report this month)</p>	
23FC/188.5	<p>Finance & Resource Management Committee</p>	
23FC/188.6	<p>HR Committee (to include CAPALC Report)</p>	
23FC/188.7	<p>Planning Committee (No Report This month)</p>	
23FC/188.8	<p>Sport & Recreation Committee</p>	
23FC/188.9	<p>Events Working Group</p>	
23FC/188.10	<p>Wellbrook Way Facilities Task & Finish Group</p>	
23FC/188.11	<p>Pavilion Refurbishment Task & Finish Group</p>	
23FC/189	<p>To Approve Finance and Resource Management</p>	<p>For Decision</p>
23FC/189.1	<p>To note payment of accounts under delegated approval</p>	<p>To Note</p>
23FC/189.2	<p>To Approve payment of outstanding accounts due</p>	<p>For Decision</p>
23FC/189.3	<p>To Receive a report from Facilities Manager on Amounts paid in</p>	<p>To Note</p>
23FC/189.4	<p>Council to consider and approve removal of all Councillors who have now left Girton Parish Council from Cambridge Building Society accounts.</p> <p>Mrs J Buckler, Mr D de Lacey, Ms R C Barnes, Mrs C S Pollock</p>	<p>For Decision</p>
23FC/189.5	<p>Council to consider and approve removal of all Councillors who have now left Girton Parish Council from Melton Mowbray Building Society account.</p> <p>Mr D de Lacey, Mrs V Godby, Ms R C Barnes, Mrs C S Pollock</p>	<p>For Decision</p>
23FC/189.6	<p>Council to consider and approve addition of following signatories to Cambridge Building Society accounts: Cllr Muston, Cllr Carney, Cllr Hayat, Cllr Marshall</p>	<p>For Decision</p>
23FC/189.7	<p>Council to consider and approve addition of following signatories to Melton Mowbray Building Society accounts: Cllr Muston, Cllr Carney, Cllr Hayat, Cllr Marshall.</p>	<p>For Decision</p>
23FC/189.8	<p>Council to approve proposal to move Girton Parish Council funds to higher interest savings product. <i>Note: Proposal submitted by Cllr Carney to be included in February Full Council Agenda Pack</i></p>	<p>For Decision</p>
23FC/189.9	<p>Council to approve obtaining debit cards for current bank account and any future accounts for: Facilities Manager, Groundsman, Parish Ranger, Local Nature Recovery Group chair. <i>Note: Process for use of these cards will be created and brought to March Full Council.</i></p>	<p>For Decision</p>

Agenda Item	Item Description	Action/ Power
23FC/190	Business items requiring a decision, or consideration by the Council	For Decision
23FC/190.1	<p>Council to consider and approve trial use of online Application for Girton residents to report and view progress of reported issues. Purpose of this application to further improve openness and transparency of the work of Girton Parish Council and to support the work of Office and Ground staff including the new Parish Ranger. See separate PowerPoint presentation on Girton Village Community website:</p> <p>https://www.girton-cambs.org.uk/wp-content/uploads/2024/02/RePort.pdf</p>	For Decision
23FC/190.2	<p>Council to consider and approve quote to appoint a Master Planner for GPC to plan GPC Facilities Management. The Pavilion Refurbishment project specification and implementation being a priority requirement ideally being started in 2024.</p>	For Decision
23FC/190.3	<p>Council to consider and approve quote for legal advice on Human Resources and Employment following approval of 23FC/115.9 approved in 11th October 2023 meeting. See October 2023 Approved Minutes:</p> <p>https://www.girton-cambs.org.uk/wp-content/uploads/2023/12/Girton-Parish-Council-@Full-Council-Approved-Minutes-11th-October-2023-at-7.30pm.pdf</p>	For Decision
23FC/190.4	<p>Following a GPC workshop held on 8th February 2024 including members of Finance Committee and GPC Members of the Wellbrook Way Task & Finish Group, Council to consider and approve income to be received from Girton Bowls Club for 2024/2025 only and for placement of order for a Clubhouse/Pavilion on Girton Bowling Green at Wellbrook Way.</p> <p><i>Note: Paper from Girton Bowls Club to be included in Full Council Agenda Pack. Heads of Terms for Bowling Green still to be completed and brought to Council for approval in a subsequent Full Council meeting. Review of Terms & Conditions and Charges for all Sports users to be key priority for Girton Parish Council during 2024/2025. Thank you to Girton Bowls Club for their continuing discussions and help in bringing this project to fruition.</i></p>	For Decision
23FC/190.5	<p>Council to consider and approve delegation to GPC Facilities Manager working with Girton Bowls Club to obtain quotes for chairs, tables and any other furniture required for Wellbrook Way Facilities. <i>Funding request to be brought to March Full Council.</i></p>	For Decision
23FC/190.6	<p>Council to consider and approve recommended quote to flush out the drains in Girton Pavilion Car Park to prevent Flooding.</p>	For Decision
23FC/190.7	<p>Council to note that Fire Alarm to meet requirements of Fire Assessment and noted in 2023/2024 Budget to be ordered by GPC Clerk following approval of 23FC/115.3 in 11th October meeting.</p> <p>https://www.girton-cambs.org.uk/wp-content/uploads/2023/12/Girton-Parish-Council-@Full-Council-Approved-Minutes-11th-October-2023-at-7.30pm.pdf</p>	To Note
23FC/190.8	<p>Council to approve investigation and implementation of Instagram account to be led by GPC Facilities Manager.</p>	For Decision
23FC/191	<p>To Receive Correspondence addressed to the Council.</p>	To Note
23FC/192	<p>To Approve Communication of items from this Agenda</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>	For Decision
23FC/193	<p>Date of next meeting(s): 13th March 2024 at 7.30pm</p>	To Note

FULL COUNCIL

Changes to composition of the council – councillors were sad about the announcement at the start of the year of the death of Cllr Mac McGuire, the councillor for Yaxley & Farcet in Huntingdonshire and the longest-serving member of the County Council. Mac served on Cambridgeshire County Council from 1985 to 1992, and then again from 1997 until his death over the Christmas holidays. An election to fill the vacancy on the council will be held in due course.

Meanwhile Cllr Ryan Fuller (St Ives North & Wyton) and the Conservative Party have parted company with one another. Cllr Fuller will remain on the council as an independent councillor.

The composition of the various committees on the council will be adjusted to take account of these changes, and then readjusted once Cllr McGuire's replacement in Yaxley & Farcet is known.

STRATEGY RESOURCES & PERFORMANCE

Budget

The county council's budget will be debated by Full Council on Tuesday 13 February. Previously the county council's various policy committees have scrutinised the draft budget proposals, and three of them—Communities Social Mobility & Inclusion, Environment & Green Investment and Highways & Transport Committee—asked that the council give consideration to increasing the funding available for Emergency Planning, in view of the increase in the frequency and severity of extreme weather leading to flooding.

ADULTS & HEALTH

Measles

Measles cases have been rising since last November, with the West Midlands seeing more than 200 confirmed cases, the largest outbreak outside London. The UK Health Security Agency declared the outbreak a national incident on 19 January 2024.

Measles is highly infectious. Nine out of ten unvaccinated children can catch measles if someone in their class has it. It can be severe, particularly in the immunosuppressed and infants, and can be more severe in pregnancy. It can be mild for some children, but one in five will require a hospital visit. At its worst it can lead to complications such as meningitis and pneumonia and can in rare cases be fatal.

Currently there are no confirmed cases in Cambridgeshire and in 2023 there were only eight confirmed cases across the East of England. But there is a strong likelihood that it will spread to Cambridgeshire. Uptake of childhood vaccinations has been low in Cambridge and parts of Huntingdonshire and Fenland. A target vaccination rate of 95 % is considered necessary to prevent outbreaks, and both Cambridgeshire and Peterborough have rates lower than this.

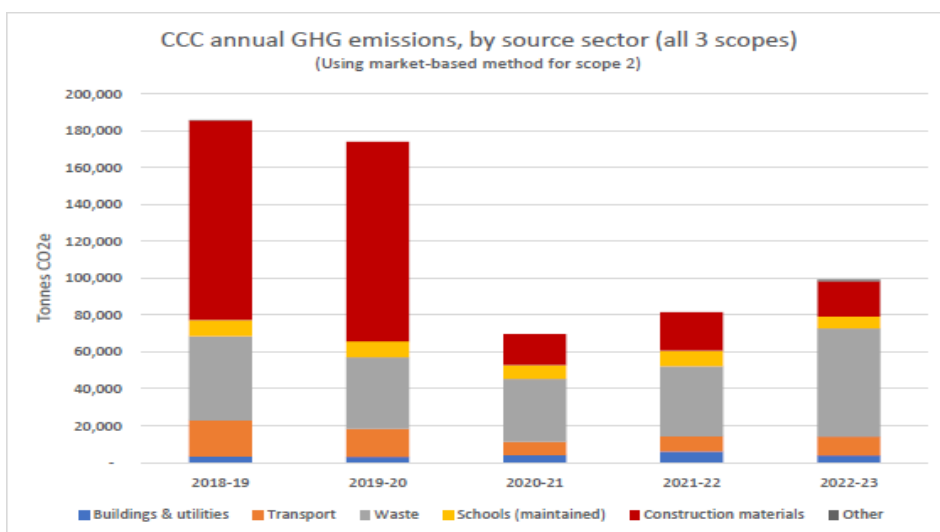
If the outbreak spreads to Cambridgeshire and Peterborough, control measures such as isolating unvaccinated school contacts for 21 days may be necessary. This will have an impact on school staff, parents and the economy, and an outbreak of any size will stretch health care capacity at the busiest time of year. Parents should have their children vaccinated if they have not already done so. Residents should call their GP or 111 if measles is suspected or if someone who is at risk has been in contact with a confirmed case. Typical symptoms include a high fever, sore red watery eyes and a blotchy red- brown rash. Isolating when asked to do so is important to contain any outbreak. Measles myths should be ignored (e.g. it is a good idea to deliberately infect children with the disease at 'measles parties').

ENVIRONMENT & GREEN INVESTMENT

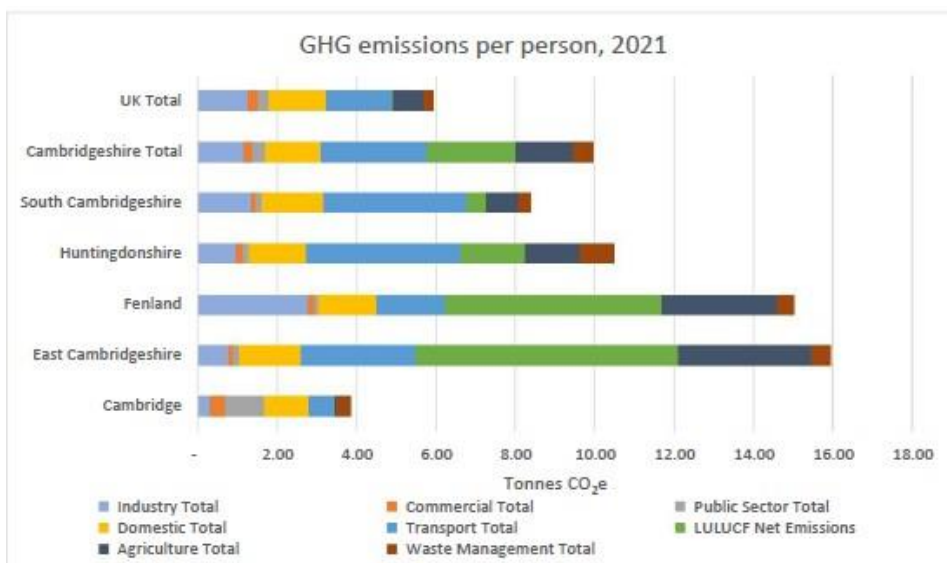
Carbon footprint

The Environment & Green Investment Committee last month received the council’s carbon footprint report for 2022/23. As usual, this reports on the council’s carbon emissions, and the carbon emissions of the county of Cambridgeshire as a whole.

The Council’s total known greenhouse gas emissions in 2022-23 amounted to 99,104 tonnes CO₂e. The largest share, nearly 60%, was from waste, with construction materials second at 19%, and transport third at ten per cent. This is 46% lower than the council’s baseline year of 2018/19.



For Cambridgeshire as a whole, the most recent year of data is 2021—the figures are published by government. Total greenhouse gas emissions for Cambridgeshire that year were 6.78 million tonnes CO₂e. Transport was the highest emitting sector in the county, accounting for 27 % of emissions, followed by land use, land use change and forestry (LULUCF), at 23 %.



East Cambridgeshire produced the highest volume of greenhouse gas emissions per person in the county, mostly from land use and agriculture followed closely by Fenland. South Cambridgeshire was one of the areas where

transport contributed highly to GHG, although less came from LULUCF, obviously. Interestingly Cambridge was very low in these figures and the only area to be below the UK average.

There has been a 25% reduction in greenhouse gas emissions in Cambridgeshire between 2005 and 2021. However, there was a 6.1% increase in 2021 compared to 2020, because of the effect of covid in 2020.

HIGHWAYS & TRANSPORT

Weeds policy

The council's Highways & Transport Committee has changed its policy on highways weed spraying. It will now be reverting to regular twice-yearly weed killing in the places where it used to do this before last year's policy change. Communities which do not want chemical weed spraying in their area will however be able to opt out in favour of manual weed removal by volunteers.

Cllr Alex Beckett, chair of the Highways and Transport Committee at Cambridgeshire County Council, said:

"I know we didn't get this change right, which is why I asked for a review of the policy. While some communities really appreciated the reduction in chemical weed killing, a large number did not. Local decision making is important, we have listened to that feedback and hope these new changes, if approved, will allow those communities who wish to continue without chemical weed killing to do so whilst allowing those who preferred the previous regime to go back to that."

Active travel maintenance

The Highways & Transport Committee has approved changes to the Highways Operational Standards to improve recognition of, and response to, faults on cycleways and footways. These changes will help ensure a safe environment for cyclists and pedestrians, encouraging and facilitating active travel.

Meanwhile on the Combined Authority

The Mayor has proposed to increase his precept on the council tax from £12 to £36 per year for the average Band D property. This is intended to enable the funding of a number of new or improved bus services.

The Government has issued a revised Best Value Notice in respect of the Combined Authority. The revised notice recognises the significant progress the Combined Authority has made as an organisation since January 2023, and also that some elements need further work. More importantly it makes clear that it wants Board members to work together with common purpose.

I have been the lead member for Governance and can attest to the fact that there has been a remarkable improvement in overall governance with some initiatives being highly regarded within local government. The main issue now is to ensure that all the new terms of reference, clarification of roles and responsibilities, processes etc, are embedded and become day to day reality.

Councillor Edna Murphy

Edna.murphy@cambridgeshire.gov.uk

District Councillors' Report for Girton Parish Council, February 2024

Cllr Corinne Garvie 07780 932267, cllr.garvie@scambs.gov.uk

Cllr Richard Stobart 07950 934793, cllr.stobart@scambs.gov.uk

Air Quality Strategy Consultation

Cambridge City Council and South Cambridgeshire District Council (SCDC) have jointly developed a draft strategy for improved air quality in Greater Cambridge. This is a statutory requirement under the Local Air Quality Management Regulations. The primary objectives of the strategy are to:

- Continue to meet and deliver all legislative and policy requirements associated with air quality
- Continue to improve air quality across Greater Cambridge, enhancing the health of those living in, working in, and visiting Greater Cambridge
- Work towards World Health Organisation (WHO) Air Quality Guideline* annual averages, in the longer term.

Please check the consultation form and supporting documents at:

<https://www.scambs.gov.uk/greater-cambridge-air-quality-strategy-consultation/>

Update - Shared Prosperity Fund

The Rural England Prosperity Fund will be open for bids from April 2024. Deadlines are short and monies must be spent by March 2025. Please check the SCDC web site for more information:

<https://www.scambs.gov.uk/business/uk-shared-prosperity-fund/rural-england-prosperity-fund/>

Heat network zoning consultation – reminder

On 18 December 2023, the Department for Energy Security & Net Zero launched [a consultation on heat network zoning](#) and is seeking views from councils and housing associations. Heat network zoning will help communities to accelerate the development of heat networks and ensure that more homes and businesses can have access to greener and cheaper heat. The consultation covers topics such as how heat network zoning will be co-ordinated locally, the types of building that could be required to connect to heat networks and how zone opportunities will be taken to market. The consultation closes on 26 February. If you have any questions, please contact: heatnetworks@energysecurity.gov.uk

Consultation summary:

<https://www.gov.uk/government/consultations/proposals-for-heat-network-zoning-2023/heat-network-zoning-consultation-summary>

Further information:

<https://www.gov.uk/government/collections/heat-network-zoning>

Civil Parking Enforcement – ticketing to begin on 1 February and how to provide additional feedback

Civil Parking Enforcement (CPE) has been live in South Cambridgeshire since late December, but from 1 February tickets, with fines attached, will begin to be issued by Cambridgeshire County Council's Civil Parking Enforcement Officers.

The officers can only enforce restrictions that are in place, such as parking on a single or double yellow lines, or the footpath where restrictions are adjacent. Other parking matters, such as causing an obstruction by parking on the pavement, will remain Police matters.

There will be two enforcement officers dedicated to South Cambridgeshire as part of a wider team that enforce the CPE scheme in Cambridge City. It is not possible for the officers to be everywhere all the time and work has been done by Cambridgeshire County Council, utilising available data and insights, to maximise the time they spend enforcing and minimising travel time across the large rural area they will cover.

Although plans are in place for when tickets begin to be issued, they will look at these over the coming weeks and months as the team learn more from their patrols. The team at the County Council has had feedback from some communities about concerns in some areas too. To ensure they get all the information

they need to help increase their understanding of local concerns. We understand that you have been sent a data request in the form of a simple table listing areas of concern. If you feel you have information to feedback please complete the table and email it to parkingcontrol@cambridgeshire.gov.uk

Northstowe Western Park Sports Pavilion – Opened

Cllr Fane, Chair of SCDC along with Cllr Paul Littlemore, Mayor of Northstowe Town Council opened the new Sports Pavilion on 20th January 2024 in the presence of the pavilion's management board (involving representations from Northstowe Sport and Wellbeing Group and Longstanton Bowls Club in addition to SCDC and the Town Council) and local residents. Residents had a chance to look around the building.

People on low incomes encouraged to check eligibility for energy bill discount

The government is [encouraging people on low incomes to check if they can benefit from a £150 rebate on their energy bills](#). The help is available to over three million households in Great Britain that are most at risk of fuel poverty, with many receiving the discount automatically. However, some customers in England and Wales have been sent a letter asking them to confirm their details by calling the Warm Home Discount Helpline so they can check their eligibility and get the rebate. [Customers should stay alert to potential scams and report them to relevant authorities where they are suspected](#). Households who need to provide more information should call the helpline on 0800 030 9322 by 29 February to get the support they are entitled to.

Cold Weather Payments have also been triggered to help households receiving certain benefits to stay warm this winter. The scheme – which runs until March 2024 – provides low-income households with an automatic payment of £25 following periods of cold weather. Further information about the [Warm Home Discount Scheme](#) is available here and households can check if they are eligible for the support via the [online eligibility checker](#)

Improving Energy Efficiency of Homes

[Action on Energy](#) is a partnership made up of the six councils across Cambridgeshire - helping to support people to create more energy efficient homes, which, in turn, makes them cheaper to heat and more comfortable to live in. The partnership coordinates, and offers advice on a number of grants including:

- The Home Upgrade Grant 2 ([HUG2](#)), [offers funding from government, delivered by Action on Energy](#) and can provide home energy efficiency improvements for people on low incomes with properties not heated by gas. The funding aims to make the poorest performing homes more efficient by installing improvements like insulation, solar panels, and heat pumps.
- [Boiler upgrade](#) scheme. Grants are available from government to replace gas boilers with cleaner heating systems.
- The [ECO4](#) and [Great British Insulation](#) schemes.

Find out more about the funding schemes and advice available on the [Action on Energy website](#). Simply visit the 'Get in Touch' page and complete the short [grant funding application form](#).

Update from the Economic Development & Investments team: Green Business Impact Programme

The Green Business Impact Programme can help local small and medium-sized enterprises (SMEs) create a practical plan to deliver on Environmental Social and Governance (ESG) targets, through free tailored advice from environmental experts from PECT and Allia. Please encourage businesses looking to reduce their carbon footprint to apply. For any questions about the scheme please contact our Business Support team on OpenForBusiness@scams.gov.uk.

Police Community Engagement

For those who haven't attended before, these meetings are quarterly and held online from 7pm-8pm. They allow members of the public to virtually meet their neighbourhood officers and hear about recent activity. Attendees will also get the opportunity to raise any concerns they have and help shape future priorities.

Forthcoming community engagement meetings:

- 28 February

- 22 May
- 28 August
- 27 November

If you would like to attend, please visit the neighbourhood page and click the link on the date. You will be sent to EventBrite to register for free and will be sent a meeting link:

<https://www.cambs.police.uk/police-forces/cambridgeshire-constabulary/areas/campaigns/nhp/neighbourhood-policing/South-Cambridgeshire/>

On the neighbourhood page you will also see a survey which can be filled out by those unable to attend the meeting so all views can be taken into account.

Guided Busway new fence – update from Cambridgeshire County Council

To reduce inconvenience to bus passengers, cyclists and pedestrians and keep the Guided Busway and the maintenance track open wherever possible, we've worked with our contractor and updated the work programme, so it takes place in sections.

- 12 - 19 February: maintenance track closed from the entrance of the busway at Hills Road bridge to Long Road bridge, but buses will still run one-way. The maintenance track from Long Road bridge to Addenbrooke's spur will remain open.
- 19 - 25 February: busway closed from Hills Road bridge to Addenbrooke's spur and maintenance track closed from Hills Road bridge to Addenbrooke's spur.
- 25 February - 29 March: busway closed from Hills Road bridge to Addenbrooke's spur. The maintenance track closed from Hills Road bridge to Long Road bridge, but open between Long Road bridge and Addenbrooke's spur.

Diversions for buses and signed diversions for cyclists and pedestrians will be in place. This is to allow the new fence to be installed along the 1.2km stretch of the busway.

Planning guidance: Letter to chief planning officers about Biodiversity Net Gain

On 30 January 2024, DLUHC issued [a planning update newsletter to chief planning officers of local planning authorities in England about the latest announcements relating to planning practices and policy](#). The newsletter highlights that the regulations required to implement the first phase of Biodiversity Net Gain (BNG) were laid in Parliament on 19 January, meaning that on 12 February, BNG will become mandatory for all major developments. It also provides links to all the relevant guidance and information to help prepare local planning authorities and other stakeholders for that moment. It also highlights the consultation on the Future Homes and Buildings Standard, which is open till the 6 March, 2024 and the publication of the Town and Country Planning (Consultation) (England) Direction 2024. [All previous Chief Planner letters and newsletters are available on GOV. UK here](#).

Recent correspondence from SCDC

You'll have recently received correspondence from SCDC's Leader, Cllr Bridget Smith on the subjects of Planning and the trial of the four day working week. If there are any follow-up actions you'd like to propose - including meetings with officers and members of the SCDC cabinet, please let us know.

Corinne Garvie, Richard Stobart

8th February 2024

NEIGHBOURHOOD PLAN: REPORT 11 FOR GIRTON PARISH COUNCIL

Current areas of work

- 1) In December I reported '*Still awaiting the outcome of the Housing Needs survey done by Cambridgeshire Acre in the Summer. They say they have passed it to GPC. Anyone seen it?*' Still nothing from GPC on this.
- 2) Most of the Land Registry work is complete at a cost of about £130 out of the £600 allocated grant. Most landowners are now identified. Unspent grant money will need to be returned after 31 March 2024.
- 3) The Parish Survey is just about ready for printing and uploading onto website. The survey itself will be both hard copy and online (the need for both was demonstrated by the SWOT Survey in July 2023). It will comprise (hard copy booklet) 8 pages plus cover, so formed from three A3 sheets with some 3000 copies required. An application for a grant to cover printing and Freepost returns costs from Locality has been put in and recommended by them for acceptance. As soon as it is confirmed we can then proceed. It is planned to be out on around 1 March 2024 with a closing date of 23 April 2024. Cllr Brown will lead the survey publicity and getting in the responses, with all others helping as needed.
- 4) Council tax and business rate data still to be obtained by the Clerk so it can be reviewed and added to the Census data.
- 5) Discussions with landowners: The only landowner with whom no response has been obtained is Cambridgeshire County Council. The Parish Survey will go to all landowners.
- 6) Discussions with Neighbouring Parishes: We have met with Madingley PC and there is co-operation on shared common interests. We suggested they talk with Danial Carney about the missing bridleway resultant from the A14 upgrade. Meeting with Histon/Impington and Oakington & Westwick and Dry Drayton PCs is being pursued.
- 7) Assembling contact email addresses for all organisations in the parish – will be ongoing up to the Parish Survey going out to all parties.
- 8) NP page on website being populated by Yvonne Murray. The intention is to make this a real resource of information as well as the 'home' for the Plan once completed and the base for online consultation / surveys etc. Cllr Brown (also on the NP Team) was planning to set up a NP dedicated Facebook page linked to the Girton Community Facebook page to help with the Parish Survey.
- 9) Once the Survey results are obtained, they will be analysed and then the next step is to write the Draft Plan itself. This will require a 6 week formal public consultation period before updating prior to getting into the SCDC set of reviews.



Andrew Muston

8 February 2024

Clerk's Report

February 2024

The first two months of 2024 has been a busy one for Girton Parish Council with three Full Council meetings held including two Extra-ordinary meetings to ensure that the detail for the precept and the continuing work to adopt the green areas at Wellbrook Way continues as quickly as possible.

Details of the precept were included in Girton Parish News, February edition and on Girton Village Community website and can be found here. Further details regarding the detailed budget approved by all Girton Parish Committees will be published on our website soon. A Girton resident has rightly pointed out that the GPN article did not include details of our General Reserves. More detail will be available as we publish details on the website. I will include an item on Girton Community Facebook page to confirm when these items are available.

Numerous meetings and discussions have been held by Girton Bowls Club during January/February to ensure that agreement around Finance and importantly Social Value are in place ahead of ordering the Wellbrook Way facilities. The toilets for Girton Bowling Green were ordered on 29th January 2024 and Agenda items 23FC/190.4 & 23FC/190.5 look to consider and approve the placement of an order for a Clubhouse/Pavilion at our village Bowling Green together with furniture. Careful review of all Girton Parish Council Reserves has been made as we progress these facilities.

A great start has been made by our Parish Ranger who done a lot of groundwork working with our Groundsman (Chris Wilson) and staff team to allow many required fixes on our Girton Recreation Ground Pavilion, Girton Recreation Ground and other areas in the village are now firmly on the list for completion. The Full Agenda pack for February Full Council will include a list of the priority items.

Items 23FC/190.2 & 23FC/190.3 reference consideration of quotes for

- Master Planner
- Legal Partnership for Employment & HR support

This will provide significant assistance and support for GPC's priority actions for 2024/2025. Also, an interesting proposal is to be considered which will improve the ability of GPC to respond to Girton residents reported issues under item 23FC/190.1

Please do take the opportunities to read all the reports from our Committees in this Agenda pack to see the progress and aims for Girton Parish Council this year. There are some interesting and exciting projects to work with Girton organisations and villages. An example of this would be the Events Committee which begins to list a timetable of organisations who have invited GPC to visit their meetings and social events to share more information about our plans for this year.

We have also received a number of enquiries from members of the public about opportunities for volunteering on Girton Parish Council. These are being followed up. I know that Local Nature Recovery Plan group are also receiving volunteering opportunities and have some exciting plans for Girton Green spaces and Climate friendly initiatives this year. Look out for more information in the following months. All of the above work will allow GPC to increase their aim to make Optimum use of all Girton Parish assets to support the village of Girton.

Yvonne Murray

Tasks carried out by Parish Ranger

#	Month	Item	Status	Cost to date
1	Dec/Jan	Review and fix Redgate Road fence and Bus-stop vandalised last year	Complete	
2	Dec/Jan	Inspect Pavilion in line with Fire Assessment requirements	Complete	
3	Jan/Feb	Take down the Christmas lights at Cotton Hall	Complete	
4	Jan/Feb	Fix Noticeboard at The George	Complete	
5	Jan/Feb	Foodbank at St Vincent's Close: Build, Convert & Install	Complete	
6	Jan/Feb	Visit all Girton Parish Council areas with Clerk	Complete	
7	Jan/Feb	Surveyed and identified fix/materials required for benches around the pavilion		
8	Jan/Feb	Groundsman & Kevin fixed all lights on pavilion building	Complete	
9	Jan/Feb	Open discount accounts at local DIY merchages	Complete	
10	Jan/Feb	Fixed lose tile on one of the show blocks and wood that had come down.	Complete	
11	Jan/Feb	Collected new Door Closers and fixings (Fire Assessment requirements)	Complete	
12	Jan/Feb	Collected Fixings for new Table Tennis tables	Complete	
13	Jan/Feb	Work with Groundsman to understand requirements for marking out Football Pitches		
14	Jan/Feb	Fixed and secured new table tennis tables into concrete base	Complete	
15	Jan/Feb	Attended meeting regarding possible refurbishment of chain link fence	Complete	
16	Jan/Feb	Safety Survey carried out on Pavilion Playground and Trim trail. Identifying needed fix & materials required	Complete	
17	Jan/Feb	Replaced a new part on one of the swings in Recreation ground play area	Complete	
18	Feb/March	Review fixes needed at Base of War Memorial		
19	Feb/March	Fix Fire Assessment items		
20	Feb/March	Order Trim Trail parts		
21	Feb/March	Order parts for play area		
22	Feb/March	Remove Dog Bin and refix Litter/Dog Bin at Manor Farm Road		
23	Feb/March	Order Parts for BasketBall Pitch		
24	March/April	Install Hibbert-Ware information board		
25	Feb/March	Inspect and identify fixes required at Wellbrook Way and Weavers Field		
26	TBC	Fix Village Benches		
27	TBC	Fix Playground		
28	TBC	Fix Trim Trail (work with Volunteers?)		
29	TBC	Paint Playground (work with Volunteers?)		
30	Feb/March	Replace Signage at Rec and all areas		
31	TBC	What will it take for you to be in a position to mark out Football pitches as needed?		

#	Month	Item	Status	Cost to date
32	TBC	Fix the area by the Gates in Play area (note: gates may need tightening)		

Girton Parish Council: Chair's report February 2024

Cllr Daniel Carney

Following the last Full Council meeting I, under the power delegated to me in the motion, completed and submitted the LHI bid for a scheme of Double Yellow Lines at the junctions of Thornton Rd & Huntingdon Rd, Thornton Rd & Girton Rd, St Margaret's Rd & Girton Rd, Weaver's Field & Girton Road, Pepys Way & Cambridge Rd, and High St & Cambridge Rd. As the final scheme was slightly different to that originally proposed, I made sure to ensure that this amendment had the backing of our County Councillor, as is required for any scheme to progress. Cllr Murphy confirmed that the addition of the Pepys Way & Cambridge Rd junction made good sense and that she is happy to support it.

Along with the Clerk, I held a very useful meeting with Ann Bonnett of Girton Town Charity and Rev Michael Biggs of St Andrews Church to discuss burial needs in Girton. It was established that whilst at Rev Biggs estimation the existing burial ground has another 20 years before it would be filled, we do need to look at the possible needs for a civil burial site, suitable for people of all faiths and none. There may be some S106 money becoming available in forthcoming years, related to the developments at the former Hotel Felix and Darwin Green, but timings and amounts are not all fixed. In addition, land by the existing burial site is currently on the market, which warranted consideration of. This could be something that GPC and GTC could work together on and will be explored further.

Along with many other members of GPC I have been working with Girton Bowls Club to sort the final details of delivery on the improvement to facilities at Wellbrook Way bowls green. This has been quite a complex task, requiring a lot of collaboration, and would like to express my gratitude to everyone involved in the working group for their hard work and commitment to making sure that the end result will be one that benefits the community at large.

Finally, as you will see elsewhere in the meeting, I have re-explored the savings options available to GPC. We currently have significant sums of money in very low interest accounts at a time when (a small range of) much higher ones are available. I hope that we can agree to move some of this to a location where the interest can be used as a source of income available in 2024/25.

GIRTON PARISH COUNCIL

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

NOTICE of MEETING: **GIRTON PARISH COUNCIL**
MEETING **Extraordinary Meeting**
DATE & TIME: **Tuesday 23rd January at 7pm**
VENUE: **Girton Recreation Ground, Cambridge Road Girton**

Members: 14 Vacancies: 1 Quorum: 5

MINUTES

Agenda Item	Item Description	Action/ Power
<p>Members: [Six] Cllr Carney (Chair), Cllr Crawley, Cllr Hayat, Cllr Lampe, Cllr Marshall, Cllr Reeves Present: Yvonne Murray (GPC Clerk), Angie Vidler (Facilities Manager) Members of the Public: One (arrived at 19:30)</p>		
23FC/172	Welcome from the Chair	
23FC/173	<p>To Receive Apologies and Reasons for Absence Apologies received: Cllr Brown, Cllr Muston (Vice-Chair), Cllr Clare, Cllr Giles, Cllr Linton, Cllr Wright Absent: Cllr Betts, Cllr Williams</p>	Noted
23FC/174	To Receive Members' Declarations of Interest and Dispensations - None	
23FC/175	<p>Public Participation – This item was held at the end of the meeting as the member of the public present could not attend until 19:30.</p> <p>A member of the public from High Street attended to raise the topic of the Bird scarers at Washpit Lane. They confirmed that the noise has been mainly manageable in their house except when the bird scarers were moved.</p> <p>The area in question is well used by horse riders of Girton but may feel that they can no longer use it when the bird scarers are in use. The farmer moved the bird scarers pretty quickly when the pony in the field was scared but it is believed looking at the NFU code of conduct for Bird Scarers that the field is too small to move the scarers away from Right of Way.</p> <p>This resident has no idea as to when the scarers will be removed. That route for Horse Riders is an important one for horse riders and replaces the one that used to go to Madingley. The route has been unusable for three out of four months of winter. Looking at the NFU code of conduct is this a sensible place to put them.</p> <p>Corinne Garvie confirmed that people being affected should complain to Environmental Health. Cllr Lampe asked what was the decibel limit of what you have to tolerate in your home? She stated that she lived in Pepys Close and in Daylight Hours her pets refuse to go out.</p> <p>It was noted that the British Horse society may have some advice and that St John's Land, managed by Land Agent Trumpington Farms managed by tenant farmer. It is not clear who has any power to do anything other than the Farmer.</p>	

Agenda Item	Item Description	Action/ Power
	<p>Cllr Marshall stated that he hears the noise in St Vincents Close and has also heard vocal complaints about the level of noise on the flight path into Luton Airport. The noise affects the behaviour of his cat.</p> <p>Consideration as to a social media post to gather information was discussed. No action confirmed.</p>	
23FC/176	<p>To Approve Minutes of Girton Parish Council Full Council Meetings: 13th December 2023</p> <p>Approval: <i>Cllr Carney proposed. Cllr Marshall seconded. Five in favour. One abstention due to absence.</i></p>	Approved
23FC/177	<p>Business items requiring a decision, or consideration by the Council</p>	For Decision
23FC/177.1	<p>Council to consider and approve provision of authority for Birketts LLP to manuscript amend those additional amendments shown in blue highlighted on the attached documents including the “clean” versions for each document which are also appended to the Deed of Rectification.</p> <p>Approval: <i>Cllr Carney proposed. Cllr Marshall seconded. Four in favour. Two abstentions.</i></p>	Approved
23FC/177.2	<p>Council to consider and approve Taylor Wimpey/s suggestion for a period for 15 years from 11 March 2013 (which they consider to be sufficient time) to enable TW to completion adoption of the sewers and noted a requirement for Birketts to make a change in wording ‘to enable Taylor Wimpey to facilitate adoption of the sewers.’</p> <p>Approval of Amended Motion: <i>Cllr Carney proposed. Cllr Marshall seconded. Approved with one Abstention.</i></p> <p>Debate Highlights: Council felt that the wording in Birkett’s email was not clear and asked that a re-wording of this approval could be considered as above. See text in red above which confirms amendment. Cllr Marshall noted the need to monitor the progress and final completion of that adoption and asked whether solicitor’s costs may be incurred by GPC to allow this monitoring to occur. If this was the case it was felt that there should be no costs passed on to GPC.</p>	Approved
23FC/177.3	<p>Council to consider and approve provision of authority for Birketts LLP to complete the Deed of Rectification once the below are complete:</p> <ul style="list-style-type: none"> • When TW have approved the manuscript amendments to Schedule 2 and 5. • TW have made payment of GPC legal costs (our invoice number 930270). • Birketts have received of the consent letter from Girton Town Charity’s solicitor. <p>Approval: <i>Cllr Carney proposed. Cllr Reeves. Five in favour. One Abstention.</i></p>	Approved
23FC/177.4	<p>Council to consider and approve for Cambridgeshire County Council to proceed with the formal consultation on Design of the LHI 20mph Zone Bid.</p> <p>Note: The Speed Limit Order (SLO) is a statutory requirement for the Council to publish a notice of intention to inform interested parties. This process invites the public to formally comment on the proposals in writing within a minimum 21-day notice period. There is also a requirement to consult with certain organisations, such as Police, Fire and Road Haulage Association. A notice is published in a</p>	Approved

Agenda Item	Item Description	Action/ Power
	<p>newspaper circulating in the local area and notices/additional information are uploaded to the Council's website. This process can take varied amounts of time depending on the feedback but roughly 3 months. If you have a preferred local newspaper for the publication, then please let me know. Once live, you can share the consultation on your parish pages and local magazines should you wish to. More information can be found on-line and is published on Girton Village Community Website. Link to be provided. More information is available online: https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/traffic-regulation-orders/permanent-traffic-regulation-orders</p> <p>Approval: <i>Cllr Carney proposed. Cllr Lampe seconded. Unanimous Approval.</i></p> <p>Debate Highlights: There was concern about this scheme raised by Cllr Marshall, but he approved the motion to proceed with a formal consultation.</p>	
23FC/178	<p>To Approve Communication of items from this Agenda</p> <p>Approval: <i>Cllr Carney proposed. Cllr Lampe seconded. Unanimous Approval.</i></p> <p>Debate Highlights: Council discussed merits of Parish Councils writing to the Combined authority to give them a cohesive list of needs for Buses. An agenda item to be included in the next Full Council meeting to approve a letter to confirm in broad terms requirements for Girton. This would be published on website and social media. Council noted the Number 6 bus was often cancelled.</p>	Approved
23FC/179	<p>Date of next meeting(s): 14th February 2024 at 7.30pm</p>	To Note
<p>Meeting Ended: 19:54</p>		

GIRTON PARISH COUNCIL

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

NOTICE of MEETING: GIRTON PARISH COUNCIL
MEETING Extraordinary Meeting approved on 11th January 2024
DATE & TIME: Wednesday 17th January at 7pm
VENUE: Girton Recreation Ground, Cambridge Road Girton

Members: 14 **Vacancies:** 1 **Quorum:** 5

MINUTES

Agenda Item	Item Description	Action/Power
Members: [Six] Cllr Muston (Vice-Chair), Cllr Brown, Cllr Clare, Cllr Hayat, Cllr Marshall, Cllr Reeves, Present: Yvonne Murray (GPC Clerk), Angie Vidler (Facilities Manager) Members of Public: One		
23FC/164	Welcome from the Chair Cllr Muston welcomed everyone to the meeting and read a prepared statement on 2024/2025 precept setting. See attached.	
23FC/165	To Receive Apologies and Reasons for Absence Cllr Betts, Cllr Carney (Chair), Cllr Crawley, Cllr Giles, Cllr Lampe, Cllr Linton, Cllr Williams, Cllr Wright	Noted
23FC/166	To Receive Members' Declarations of Interest and Dispensations – None	Noted
23FC/167	Public Participation – Member of the public did not wish to speak.	
23FC/168	To Receive Reports (<i>for information only</i>)	
23FC/168.1	Finance & Resource Management Committee Council reviewed supporting papers for Budget preparation. To view statement from chair and all supporting items for 23FC/169.1 to 23FC/169.3 please view Girton Village Community Website: https://www.girton-cambs.org.uk/2024/02/03/girton-parish-council-2024-2025-precept-setting/	
23FC/169	Business items requiring a decision, or consideration by the Council	For Decision
23FC/169.1	Council to consider and approve Budget for Girton Parish Council Approval: Cllr Marshall proposed. Cllr Brown seconded. Unanimous approval.	Approved
23FC/169.2	Council to consider and approve charges for Recreation Users for 2024/2025. Approval: Cllr Clare proposed. Cllr Brown seconded. Unanimous approval.	Approved
23FC/169.3	2024/2025 Precept: Council to approve precept request for 2024/2025 Approval: Cllr Marshall proposed. Cllr Clare seconded. Unanimous approval.	Approved
23FC/170	To Approve Communication of items from this Agenda Approval: Cllr Marshall proposed. Cllr Brown seconded. Unanimous approval.	Approved
23FC/171	Date of next meeting(s): 14th February 2024 at 7.30pm	Noted
Meeting Ended: 20:15		

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NOTICE of MEETING: **GIRTON PARISH COUNCIL**
MEETING **FULL COUNCIL**
DATE & TIME: **Wednesday 10th January at 7.30pm**
VENUE: **Girton Recreation Ground, Cambridge Road Girton**

Members: 14 Vacancies: 1 Quorum: 5

MINUTES

Agenda Item	Item Description	Action/ Power
Members: [Eight] Cllr Carney (Chair), Cllr Muston (Vice-Chair), Cllr Crawley, Cllr Giles, Cllr Hayat, Cllr Lampe, Cllr Marshall, Cllr Reeves. Present: Yvonne Murray (GPC Clerk), Angie Vidler (Facilities Manager) Members of Public: Six (including Cllr Garvie)		
23FC/147	Welcome from the Chair	
23FC/148	To Receive Apologies and Reasons for Absence Apologies: Cllr Williams, Cllr Brown, Cllr Clare, Cllr Betts, Cllr Wright, Cllr Linton Cllr Muston highlighted the Noted Apologies as confirmed by August Full Council.	Noted
23FC/149	To Co-opt new Members to Girton Parish Councillor	Not Applicable
23FC/150	To Receive Members' Declarations of Interest and Dispensations – No declarations received.	Noted
23FC/151	Public Participation – <i>No members of the public wished to speak.</i>	
23FC/152	To Receive Reports (<i>for information only</i>)	10 Mins
23FC/152.1	<p>County Councillor - Nothing to add.</p> <p>Cllr Murphy noted the following:</p> <p>Levelling Up. Cllr Carney asked if GPC should contact other Parish Councils Cllr Murphy encouraged contact with larger parishes e.g. HIPC, Bar Hill, Northstowe. Cllr Stobart – echoed Cllr Murphy's comments and stated he believed the issues for local communities are enormous. He encouraged GPC to write to their MP. GPC highlighted that there was formerly a Parish Council Forum that could be encouraged to meet on such matters.</p> <p>Reliance on Villages on Traffic Increasing traffic coming toward Cambridge from East/West to Oxford.</p> <p>Need for more houses.</p>	

Agenda Item	Item Description	Action/ Power
	<p>Cambridge was an area of growth, but the proposals come forward are without consideration of any infrastructure: Water, Schools, Transport and the need for national funding.</p> <p>It was noted that infrastructure is part of what is missing in our planning system today. Combined Authority passes broad planning strategy for county – multi-modal, rails, light rails and bus. Cllr Murphy had just today attended a talk by officers whereby there may be an option of franchising.</p> <p>Without funding for local connections franchising may not be possible. CCC had crunched the numbers and found it may be possible.</p>	
23FC/152.2	<p>District Councillors</p> <p>Cllr Stobart noted the following:</p> <p>Transport Strategy work by GPC. was included in the SCDC Report including details of the Local transport and connectivity plan. He recommended that GPC review this information and comment.</p> <p>Bus Services Cllr Stobart asked GPC to give feedback. He noted the strategy was more than just buses. Combined Authority are planning to provide other items e.g., Light Rail. Not enough road to do everything we need. Cllr Hayat asked whether clusters should be considered so there was less dependance on transport as a way of managing the transport crisis. Cllr Carney asked whether in one of our next meetings we will have a formal response from GPC.</p> <p>Civil Parking Now Active. Tickets may be received now but there is nothing payable until 1st February. Feedback had not yet been received from Girton.</p> <p>Local Plan Date Cllr Stobart commented on the date of the Local Plan, notwithstanding what was said about the year 2040. The Local Plan remains that summary of how Greater Cambridgeshire will be developed. The LP should have been published in Autumn but was not due to the need for further detail on water and buses. The end of March is now planned for receipt of new LP. SCDC will keep updating GPC on that. He noted that NP in Girton will complement the new LP.</p>	
23FC/152.3	Girton Town Charity (No Report this month)	
23FC/152.4	Girton Neighbourhood Plan – No Report due to Christmas Break.	
23FC/152.5	<p>Clerk's Report – No Questions GPC Clerk noted the important change in confirming the precept request with Committees signing off a 1-year budget for this year feeding into the request to SCDC.</p>	
23FC/152.6	Chair's Report – No Questions	
23FC/153	To Approve Minutes of Girton Parish Council Full Council Meetings: 13 th December 2023. <i>This item was deferred to give Council a chance to further consider any comments.</i>	Deferred

Agenda Item	Item Description	Action/ Power
23FC/154	Matters arising from Previous Meetings <i>(for information only)</i>	For Information
23FC/154.1	Action List	
23FC/154.2	Any other Matters arising – A chance to raise any comments/concerns on previous agenda items	
23FC/155	To Receive update from GPC Committees & Working Groups <i>(For information only)</i>	Noted
23FC/155.1	Environment Committee – No report due to Christmas Break	
23FC/155.2	Local Nature Recovery Working Group – No Questions	
23FC/155.3	Footpath Officer's Report (See Chair's Report)	
23FC/155.4	Water Management Report (No Report this month)	
23FC/155.5	Finance & Resource Management Committee - Report viewed with precept agenda items.	
23FC/155.6	HR Committee (to include CAPALC Report) Cllr Muston noted the LCAS Award Scheme and the aim to get more people onto the council. She also highlighted the 6-month rule for Councillors before disqualification from Council. She reminded Council that when apologies were noted but not accepted (as GPC had been advised) the 6-month disqualification rule applied. When someone has not attended for 6 months there is no need for Councillors to approve Councillors being disqualified.	
23FC/155.7	Planning Committee (No Report This month) Cllr Carney noted that the previous planning meeting had been non-quorate. He would like to encourage Councillors to attend.	
23FC/155.8	Sport & Recreation Committee – No report due to Christmas break	
23FC/155.9	Events Working Group Cllr Carney noted that anything can be an event and it may not need to be planned. He noted GPC's collaboration with WCCC and Cakes by Lexi at the Christmas Fayre. He noted that there was another Treasure Hunt planned for Girton for this year. Last year's event had been popular, and he was open to suggestions. He noted the opportunities to work with Darwin Green. He would like GPC to be seen more as part of the community and to be a support for other local organisations as needed.	
23FC/155.10	Wellbrook Way Facilities Task & Finish Group – No questions	
23FC/155.11	Pavilion Refurbishment Task & Finish Group The initial tasks of the Parish Ranger who was currently working for a probationary period were highlighted. Comments had been received from the Community about work that was being completed by GPC.	
23FC/156	To Approve Finance and Resource Management	For Decision
23FC/157.1	To note payment of accounts under delegated approval	Noted
23FC/158.2	To Approve payment of outstanding accounts due	Approved
23FC/159.3	To Receive a report from Facilities Manager on Amounts paid in	Noted
23FC/160	Business items requiring a decision, or consideration by the Council	For Decision
23FC/160.1	Council to consider and approve GPC Clerk obtaining three quotes for a Master Planner to plan the Pavilion Refurbishment project with the aim of confirming specification and making a start on this project in 2024.	Approved

Agenda Item	Item Description	Action/ Power
	<p><u>Amended Motion:</u> Council to consider and approve GPC Clerk obtaining three quotes for a Master Planner to plan the Pavilion Refurbishment project within an overview of the entire GPC Facilities with the aim of confirming specification and making a start on this project in 2024.</p> <p><u>Approval for Amended Motion:</u> <i>Cllr Lampey proposed. Cllr Carney seconded. Unanimous Approval.</i></p> <p><u>Debate Highlights:</u> The following requirements were noted for this exercise:</p> <ul style="list-style-type: none"> - GPC needed professional support for Pavilion and all GPC Assets - Clarity on scope would be needed. - Any development needed to be sustainable. 	
23FC/160.2	<p>Council to note following approval of 23FC/115.9 approved in 11th October 2023 meeting that GPC Clerk will be obtaining quotes for legal advice. See October 2023 Approved Minutes: https://www.girton-cambs.org.uk/wp-content/uploads/2023/12/Girton-Parish-Council-@Full-Council-Approved-Minutes-11th-October-2023-at-7.30pm.pdf</p>	Noted
23FC/160.3	<p>Council to consider and approve recommended quote for Roof and Gully cleaning for Girton Recreation Ground Pavilion</p> <p><u>Approval:</u> <i>Cllr Carney proposed. Cllr Marshall seconded. Unanimous Approval.</i></p> <p><u>Debate Highlights:</u> It was noted that the question of cleaning the Pavilion roof had been raised a couple of times. Cllr Carney noted the two questions from Cllr Williams on cost. Angie Vidler, Facilities Manager and GPC Clerk had discussed with Groundsman and Parish Ranger and they confirmed due to the build-up of moss on the Pavilion they felt this task needed to be completed professionally. However, going forward they felt that they would be able to complete the task with regular maintenance procedure in place.</p>	Approved
23FC/160.4	<p>Council to consider and approve match funding of a maximum of £2,500 for the work to be carried out on Hibbert-Ware Garden.</p> <p><u>Approval:</u> <i>Cllr Carney proposed. Cllr Lampey seconded. Unanimous Approval.</i></p> <p><u>Debate Highlights:</u> Cllr Carney suspended Standing Orders so that Keith Honor, LNRP chair could take part in the conversation. Keith confirmed that LNRP had applied for the Community Chest grant from South Cambridgeshire District Council. Cllr Carney then reinstated Standing Orders. It was confirmed that GPC would match the crowdfunding raised in Girton. Cllr Marshall noted that the Events Committee would be happy to support the Hibbert-Ware event in May 2024. Cllr Marshall noted the Community Garden initiative at St Vincent's Close and would be happy to share resources with GPC.</p>	Approved

Agenda Item	Item Description	Action/ Power
	It was noted that the request from LNRP was the second request for a Grant and that GPC welcomed requests from the community.	
23FC/160.5	<p>Council to consider and approve funding of £120.00 for replacement of outside Food Bank in St Vincent's Close run by Lighthouse Lantern Mental Health Training.</p> <p>Approval: <i>Cllr Carney proposed. Cllr Muston seconded. Unanimous Approval.</i></p> <p>Debate Highlights: The council commended the Foodbank as a great community resource.</p>	Approved
23FC/160.6	<p>Council to consider and approve CCC LHI Bid for 2024/2025 and to delegate completion of the documentation of this bid to Cllr Carney, Cllr Giles, and GPC Clerk.</p> <p>Approval: <i>Cllr Carney proposed.</i></p> <p>Amended Motion: Council to consider and approve CCC LHI Bid for 2024/2025 and to delegate completion of the documentation of this bid with the inclusion of Pepys Way to Cllr Carney, Cllr Giles, and GPC Clerk.</p> <p>Approval of Amended Motion: <i>Cllr Muston proposed. Cllr Marshall seconded. Unanimous Approval.</i></p> <p>Debate Highlights: The council considered inclusion of top and bottom junctions of Pepys Way. The junction with Girton road only was approved for inclusion.</p>	Approved
23FC/160.7	<p>Council to consider and approve Budget for Girton Parish Council.</p> <p>Due to the improvements in the detail provided for the budget and precept considerations. Council decided to allow the Finance & Resource Management Committee to meet ahead of an Extraordinary Meeting to focus on Agenda items: 23FC/160.7, 23FC/160.8, 23FC/160.9</p>	Deferred
23FC/160.8	<p>Council to consider and approve charges for Recreation Users for 2024/2025.</p> <p>Due to the improvements in the detail provided for the budget and precept considerations. Council decided to allow the Finance & Resource Management Committee to meet ahead of an Extraordinary Meeting to focus on Agenda items: 23FC/160.7, 23FC/160.8, 23FC/160.9</p>	Deferred
23FC/160.9	<p>2024/2025 Precept: Council to approve precept request for 2024/2025.</p> <p>Due to the improvements in the detail provided for the budget and precept considerations. Council decided to allow the Finance & Resource Management Committee to meet ahead of an Extraordinary Meeting to focus on Agenda items: 23FC/160.7, 23FC/160.8, 23FC/160.9</p>	Deferred
23FC/160.10	<p>Council to consider approval of an Extraordinary Meeting to further consider and approve the precept on 17th January 2024 given the more specific budgetary process carried out for this year and the 11th of January meeting being held so quickly after the Christmas/New year break.</p> <p>Due to the improvements in the detail provided for the budget and precept considerations. Council approved this Extraordinary Meeting to focus on Agenda items: 23FC/160.7, 23FC/160.8, 23FC/160.9</p>	Approved
23FC/161	To Receive Correspondence addressed to the Council.	Noted

Agenda Item	Item Description	Action/ Power
	<p>Cllr Muston raised communication she had received from Post person that dog poo had been put in a post box in Thornton Road.</p> <p>A Message had been received regarding Ash Tree cut back on 17 March.</p> <p>Cllr Carney confirmed he had received a phone call that trees by Oakington Road had fallen over in the storms. There was concerns it would cause a flooding problem.</p> <p>Cllr Carney had received Thanks for his help in making the closure on Girton Road clear in his online/social media post.</p>	
23FC/162	<p>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></p> <p>Approval: Cllr Carney proposed. Cllr Marshall seconded. Unanimous Approval.</p>	Approval
23FC/163	Date of next meeting(s): 14 th February 2024 at 7.30pm	Noted
Meeting Ended: 21:27		

Environment Committee

February 2024

January has been mostly taken up with work on the Local Highways Initiative bid for double yellow lines in the village - many thanks to Daniel and Yvonne for their work on this.

We're preparing for our next committee meeting on the 28th of February.

We'll be looking at our budget for the year, discussing plans for No Mow Summer and working on plans to recruit a tree officer.

We'll also be discussing whether the council should declare a climate emergency.

Alison Giles

Environment Committee Chair

Local Nature Recovery Plan Working Group report for Girton Parish Council – February 2024

Membership and TORS

These were reviewed at our January group meeting. No changes made, so we ask Council to approve these for the coming year. These are appended to this report for reference.

Hibbert-Ware Memorial Garden

Work in line with the project plan is proceeding. Thanks to generous donations of old pallets and bricks from the village, we have been able to construct compost 'bins' in the Garden. Group member Keith Archer has put up the bird and bat boxes we purchased. Volunteers have been clearing and planting beds. Boards have been put up to explain to the passing members of the community the work that is being undertaken.

The grant application with the District Council Community Chest Fund has been made. We will know whether we have been successful hopefully soon after the Committee meets on the 22nd February. The Grant is for up to £2000. We are grateful for the support from Clerk to Council and our District Councillors in helping with the grant application.

Text for the Interpretation Board is now with the British Trust for Ornithology for review. They will be collaborating with us on the design for the Board.

Fundraising from the 'Just Giving' page at <https://www.justgiving.com/crowdfunding/nature-ingirton> has raised £980 to date.

We have also managed to locate and contact one of Alice Hibbert-Ware's living relatives – a great nephew. He is living relatively locally, and we have been able to show him the Garden and what is planned for it. He approves of the plans and will attend the reopening (see below)

A date for the formal Garden (re)opening has been set for the afternoon of Saturday 4th May. The opening will be led by BTO CEO, Dr Juliet Vickery. We do hope that there will be a good turnout from Council.

Town End Close Nature Reserve

Still no news from Natural England regarding Local Nature Reserve status yet. We have installed a small interpretation board created by Group member, Chris White.

Girton Grass Policy (aka 'No Mow Summer')

In order to assist Council in advising on areas to be managed according to the principles laid down in the Policy, the Group needs access to a map of the Council managed grassland areas. Once we have this, the Group is happy to provide a representative to meet with Council contractor(s) to explain the policy. It will also be important to have signage in place to explain to the community what is happening.

Events and News

We have been working on a programme of events for the coming year. Plans are still being finalised but will include moth trapping sessions, a bat monitoring walk, an open day at Town End Close nature reserve, and the aforementioned grand (re)opening of the refreshed Hibbert Ware Garden Keith Honnor

(Chair, Local Nature Recovery Plan Group)

Terms of Reference and membership for Girton's Local Nature Recovery Plan Working Group 2024

Membership:

Keith Archer

Alison Giles (Councillor)

Keith Honnor (Chair)

Leslie Lampe (Councillor)

Chris White

Stuart Wills

Lucy Wilson

Working Group Objectives

To develop a Local Nature Recovery Plan (LNRP) in consultation with the local community. The LNRP will feed into the development of a Girton Neighbourhood Plan.

Membership

The Working Group will comprise at least one nominated Parish Council representative who will coopt members of the public (lay members) to join the Working Group on the basis of specific knowledge / expertise to assist the Working Group.

The Term of Membership of the Working Group will be one year or to the next Annual meeting of the Full Council. The Annual Meeting of the Council can re-confirm the Working Group's membership and Terms of Reference or appoint other elected members to serve for the forthcoming year.

Parish Council Representation

A Parish Council (PC) representative on the Working Group will be appointed by the Parish Council.

This will be the Chair of the Environment Committee, unless otherwise decided by the Parish Council. The PC representative will be the main point of contact for the Clerk to Council, Council members and members of the public, and must be a member of the Council unless otherwise agreed by the Council.

The Deputy Chair of the Parish Council Environment Committee may from time to time deputise for the Chair of the Environment Committee in the Working Group.

Powers

Working Groups cannot make decisions or spend any money on behalf of the Parish Council, and any recommendations made by the Working Group will be subject to approval by the Full Council.

Budget

The Working Group will submit any budget requests to the Full Council meeting for consideration and approval.

The Working Group may identify funding opportunities, apply for and spend grants where it aligns with the Group's Terms of Reference.

Responsibilities and Areas of Operation

The LNRP Working Group will discuss how best to gather information, communicate with parishioners and campaign for the best outcome for the parish regarding the development of the LNRP.

The Working Group will consult with the local community via means such as meetings, events and articles in the GPN. The Working Group will also liaise with stakeholders including, *inter alia*, the Girton Green Team, the Allotments Society, local schools, landowners, and neighbouring village biodiversity groups as appropriate.

The Working Group will develop management and/or action plans for areas, species and projects of conservation priority. It will also organise and support the implementation of biodiversity action, including in collaboration with volunteers.

The Working Group will compile data on biodiversity in Girton and seek to enhance the ongoing and long term collection of relevant data.

The Working Group shall report formally to the Parish Council as needed and will report formally to the Full Council at its Annual Meeting if required. If unable to attend a meeting of the Full Council, the Parish Council representative on the Working Group will nominate another member of the Group to attend and deliver the progress report.

The Working Group is expected to be time limited. The continuing need for a Working Group will be reviewed by the Full Council on an annual basis.

Meetings of Working Groups

The Working Group will arrange its own meetings and schedule of work at its inaugural meeting. It is likely that the Group will meet monthly or more frequently as required.

The Clerk to the Council will be invited to Working Group meetings with at least 4 working days' notice.

Finance & Resource Management Report

February 2024

January is one of the busiest months for a Parish Council Finance Committee and an RFO. Girton's precept request was sent to South Cambridgeshire District Council on 29th January 2024 and the Clerk received the following acknowledgement on 30th January 2024

Good morning Yvonne,

Thank you for submitting the Parish Precept Requirement promptly.

Happy to confirm receipt of your reply and that the 2024/25 Precept requirement for Girton is £180,146.85

You will note that for a Band D house there is an increase of £17.76. More information on the precept can be found on Girton Parish Website and in Girton Parish News. This will include information on budgets signed off by Girton Parish Council Committees and also the status of our reserves.

<https://www.girton-cambs.org.uk/2024/02/03/girton-parish-council-2024-2025-precept-setting/>

February's agenda also highlights changes to our Building Society and Bank Account requirements and signatories to allow us to support our Staff Team and LNRP working group. It also includes a paper to allow GPC to increase the interest we are earning on our account. Over the past three years the Finance and Resource Committee have been working to improve oversight over our Operational Budget and forecasts and reserves. The additional information provided on our websites going forward is aimed to give Girton residents more insight into the operations and priorities in the Parish and to encourage further collaboration and understanding.

You will note from Wellbrook Way Task and Finish Group Report and Agenda Item 23FC/190.4 submitted by Girton Bowls Club that we are enhancing facilities for Wellbrook Way. You can also see from the list of tasks underway and planned for our Parish Ranger that we are extending maintenance of our assets both at Girton Recreation Ground and more widely in the village. We thank Girton Bowls Club for their work with GPC on putting this project together for the village. It has highlighted ways in which funding and protecting assets need consideration.

You will also notice discussion on invoices that may need to be paid to Godfrey & Hicks as the final payments from the previous Pavilion work project. These amounts have been brought to Council for consideration as regards payment as GPC was informed there was no further payment on this project in January 2023.

On all Finance work this year there is an emphasis on Social Value and VfM framework so that we can ensure that as many people in the village as possible benefit from the projects which GPC initiates and supports.

You will see that the Foodbank at St Vincent's Close was rejuvenated last month and received a grant of £120.00 from GPC. It is the responsibility of Parish Councils to consider funding to local organisations. Please do approach the GPC Clerk if you have a project you would like us to consider.

Our Events Committee is supporting visits and discussions with local organisations to answer any questions you may have on our aspects of GPC Operations or Capital spend as well as other items of Council workload.

Ann Muston (Finance Committee Chair), Yvonne Murray (GPC RFO)

HR Committee February 2024

In keeping with informing residents about the role of a councillor, I have been attending specific HR Thursday lunchtime drop-in sessions run by Carolyn Wahlen, Director of Gap HR and also webinars and training run by Scribe and Worknest. All these companies are ones we have approached to find out costs for running the HR service for GPC. Whilst it helpful to have access to free support, there is no one on GPC with HR qualifications. There is a great deal of new legislation coming into the workplace and it is important that we do not lose sight of our responsibilities to those who are employed by GPC.

Last month, I mentioned the fact that we are all busy people. This month, I want to highlight what is already apparent to many that getting things done properly takes time and our employees often work longer hours than they are contracted. GPC is required by law to make sure they are compensated for the work they do so, it is a case of giving time off in lieu or paying them for the work they are doing. Equally, Councillors, who are not paid for their time, have their own commitments and/or employment and it is not always possible to drop everything and attend a meeting that is not already calendared. To make legal and binding decisions GPC must be quorate and attendance must be in person. A minimum of three clear days is required not including bank holidays or a Sunday when the Clerk summons us to a meeting. There are strict rules as to how many meetings can be missed. Councillors' circumstances change and it may be that they are no longer able to attend on the set day or at a set time. For this reason, I am looking at what we may be able to do in the next calendar year from May 2025. I would welcome feedback on whether we should at the next Full Council Meeting after The Annual Parish Meeting in May, when dates and times are set, look at having a moving date each month for Full Parish Council Meetings.

There are many advantages to this, including holding meetings at times when more members of the public could attend, perhaps once or twice during a weekend and co-opting to GPC people who are unable to make the current day, the second Wednesday of the month on a regular basis.

Please see my previous report regarding the expectations and eligibility regarding becoming a local councillor. If you would like to get involved with supporting the Girton community, then please do come along to the GPC meetings and find out more. We do value your input and you do get the opportunity to meet your local councillors.

When the Clerk's time permits, individual Councillors are being highlighted in the Girton Village Community group on Facebook. You can always find out more on <https://www.girton-cambs.org.uk> and select Councillors.

Ann Muston – HR Committee Chair

Sport and Recreation Committee Report

February 2024

The committee last met on Tuesday 5th December 2023.

The bowls club committee met again to agree heads of terms for use of the new toilet and club house building to be placed on the Wellbrook Way site. The committee will be presenting its recommendations to the full council to get approval to move forward with the budget spend. I would like to thank the Clerk (Yvonne), Facilities Manager (Angie) and Stuart Marshall (chair of working group) who played a big part in negotiating terms that the whole committee could back and recommend taking to the full council.

The installation of table tennis tables is almost complete. I would like to thank our Facilities Manager (Angie) for co-ordinating this. Although the tables will be opened for use as soon as possible, it is hoped that the Events Committee can organise an official opening of this facility. The Sports and Rec Committee are hoping that this facility will be well used and will encourage a table tennis club to be formed around the tables with the backing of the Parish Council.

The Parish Council has now appointed a Parish Ranger who can help maintain some of the council facilities. The Clerk and the Facilities Manager are working with the Parish Ranger to identify the most urgent facilities that will need attention in the coming months. In response to a request from the children of Girton Glebe school the Parish Ranger will be looking to address the maintenance needs of the basketball court as a matter of urgency. The Parish Council will also look to encourage use of the basketball court and we are hoping that a basketball club can be formed around this facility.

As there are so many projects being put forward for the council to look at moving forward, it has been recommended that we use the skills of a Master Planner to help identify, prioritise and plan the key projects that the council should prioritise over the coming years. The master planner will work with Andrew Muston who is looking at the Neighbourhood plan to ensure that the projects being looked at fit within the Neighbourhood plan.

It is hoped that the next Sports and Recreation committee meeting will take place next month.

The above report was written by Nas Hayat.

Events Committee

February 2024

Following our request in Girton Parish News for local organisations to contact us about opportunities to attend their meetings and discussions to provide more information about Parish Council plans for 2024/2025 we have received invitations from a number of organisations to attend including Age UK, Club 55, Girton Glebe School and the Tennis Club.

As you may remember Cllr Carney attended the Bowls Club AGM and Girton Parish Council aims to have representatives at monthly Business networking events organised by Arlington Manor.

This month we have also received request from residents for more information about more opportunities for volunteering in the village. We already have volunteers working with litter picking team and with the Local Nature Recovery group currently working on the Hibbert Ware Garden.

An Events Committee will be held in the next few weeks and we will highlight opportunities for all of you to learn more about our plans and how you can get involved.

Many Thanks

Stuart Marshall
Events Committee Chair.

Wellbrook Way Facilities Task & Finish Group

February 2024

As per the Clerk's report numerous meetings and discussions have been held by Girton Bowls Club during January/February to ensure that agreement around Finance and importantly Social Value are in place ahead of ordering the Wellbrook Way facilities.

The toilets for Girton Bowling Green were ordered on 29th January 2024 and Agenda items 23FC/190.4 & 23FC/190.5 look to consider and approve the placement of an order for a Clubhouse/Pavilion at our village Bowling Green together with furniture. Careful review of all Girton Parish Council Reserves has been made as we progress these facilities.

As per Agenda item 23FC/190.4, Heads of Terms for Bowling Green still to be completed and brought to Council for approval in a subsequent Full Council meeting. Review of Terms & Conditions and Charges for all Sports users to be key priority for Girton Parish Council during 2024/2025. Thank you to Girton Bowls Club for their continuing discussions and help in bringing this project to fruition. This review will include all Sports users to ensure that the maintenance of our facilities are sustainable.

Yvonne Murray
GPC Clerk

Pavilion Refurbishment Task & Finish Group

February 2024

The consideration this month of a Master Planner to work with Girton Parish Council is an important one for this group. Our expectation of the Master Planner is to consider the requirements provided by this group which were collected by Girton Parish Council and the wider group representing Sports users, Girton Village Celebrations, Girton Musical Theatre and a number of others.

The goal and scope of the master planner is to consider the overall maintenance of the entirety of assets managed on behalf of the Girton/Eddington community by Girton Parish Council.

As per the Chair's report, Girton Parish Council needs to consider acquisition of new land for needs such as extending burial space in Girton. Local Councils are also now required to consider the new Biodiversity Net Gains guidelines and the need for sustainability of use of land, and self sufficiency where possible in use of water, energy including consideration of Solar, wind and ground source heat pumps.

For Girton Parish Council to consider any significant spend of capital on any project. There needs to be regard to long term sustainability of our finances before embarking on any major spend. Girton Parish Council will as per the Finance & Resource Management report one of the key tasks for the RFO and for this committee will be to look at how GPC can generate income so that we can fund new sustainable projects for Girton. This will include working with our partners running Sports clubs in the village to ensure all charges have parity across our clubs and with neighbouring parishes.

Consideration of the needs for Car Parking to include bikes, active travel, new burial space and much needed direct access to the current churchyard and improved drainage will be included within the scope of this group. We will also be considering the safety of all our groups on the Recreation Ground and how our land can be used for non-competitive recreation working with nature.

Once Girton has a long term view and understand the wider scope of possibilities together with a clear idea of finance needed then we can move forward as a village.

The appointment of a master planner and legal advisor collaborating with all of Girton then we can begin to collaborate as a village and even work together with adjoining parishes.

This report would not be complete without a Thank you to our Parish Ranger, our Groundsman and the office team who are now working on some much needed asset management requirements of our pavilion and our other assets. There will be a list of the items being worked on included on our Girton Village website for your information.

Stuart Marshall.

Pavilion Refurbishment Task & Finish Group Chair

Invoices paid/for Approval – Feb 2024

Status	Contact Name	Invoice Number	Invoice Date	Gross	VAT	Net	Item
Approval	Mythic Beasts Ltd	197097	11/02/2024	28.06	4.68	23.38	Web services
Approval	BT	M027 H8	08/02/2024	52.08	8.68	43.40	Phone & Broadband
Approval	KSF Home & Garden Services	Tradepoint Receipt	02/02/2024	28.45	4.74	23.71	Materials George Noticeboard
Approval	Avoce	18367	31/01/2024	548.40	91.40	457.00	Cleaning Feb 2024
Approval	British Gas Lite	6733930	29/01/2024	24.30	1.16	23.14	Electricity
Approval	Streets Whitmarsh Sterland LLP	SWS-0109188	25/01/2024	114.00	19.00	95.00	Forecasting Information
Approval	Angie Vidler : GB	Samsung Phone for Groundsman	23/01/2024	89.99	0.00	89.99	Groundsman new mobile phone
Approval	Whyatts Amusement	S. WHYATT 23	22/01/2024	150.00	0.00	150.00	Christmas lights (put up only
Approval	KSF Home & Garden Services	INV-GB-136021371-2024-1319	19/01/2024	30.90	5.16	25.74	Foodbank Materials
Approval	KSF Home & Garden Services	INV-GB-124542991-2024-46377	18/01/2024	47.99	8.00	39.99	Foodbank Materials
Approval	Christopher Wilson	Petrol Expenses Feb 2024	17/01/2024	15.13	2.52	12.61	Fuel for Roller
Approval	Amazon	GB4CJ6Z1AEUI	15/01/2024	9.89	1.65	8.24	Diary 2024 from Amazon
Approval	Cottenham Computers	7544	11/01/2024	132.00	22.00	110.00	2 years .gov.uk registration
Approval	Safesite Facilities Ltd	81099	31/08/2023	512.06	85.34	426.72	Barriers - Extra time hired
Approval	Margaret Wheatley	Water for Barriers	12/02/2024	20.68	0.00	20.68	Water for Barriers
Approval	Payroll - Feb 2024 Aggregate	Payroll - Feb 2024	13/02/2024	4,957.88	7.50	4,950.38	Payroll
Paid	Microsoft	G037708547	05/02/2024	24.72	4.12	20.60	MS365 Business Standard
Paid	Vistaprint	VP_DMSGNJXZ	02/02/2024	204.54	34.09	170.45	LNRP Group Flag + Delivery
Paid	Microsoft	E0400QKXBV	27/01/2024	121.77	20.30	101.47	MS365 Business Basic
Paid	Aldous Cleaning Services	93	26/01/2024	2,592.00	432.00	2,160.00	Roof Cleaning
Paid	Containers Direct Ltd	INV-2089	25/01/2024	7,410.00	1,235.00	6,175.00	Initial Order for Wellbrook Toilets
Paid	British Gas	809696494	23/01/2024	2,170.75	361.79	1,808.96	Electricity - Pavilion
Paid	Zoom	INV237299740	21/01/2024	15.59	2.60	12.99	Zoom
Paid	EverFlow Ltd	2815118	17/01/2024	60.41	0.00	60.41	Water - Bowling Green
Paid	EverFlow Ltd	2815117	17/01/2024	134.78	0.00	134.78	Water - Pavilion
Paid	EverFlow Ltd	2815116	17/01/2024	37.70	0.00	37.70	Water - Nature Reserve
Paid	ENGLISH TABLE TENNIS ASSOCIATION LTD	37968	11/01/2024	1,370.00	0.00	1,370.00	Table Tennis Tables

GIRTON PARISH COUNCIL

Income Report January 2024

Football Pitches	£265.95
MUGA	£848.45
Pavilion Hall	£666.50
Recreation Ground	£216.00
Tennis Courts	£49.50
<u>Total Turnover</u>	<u>£2,046.40</u>

Angie Vidler
Facilities Manager

Correspondence regarding outstanding payments to LXA/Godfrey & Hicks

From: Girton Parish Clerk

Sent: Wednesday, February 7, 2024 6:55 AM

To: Ann Muston <ann.muston@girton-pc.gov.uk>; Nas Hayat <nas.hayat@girton-pc.gov.uk>; Daniel Carney <daniel.carney@girton-pc.gov.uk>

Subject: FW: Girton Pavilion

Dear All

Please see attached.

Emails delivering

- Retention Invoice
- Final Invoice

For Godfrey & Hicks

Also, see my emails from Richard (LXA) and James (G&H) confirming no additional amounts are due.

I explained to them when we met on that GPC Budget included no amounts for either LXA based on my emails of last year.

Richard confirmed there was no outstanding payment to LXA.

The payments were due to Godfrey & Hicks.

We had a conversation about whether G&H and LXA would wish to quote for our master planning work.

This is outside their remit.

However, James confirmed as a gesture of goodwill he would be prepared to come to Girton to meet when GPC were ready to share knowledge with any contractors we may appoint in the future.

I also thanked James for the insight provided by G&H when he was involved in the meetings with GPC, apparently for the first time regarding the important need for a Fire Alarm system that met required guidelines.

As you know we now have quotes for Fire Alarms and a Fire Assessment has been completed.

Kevin, Angie and myself met again with the Fire Assessor yesterday so that Kevin can crack on with the other work when he returns for another 8 days at the end of February.

We will need to action these invoices whether to pay or to contest.

Can you let me have your thoughts so I can bring these for discussion/approval at next week's Full Council.

Best Wishes and Thanks

Yvonne

Correspondence regarding outstanding fees with LXA/G&H

From: Richard Parton <Richard.Parton@wearelxa.com>

Sent: 12 January 2023 11:43

To: Girton Parish Clerk <clerk@girton-pc.gov.uk>; Myrto Michail <Myrto.Michail@wearelxa.com>

Subject: RE: Girton Pavilion Project - next steps

Hi Yvonne,

Apologies for the delay. In terms of fees I have held off issuing any fees whilst the project was in flux and I said I would hold off to Hayden albeit that was now a long time ago! Happy to say that nothing is owed now but should we move forward then we will need to relook at the fees for this project and recommence invoicing.

Re Gretton School – They are still keen to use the hall however they aren't in a position to add any funding (which I asked them to look at!) so would just be looking for a standard rental use of the hall. I can ask Ian to contact you directly as that may be easier?

Many thanks

Richard

From: Girton Parish Clerk <clerk@girton-pc.gov.uk>

Sent: 11 January 2023 18:33

To: Myrto Michail <Myrto.Michail@wearelxa.com>; James Chenery <james@godfrey-hicks.co.uk>

Cc: Richard Parton <Richard.Parton@wearelxa.com>

Subject: RE: Girton Pavilion Project - next steps

Thanks Myrto

Doing well.

I will come back to you on the waiting for one month on a design as soon as I have spoken to the TFG.

On the question to James, the TFG did not ask for any action on timber manufacturers in case that is helpful?

I know that James said he was tied up to after Christmas.

If you could also confirm whether we owe any money to LXA that would be a great help.

Best Wishes

Yvonne

From: James Chenery **Godfrey & Hicks Sent:** 11 January 2023 08:28

To: Girton Parish Clerk <clerk@girton-pc.gov.uk>; Richard Parton <Richard.Parton@wearelxa.com>; Myrto Michail <Myrto.Michail@wearelxa.com>

Cc: Michael Blom <michael.blom@girton-pc.gov.uk>; Daniel Carney <daniel.carney@girton-pc.gov.uk>; Ann Muston <ann.muston@girton-pc.gov.uk>

Subject: RE: Girton Pavilion Project - next steps

Morning,

- 1) You do not owe us anything at the moment. You can have the revisions and meetings etc FoC.
- 2) You have no chance of getting a ball-park figure for say a SIP panel or timber framed option without some basic design work. This will take a month at least - in a good wind. Anything else would be a complete guess.

Regards

James

From: Girton Parish Clerk <clerk@girton-pc.gov.uk>

Sent: 10 January 2023 17:12

To: Richard Parton <Richard.Parton@wearelxa.com>; Myrto Michail <Myrto.Michail@wearelxa.com>; James Chenery <james@godfrey-hicks.co.uk>

Cc: Michael Blom <michael.blom@girton-pc.gov.uk>; Daniel Carney <daniel.carney@girton-pc.gov.uk>; Ann Muston <ann.muston@girton-pc.gov.uk>

Subject: Girton Pavilion Project - next steps

Dear Richard, Myrto and James

Happy New Year

Thank you for your help on the last call of 15th December as Girton Parish Council considers options with current project.

As we consider all possible steps forward can you please help us with the following questions:

1. Project next steps

If Girton Parish Council decide to cease the project to extend the hall with the request for funding from Cambridgeshire County Council

- Do you believe there are any outstanding amounts that Girton Parish Council currently owes either LXA or G&H

- I have checked the information below and it does not seem to be the case?

Can you please confirm?

2. Revised Value Engineering Costs

- James spent a lot of time on with the Pavilion Committee Task & Finish Group on 15th December raising possible different options for alternative design and alternative building materials.

- All the above designed to bring costs down.

Is it possible to give us ball-park figures for:

- Time taken to carry out investigation of these options?
- Cost to carry out the investigation, provision of estimate and initial drawings?

3. Gretton School

Richard, we were to meet with Gretton School on the afternoon of the meeting at Girton Pavilion, but that did not happen likely due to timing.

Do you have any recent feedback from Gretton School about their requirements for the hall or should I call them?

Sorry for the short notice but would it be possible for you to confirm on 1&3 above and the ballpark figures for 2 by lunchtime tomorrow?

Best Regards and Thanks again. Yvonne

Final Certificate

For use with JCT Design and Build 2016

Issued by : LXA Projects Limited
Address : 2 London Bridge
London
SE1 9RA

Employer : Girton Parish Council
Address : Girton Pavilion
66 Cambridge Road
Girton
Cambridge, CB3 0FH

Contractor : Godfrey & Hicks
Address : 109 Fordham Road
Snailwell
Newmarket
Suffolk, CB8 7NB

Works : Girton Pavilion alterations and refurbishment
Situated at : Girton Pavilion
66 Cambridge Road
Girton
Cambridge, CB3 0FH

Job Reference : LXA-1644

Interim Certificate Nr : 3

Date of Issue of Certificate : 02 January 2024

Valuation Due Date : 02 January 2024

Final Date For Payment : 16 January 2024

Contract Sum : TBC

Contract Dated : TBC

This Interim Certificate is issued under the terms of the above-mentioned contract.

Value of work executed and of materials and goods on site	£	39,080.00
Less Retention @ 0%	£	0.00
Net Valuation	£	39,080.00
Less amounts previously certified	£	37,907.60
Net Amount for payment (excl VAT)	£	1,172.40

We hereby certified that the amount due to the Contractor form the Employer is (in words):

One thousand, one hundred and seventy two pounds, forty pence



INVOICE NO. 7874

15 January 2024

Re: GIRTON PAVILION ALTERATIONS AND REFURBISHMENT

To Final Claim in connection with works carried out on
the above project and in accordance with the attached certificate dated
2 January 2024.

Gross Valuation	£39,080.00
Less Previous Claim	<u>£37,907.60</u> £1,172.40
+ VAT @ 20%	<u>£234.48</u>
Total Due	<u>£1,406.88</u>

Final Date for payment: 16 January 2024

PLEASE NOTE BANK DETAILS:-

Bank Details: NAT WEST
Sort Code: 60-15-47
Account No: 70565341

Girton Parish Council
Girton Pavilion
66 Cambridge Road
Girton
Cambridge
CB3 0FH
chairman@girton-cambs.org.uk
clerk@girton-cambs.org.uk

Proposal: Moving Girton Parish Council Funds to higher interest savings product

CLlr Daniel Carney, Feb 2024

Issue

Girton Parish Council holds money in several banks and building societies, over a number of different products. There is a mixture of instant access accounts, of particular use for day-to-day, operational banking, and notice savings accounts, more intended for reserves that will be called upon with an amount of notice. All of these accounts are very low risk products, but all have low rates of interest – see Section 0.

After staying at very low values from early 2009, since the beginning of 2022 the Bank of England's base rate of interest had 14 consecutive rises, and in September 2023 the Bank Of England held its key interest rate at 5.25% - the highest rate since the 2008 financial crisis.^{1,2} This news was accompanied by predictions that the rate would rise little further, if at all, and that resultant borrowing and saving rates are likely do likewise. As of Feb '24 the rate remains at 5.25%.

All monies held by GPC are in accounts that have AER significantly below 5.25%, as well as being below the current CPI and RPI measures of inflation (4.2% and 5.2%, respectively).³ Therefore, this money is losing real terms value at too great a rate.

Possible solution

Because of the currently high and stable BoE interest rate, it is likely that the best interest rates likely to be available in the forthcoming months (and perhaps years) are those currently on the market. It would be prudent to put at least some of GPC's reserves in such products that are non-speculative and offer higher, fixed rates of return. This would be an additional source of revenue, though only available at time of maturation.

From independent research, and from consulting the NALC website, it appears that there are very few financial products which are definitely suitable for parish councils. See Section 0 for a summary of those identified.

Note that GPC must retain a current account with a suitable level of funds to carry out day-to-day, routine operational spend.

Additional points

This proposal was originally made in Sep '23 but deferred by Full Council as too few councillors felt sufficiently informed to make a decision. Since that time, interest rates have dropped slightly, in line with the predictions made at the time of this motion originally being put forwards.

Whilst GPC has no specifically relevant policy, investment provider ethics should be a consideration for all uses of public monies. Typically, building societies and banks that specify an ethical investment policy should be considered as more ethically sound.

Risks

Balance must be struck between money that must be available for spending at short notice and that which is held in reserve that may not be required for a number of years. Whilst GPC finances and budget are now well understood, longer-term planning is not yet in place. Holding monies in a product with too long a term length is advised against for the time being. See Section 0 for further details on GPC Reserves.

Tying up monies in a fixed-term product means that in an emergency this money will not be available. Mitigation for this would be to take out a short-term loan until a fixed-term product matures.

¹ <https://www.bbc.co.uk/news/business-66875739>

² <https://www.theguardian.com/business/2023/sep/21/bank-of-england-keeps-interest-rates-hold>

³ <https://www.ons.gov.uk/economy/inflationandpriceindices>

Only the first £85,000 of deposits are protected to 100% under the Financial Services Compensation Scheme. GPC already holds sums greater than this with some providers. Only reputable, well-established institutions should be paid into. This is also in line with Section 1 of GPC Financial Regulations

Proposal

- Close the Melton Mowbray Building Society Business 90 Day Notice Deposit Account.
 - Product is discontinued and offers a very poor AER.
- Place a minimum of £100,000 into a Unity 12-month deposit business saver account.
 - Allows full access to all money budgeted for 2024/25 with an additional quantity of reserves still accessible within 30 days (in Cambridge Building Society 30 Day Notice Council Saver Gross account)
 - It is a low-risk product that offers a good rate of return, without making funds inaccessible for too long.
 - Bank has excellent ethical credentials.
 - All monies held in the Melton Mowbray Building Society Business 90 Day Notice Deposit should be transferred into this account, with the remainder coming from one of the Cambridge Building Society 30 Day Notice Council Saver Gross accounts.

Current state of GPC's financial holdings

Details from Dec '22/ Mar '23

Bank/Building Society	Account	Period end	Account Balance as of 31 Dec 2022	Interest as of 31 Dec 2022	Interest Rate	Interest Rate Feb '24
Cambridge Building Society	30 Day Notice Council Saver Gross	31/12/2022	£193,601.71	£1,308.12	1.50%	2.90%
Cambridge Building Society - Reserve	30 Day Notice Council Saver Gross	31/12/2022	£184,508.86	£1,246.18	1.50%	2.90%
Co-operative Bank	Community Directplus Account	31/03/2023	£89,903.86	£0.00	0.00%	0.00%
Co-operative Bank - Wellbrook Way	Community Directplus Account	31/03/2023	£76.76	£0.00	0.00%	0.00%
Melton Mowbray Building Society	Business 90 Day Notice Deposit	31/03/2023	£97,184.08	£242.35	0.25%	n/a

Products available

As of Feb '24

Bank	Account name	AER (Feb '24)	AER type	min deposit	# days notice	link	notes
Barclays	Business Premium Account	1.51%	variable	£1	0	link	
Cambridge & Counties	5 year fixed rate business, trust and charity bond	4.70%	fixed	£10,000	n/a	link	now the only applicable account available through C&C
Cambridge Building Society	Council Saver	2.90%	variable	£1,000	0	link	withdrawals by cheque, only 2 withdrawals per month, already have money in this product
Co-Operative	Instant access business saver	1.63%	variable	£-	35	link	
Co-Operative	35 Day Notice business saver	2.13%	variable	£-	95	link	
Co-Operative	95 Day Notice business saver	2.51%	variable	£-	0	link	
Natwest	Liquidity Manager 35 day Notice Account	3.25%	variable	£-	35	link	
Natwest	Liquidity Manager 95 day Notice Account	4.25%	variable	£-	95	link	
Unity	Instant access business saver	2.77%	variable	£-	0	link	working with NALC
Unity	12-month deposit business saver	4.85%	fixed	£100,000	n/a	link	working with NALC
Unity	24-month deposit business saver	5.10%	fixed	£100,000	n/a	link	working with NALC

Reserves Policy

Whilst Section 8 of the GPC Financial Regulations covers loans and investments, currently GPC does not have a Reserves Policy.

The NALC Joint Panel on Accountability and Governance's Practitioner's Guide of 2023⁴ notes the following:

5.28. Most authority reserves are held in instant or notice bank accounts or other short-term investments (see paragraph 2.22 for a definition). Occasionally, circumstances necessitate authorities to make other types of investment, for example when saving for a future capital project or while deciding how to apply the proceeds of an asset sale or a donation.

And;

5.32. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.33. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.34. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

For 2022-23 GPC's expenditure was £166,464. As a small authority, the general reserves should be no less than 6 month's expenditure which, based on the previous financial year, is £83,232. Currently GPC has general reserves of £265k and is intended to bring this down to a 6 month level over 5-10 years, though no formal policy is currently in place.

As GPC is in the process of unallocated reserve reduction it is a relatively low risk move to place the 6 month figure into a short fixed-term account during this process.

⁴ <https://www.nalc.gov.uk/library/our-work/ipag/3859-practitioners-guide-2023/file>

Committee	Full Council	
Name of project	23FC/190.1 Online Application to view progress of reported issues	
Primary Reason for project	Council to consider and approve trial use of online Application for Girton residents to report and view progress of reported issues. Purpose of this application to further improve openness and transparency of the work of Girton Parish Council and to support the work of Office and Ground staff including the new Parish Ranger.	
Description of project	<p>A local resident with IT skills has been working on a proof of concept application which will allow residents to report issues to Girton Parish Council and view the end to end resolution of these projects.</p> <p>This would remove the risk of missing information due to emails and give residents much greater oversight of the progress of projects and the issues that Girton Parish Council are responsible for in Girton and also other villages.</p> <p>This application has the scope to record and store much needed information for all Council projects and feed into the budgetary and prioritisation of Council projects. All Councillors will have had the chance to test this proof of concept ahead of February Full Council.</p> <p>A brief demo will be given at February Full Council.</p>	
Capital sum requested	No money is required for this proof of concept project for Girton.	
Ongoing revenue (if any) per year	N/A	
Ongoing costs per year	N/A	
Is the project consistent with the four principles in the Neighbourhood Plan? If so, how?	Digital village	Yes
	Sustainable community	Yes
	Diverse & Inclusive	Yes
	Heritage & design	Yes
Status of Project	Proof of concept application provided for consideration Project updates would be brought back to Full Council for review and further approval would be requested of Council before the application went fully live or any investment is made in further functionality of this project.	
Other comments/information	GDPR issues have been investigated and addressed. .	
Clerk to Council	Yvonne Murray	
Chair of Council	Daniel Carney	
Vice Chair to Council	Ann Muston	

Committee	Full Council	
Name of project	23FC/190.2 MASTER PLANNER – Consideration & Approval of Quotes obtained	
Primary Reason for project	In order for all requirements to be captured and appropriate considerations to be made for the Pavilion Refurbishment and use of the land and facilities on Girton Recreation Ground quotes have been obtained for master planners for this work.	
Description of project	<p>GPC Clerk will work to obtain the quotes working with all Committees via the Committee Chairs to ensure that the scope of work can be considered with the Master Planners. Scope to be considered:</p> <ol style="list-style-type: none"> 1. Pavilion Refurbishment 2. Maintenance and continuous improvement of GPC facilities 3. Identification of required quick wins 4. Identification of budget for all requirements 5. Ensure that Residents requirements and those of Recreation Ground users are taken into account 6. Future proofing GPC Facilities to aim to meet required capacity. 7. Consideration of need for use of land for burial and other facilities going forward. 8. Possible consideration of Active travel possibilities 9. Health & Safety 10. Capacity Survey 11. Topological Survey 12. Biodiversity Net Gain 	
Capital sum requested	No money required for this project. It will just take time from the Clerk working with Committee Chairs.	
Ongoing revenue (if any) per year	N/A	
Ongoing costs per year	N/A	
Is the project consistent with the four principles in the Neighbourhood Plan? If so, how?	Digital village	Yes
	Sustainable community	Yes
	Diverse & Inclusive	Yes
	Heritage & design	Yes
Status of Project	<p>Four quotes were requested from Master Planners for which two were received.</p> <p>Fee Proposal provided by: Northmores - £14,075 excluding VAT Wilby & Burnett - £7,920 excluding VAT.</p> <p>Perkins & Will Telephoned Clerk to confirm they were unable to help at this time but they would be pleased to help with any local information required.</p> <p>PCH Associates No response received</p> <p>See Quote request (pages 37 to 40) Quote request also included plans of Girton Pavilion including drainage, floor plans, location plans and roof plan.</p>	

Committee	Full Council
Name of project	23FC/190.2 MASTER PLANNER – Consideration & Approval of Quotes obtained
	Slides from Cottenham Local Action Conference – on Biodiversity Net Gains guidelines also provided
Other comments/information	
Clerk to Council	Yvonne Murray
Chair of Council	Daniel Carney
Vice Chair to Council	Ann Muston

Girton Parish Council

Master Planner Project

Principles:

- Project to be bold enough to consider Creativity, Innovation and Change
- Aim for optimum use of All Girton Parish Council Assets
- Look at areas of generating revenue to reinvest in Community Assets & projects
- UN Sustainability Goal 17: ‘To make the goals a reality will require the participation of everyone.’
- Girton Parish Council – Biodiversity Net Gain (A new deliverable for councils and developers)
- Phased project to implement quick wins for some areas of the project.

GPC Budget: £275K

Aim to look for potential to increase revenue including grants.

Areas for which Quick Wins would be ideal

- Girton Recreation Ground Pavilion
- Cricket Ground Safety (Outfield very close to the play area)
- Multi-faith Burial Ground (There is possible \$106 million and land for sale that may be viable).
- Identification of potential to generate revenue

GPC Motion & Detail – 10th January 2023

23FC/160.1	Council to consider and approve GPC Clerk obtaining three quotes for a Master Planner to plan the Pavilion Refurbishment project with the aim of confirming specification and making a start on this project in 2024.	Approved
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Committee	Full Council
Name of project	MASTER PLANNING – OBTAINING QUOTES
Primary Reason for project	In order for all requirements to be captured and appropriate considerations to be made for the Pavilion Refurbishment and use of the land and facilities on Girton Recreation Ground it is proposed to obtain quotes from Master Planners to ensure that the project is fully scoped and all issues taken into account. These quotes to be brought forward to February Full Council meeting if possible. Latest March.
Description of project	GPC Clerk will work to obtain the quotes working with all Committees via the Committee Chairs to ensure that the scope of work can be considered with the Master Planners. Scope to be considered: <ul style="list-style-type: none"> 13. Pavilion Refurbishment 14. Maintenance and continuous improvement of GPC facilities 15. Identification of required quick wins 16. Identification of budget for all requirements 17. Ensure that Residents requirements and those of Recreation Ground users are taken into account 18. Future proofing GPC Facilities to aim to meet required capacity. 19. Consideration of need for use of land for burial & other facilities. 20. Possible consideration of Active travel possibilities 21. Health & Safety 22. Capacity Survey 23. Topographical Survey 24. Biodiversity Net Gain

Car Park Survey

At weekends the footfall for sports is very high due to a significant increase in Football teams hosted at the Recreation ground. We have been granted parking space in Girton Glebe School Recreation ground but there is still cars park along Cambridge/Girton Road, Church Lane and other side roads. A Car park survey would give greater insight into the parking problems.

There is also Cambridgeshire County Council Local Highways initiative that would allow us to review this further.

Land to allow expansion of sport at Girton Recreation Ground

Girton Parish Council is working with Girton Glebe School who have granted GPC use of the field by the School to extend capacity for Football. GPC Groundsman will be responsible for improving the quality of the pitch and GPC would pay for materials required. No formal agreement exists.

Girton Recreation Ground (See map page 3)

Land owned by GPC includes:

- Recreation Ground
- Adjoining Ten Acre Field

Note: There is a need in the village as per Motion detail for additional grave-yard space.

Wellbrook Way (See map page 4)

Land owned by GPC includes

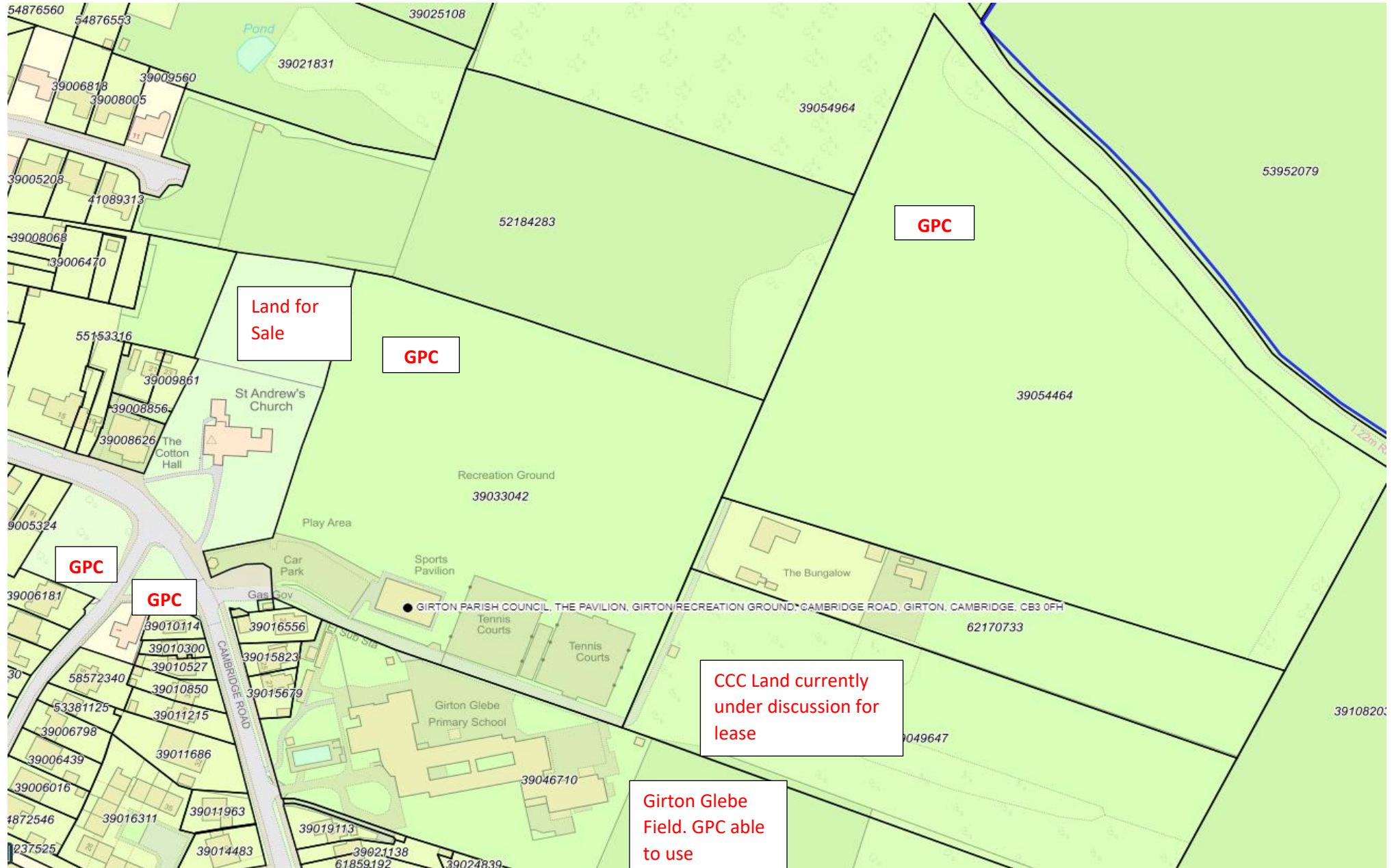
- Bowling Green
- Land with Balancing pond currently used by Dog Walkers
- Fairly large strip of land behind AbbeyField old peoples home
- Wood at the end of Wellbrook Way.
- Play Area

Possible scope for route through to Thorntons and onto Darwin Green.

Weavers Field

Girton Parish Council also own a small piece of green space and play area in this relatively new estate in the village.

Girton Recreation Ground



Committee		Full Council
Name of project		23FC/190.3 Legal Advice & Employment Partnership
Primary Reason for project		Council to consider and approve quote for legal advice on Human Resources and Employment following approval of 23FC/115.9 approved in 11 th October 2023 meeting. See October 2023 Approved Minutes: https://www.girton-cambs.org.uk/wp-content/uploads/2023/12/Girton-Parish-Council-@Full-Council-Approved-Minutes-11th-October-2023-at-7.30pm.pdf
Description of project		For Girton Parish Council to have support on Human Resources, Employment and Health at Safety at work so that all guidelines and legal requirements are in place and up to date at all times. Girton Parish Council is supported and informed in any change in guidelines ideally ahead of time and appropriate documents are updated as soon as these guidelines are in place.
Capital sum requested		60 month support agreement: £2,700 per annum Legal Expenses Insurance – Health & Safety: £3.50 per employee per annum Note Online Fixed Fee Health & Safety Training – Free full suite of courses for the first 12 months then £215.00 per annual (exclusive of VAT)
Ongoing revenue (if any) per year		N/A
Ongoing costs per year		N/A
Is the project consistent with the four principles in the Neighbourhood Plan? If so, how?	Digital village	Yes
	Sustainable community	Yes
	Diverse & Inclusive	Yes
	Heritage & design	Yes
Status of Project		Quote available from Worknest for consideration and approval
Other comments/information		Worknest work with NALC and County associations providing HR, Employment and Health & Safety expertise. They provide a Client portal and dedicated support team for any Council that procures their services to cover. <ol style="list-style-type: none"> 1. Employment Law 2. Human Resources 3. Health & Safety 4. Monitoring and updating Council contracts 5. Advice on terms and conditions for Councillors, Sub-Contractors and of course the staff team. This is an area for Parish Councils where expertise is needed. For approximately £50.00 per week Girton Parish Council would have software, templates and expertise in this crucial area which takes up so much of the Clerk's time. Rec. A Full service for the above items is offered with a dedicated resource collaborating with other expert advisors as necessary.

Committee	Full Council
Name of project	23FC/190.3 Legal Advice & Employment Partnership
	Software also offers Absence management which could be useful for Council apologies.
Clerk to Council	Yvonne Murray
Chair of Council	Daniel Carney
Vice Chair to Council	Ann Muston

From: ceo@capalc.org.uk <ceo@capalc.org.uk>
Sent: Monday, February 12, 2024 9:57 AM
To: Girton Parish Clerk <clerk@girton-pc.gov.uk>
Cc: Ann Muston <ann.muston@girton-pc.gov.uk>
Subject: RE: Worknest

Morning Yvonne

I am pleased you have found the webinars useful.

Yes, as they offer support in the sector then they have expertise and certainly know how the Green Book terms apply.

Kind regards

Penny

Penny Bryant BA(Hons) FSLCC
County Executive Officer

Cambridgeshire & Peterborough Association of Local Councils Ltd (CAPALC)

The Norwood Building, Parkhall Road, Somersham,
Cambridgeshire PE28 3HE

CEO telephone number: 07594 766229

website: www.capalc.org.uk

Company number 12585308

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-----Original Message-----

From: "Girton Parish Clerk" <clerk@girton-pc.gov.uk>

Sent: Sunday, 11 February, 2024 13:23

To: "CAPALC" <office@capalc.org.uk>, "Cambridge & Peterborough ALC" <ceo@capalc.org.uk>

Cc: "Ann Muston" <ann.muston@girton-pc.gov.uk>

Subject: Worknest

Hi Penny

Hope you are doing well.

Ann and I have been attending a number of webinars by Worknest.

We have found them excellent and I followed up on one of Girton Parish Council's requirements for HR and Employment Law support.

Their offering in terms of expertise and support seems like a specialist offering.

I understand they support NALC and some regional local council groups.

Would you say they are specialists in this field?

Best Wishes

Yvonne

Yvonne Murray

Girton Parish Clerk

23FC/190.4 Following a GPC workshop held on 8th February 2024 including members of Finance Committee and GPC Members of the Wellbrook Way Task & Finish Group, Council to consider and approve income to be received from Girton Bowls Club for 2024/2025 only and for placement of order for a Clubhouse/Pavilion on Girton Bowling Green at Wellbrook Way. Note: Paper from Girton Bowls Club to be included in Full Council Agenda Pack. Heads of Terms for Bowling Green still to be completed and brought to Council for approval in a subsequent Full Council meeting. Review of Terms & Conditions and Charges for all Sports users to be key priority for Girton Parish Council during 2024/2025. Thank you to Girton Bowls Club for their continuing discussions and help in bringing this project to fruition.23FC/190.4

Paper prepared by Girton Bowls Club

The proposal from Girton Bowls Club is that the new facility which of course is a Parish Council owned asset is hired by the club for a 20 week playing season period. The hire charge payable to Girton Parish Council for 2024/2025 will be £2,600.

The Bowls Club is fully aware that the Parish Council must consider all of its projects in both financial and community benefit terms. The proposal for a facility at Wellbrook Way next to the bowls green has been fully discussed and a costed proposal has been presented to the Parish Council, the proposal was debated and approved subject to funds being available.

The latest timetable set by the suppliers of the clubroom is that if a 25% deposit of £14,010 (this includes vat) is paid on or before 10th February then a discount of £4,500 will be allowed against the total cost. The payment terms would be as follows:

2023/24 Financial Year

10/2/24 25% deposit £14,010 (this includes vat of £2,335 which is reclaimable)

2024/25 Financial Year

April 2024 50% payment £28,020 (this includes vat of £4,670 which is reclaimable)

May 2024 25% payment £14,010 (this includes vat of £2,335 which is reclaimable)

Total net cost to the Parish Council is:

2023/24 Financial Cost £11,675

2024/25 Financial Year £35,025

We understand that the Parish Council has unallocated general reserves of circa £260,000. We feel it is therefore clear that funds are available to meet the project costs and at the same time leave sufficient reserves to meet future contingencies. This demonstrates that there is a very low financial risk with the project.

The return on investment to the Parish Council taking into account the costs savings from the Bowls Club maintaining the green represents 16.27%, this is an excellent return for the Parish Council.

The new Parish Council facility will be available for external letting outside of the bowls club's season, this period represents 32 weeks. The facility can also be let during the 20 weeks of Girton Bowls Club season with Girton Parish Council and Girton Bowls Club working to ensure this does not interfere with any Bowls Matches. It is understood that there may be a number of letting opportunities for the Parish Council. Further lettings would demonstrate the benefit of the building to the whole village community.

In conclusion the project has been well researched and fully costed, the new facility is cost effective for the Parish Council and provides a valuable community amenity providing the Parish Council with a further income generating opportunity.

Girton Parish Council and Girton Bowls Club will begin to work on Heads of Terms for hire over the next month.

Prepared by Roger Webster on behalf of Girton Bowls Club

Committee	Full Council	
Name of project	23FC/190.6 Improving Car Park Drainage	
Primary Reason for project	Council to consider and approve recommended quote to flush out the drains in Girton Pavilion Car Park to prevent Flooding.	
Description of project	<p>As many of you know there is often a puddle in the car park of Girton Recreation Ground. This has been further investigated with Parish Ranger, Groundsman and office team on reviewing the requirements of the recreation ground.</p> <p>The goal is to flush the drains in the Car Park to view improvement and identify if any more major work is required. A budget line of £15,000 is currently set aside for work on the car park.</p>	
Capital sum requested	<p>Recommended Quote</p> <p>£478.44 including VAT</p> <p>£398.70 excluding VAT</p>	
Ongoing revenue (if any) per year	N/A	
Ongoing costs per year	N/A	
Is the project consistent with the four principles in the Neighbourhood Plan? If so, how?	Digital village	Yes
	Sustainable community	Yes
	Diverse & Inclusive	Yes
	Heritage & design	Yes
Status of Project	Awaiting council review of the recommended quote.	
Other comments/information	Simon Pollard has carried out work to implement the bollards in Girton Car Park and is familiar with Girton Parish Council.	
Clerk to Council	Yvonne Murray	
Chair of Council	Daniel Carney	
Vice Chair to Council	Ann Muston	

QUOTE

Girton Parish Council

Date
1 Oct 2023

Expiry
10 Nov 2023

Quote Number
QU-0416

VAT Number
328075695

S J Pollard Building &
Maintenance Ltd
51a Old School Lane
Milton
Cambridge
CB24 6BS

Description	Quantity	Unit Price	VAT	Amount GBP
Girton car park drains :	1.00	398.70	20%	398.70
All car park drains needed digging out and the jetting out until running clear dispose of waste from drains .				
I will need access to water from the groundsman shed.				
			Subtotal	398.70
			TOTAL VAT 20%	79.74
			TOTAL GBP	478.44

Committee	Sports and Recreation Committee																
Name of project	23FC/190.7 Council to note that Fire Alarm to meet requirements of Fire Assessment and noted in 2023/2024 Budget to be ordered by GPC Clerk following approval of 23FC/115.3 in 11 th October meeting. https://www.girton-cambs.org.uk/wp-content/uploads/2023/12/Girton-Parish-Council-Full-Council-Approved-Minutes-11th-October-2023-at-7.30pm.pdf																
Primary reason for the project	<p>Girton Parish Council has recently had a Fire Assessment for Girton Recreation Ground Pavilion, we believe for the first time in a while.</p> <p>One of the recommendations was as below:</p> <table border="1" data-bbox="427 533 1509 857"> <tr> <td>21</td> <td colspan="3">MEANS OF GIVING WARNING IN CASE OF FIRE</td> </tr> <tr> <td>Priority (where applicable)</td> <td colspan="3" style="background-color: yellow;"></td> </tr> <tr> <td colspan="4">Due to the type, size and multiple levels it is recommended that an automatic fire alarm system be installed to at least BS5839:pt1 grade L3 e.g. fire detectors within escape route (including all rooms that open onto the escape routes). Once installed the system should be tested weekly (in house) and at least every six months by a competent engineer. The results of all testing should be recorded in a fire log book.</td> </tr> <tr> <td>Action by whom</td> <td></td> <td>Date action undertaken</td> <td></td> </tr> </table> <p>Over the next week Girton Parish Council will have received three quotes from three firms who can supply the above Fire Alarm system.</p>	21	MEANS OF GIVING WARNING IN CASE OF FIRE			Priority (where applicable)				Due to the type, size and multiple levels it is recommended that an automatic fire alarm system be installed to at least BS5839:pt1 grade L3 e.g. fire detectors within escape route (including all rooms that open onto the escape routes). Once installed the system should be tested weekly (in house) and at least every six months by a competent engineer. The results of all testing should be recorded in a fire log book.				Action by whom		Date action undertaken	
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Action by whom		Date action undertaken															
Description of project	<p>To install Fire Alarm system as required by guidelines and highlighted in recent Fire Assessment of Girton Pavilion.</p> <p>The installation of the Fire Alarm at this time aligns with the priority work being carried out by our Parish Ranger and will enable Girton Recreation Ground to reach required guidelines identified by recent Fire Assessment.</p>																
Capital sum requested	<p>Quotes received from</p> <p>Cambridge Alarms - £5,795 excl. VAT</p> <p>Cam Alarms - £8,445 excl. VAT</p>																
Ongoing revenue (if any) per year	Not Applicable																
Ongoing costs per year	Annual Check																
Status of project	In Progress																
Other comments/information																	
Clerk to Committee	Yvonne Murray																
Chair of Committee	Nas Hayat																
Vice Chair to Committee	Gary Betts																