

Girton Parish Council

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

NOTICE of MEETING: GIRTON PARISH COUNCIL
MEETING ANNUAL GENERAL MEETING
DATE & TIME: Thursday 30th May at 7.30pm
VENUE: The Pavilion, Girton Recreation Ground

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: 15 Vacancies: 4 Quorum: 5

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

Mrs. Yvonne Murray – Clerk/Proper Officer to Girton Parish Council

23rd May 2024

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ANNUAL MEETING 2024 - AGENDA

Agenda Item	Item Description	Action/ Power
24FC/16	To elect the Chair of the Parish Council for 2024/25	For Decision
24FC/17	To receive the Chair's signed Declaration of Acceptance of Office	
24FC/18	To elect the Vice Chair and to receive the Vice Chair's Declaration of Acceptance of Office	For Decision
24FC/19	Welcome from the Chair and Thanks to Alison Giles	
24FC/20	To receive and approve Apologies and Reasons for Absence	For Decision
24FC/21	To Co-opt new members to Council	For Decision
24FC/22	To request review and submission of Register of Interests from all Councillors within 28 days.	To Note
24FC/23	To receive Members' Declarations of Interest and Dispensations for items on the agenda	To Note
24FC/24	To Review and Accept <ul style="list-style-type: none">• Delegation arrangements• Terms of Reference for Committees – attached to be reviewed and accepted at relevant Committee meetings	For Decision

Agenda Item	Item Description	Action/ Power
	<ul style="list-style-type: none"> • Adopt appropriate Standing Orders and Finance Regulations • All other current policies 	
24FC/25	<p>To confirm appointment:</p> <p>Proper Officer (Clerk): Mrs. Yvonne Murray Responsible Financial Office (RFO): Mrs. Yvonne Murray Internal Auditor: LGS Service, Ben Stoehr</p>	For Decision
24FC/26	<p>Public Participation</p> <p><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 3 minutes on any single issue</i></p>	15 Mins
24FC/27	To Approve Minutes of Girton Parish Council Full Council Meeting held on 13 th March 2024, 10 th April 2024.	For Decision
24FC/28	Matters arising from Previous Meetings (<i>for information only</i>)	For Information
24FC/29.1	Action List – to be attached.	
24FC/29.2	Any other Matters arising	
24FC/30	To Receive Reports (<i>for information only</i>)	To Note
24FC/30.1	Annual Report from County Councillor	
24FC/30.2	Annual Report from District Councillors	
24FC/30.3	Annual Report from Girton Parish Council (including Associated Groups)	
24FC/30.4	Clerk's Report	
24FC/31	To Approve Finance and Resource Management:	For Decision
24FC/31.1	To note payment of accounts under delegated approval: See RFO Report	
24FC/31.2	To Approve payment of outstanding accounts due – See RFO Report	
24FC/31.3	To Receive a report from Assistant Clerk on Amounts paid in	
24FC/31.4	<p>GPC to approve that Clerk/RFO to be added as signatory to Cambridge Building Society, Melton Building Society together with policy to confirm that no payments can be approved by Clerk/RFO to allow operational oversight of these accounts.</p> <p><i>Note: No provision for operational oversight is given by these Building Societies.</i></p>	For Decision
24FC/32	Business items requiring a decision, or consideration by the Council:	For Decision
24FC/32.1	Council to note Minutes from Annual Parish Meeting 2024	To Note
24FC/32.2	<p>To appoint members to serve on the under mentioned Committees and to confirm frequency and date of next meeting.</p> <ul style="list-style-type: none"> • Environment Committee • Finance & Resource Management Committee • Human Resources Committee • Planning Committee • Sport & Recreation Committee <p><i>The frequency and dates for the Committees will be tabled.</i></p> <p>To receive nominations for Officers:</p> <ul style="list-style-type: none"> • Youth Liaison Office 	For Decision

Agenda Item	Item Description	Action/ Power
	<ul style="list-style-type: none"> • CAPALC Representative • Police Liaison Office • Public Rights of Way (Footpaths) Officer • Flood and Drainage Office • Warden of Town End Close Nature Reserve • Tree Protection Officer • Health and Safety Advisor <p>To appoint members, including Convenors, to serve on below mentioned Working Groups and Task & Finish Groups as required:</p> <ul style="list-style-type: none"> • Local Nature Recovery Plan Working Group • Pavilion Refurbishment Task & Finish Group • Wellbrook Way Activities Task & Finish Group • Girton Recreation Ground Car Park Safety Task & Finish Group • Events Working Group 	
24FC/32.3	<p>To confirm dates of next meetings of below mentioned existing Committees.</p> <ul style="list-style-type: none"> • Full Council • Environment Committee • Finance & Resource Management Committee • Human Resources Committee • Planning Committee • Sport & Recreation Committee 	For Decision
24FC/32.4	<p>To accept arrangements for insurance cover in respect of all insurance risks</p>	For Decision
24FC/32.5	<p>To approve Council's and/or staff subscriptions to other bodies</p> <ul style="list-style-type: none"> - CAPALC (Cambridgeshire & Peterborough Association of Local Councils) - SLCC (Society of Local Council Clerks) - Information Commissioner's Office (ICO) - CCVS (Cambridge Council for Voluntary Services) 	For Decision
24FC/32.6	<p>To approve Council's utility and recurrent bills to be paid by variable Direct Debit</p> <ul style="list-style-type: none"> - British Gas (Electricity) - SCDC (Business Rates) - SCDC (Trade Waste) - Avocet Cleaning Services (for Pavilion) - Wave Utilities (British Water Utilities) - Source for Business (Water Bill) - HMRC - NEST - Staff Salaries - Source for Business (Water) - SCDC (Trade Waste) - British Telecommunications plc - Coles Accounting (Cambridge) Ltd - Payroll - ZOOM - St John's College (Rental of field at back of Recreation Ground) - Cathedral Hygiene (Hygiene Services) 	For Decision
24FC/32.7	<p>Wellbrook Way Green Spaces & Balancing Pond: Girton Parish Council to consider and approve granting a legal easement to Anglian Water.</p>	

Agenda Item	Item Description	Action/ Power
	<p>Notes:</p> <ul style="list-style-type: none"> • Taylor Wimpey has previously confirmed that it is their understanding that when the Section 104 was entered into the balancing pond was excluded for an unknown reason. • Birkett's confirm The Deed of Grant appears to be in AW's "standard form" which means it is very unlikely they will accept any material amendments. Having said that, on a preliminary review of the draft deed of grant there are some anomalies that we would want to raise, for example, there is no indemnity provisions from AW to GPC and the indemnity provisions by the andowner need some clarification. 	
24FC/32.8	<p>Wellbrook Way Green Spaces & Balancing Pond: Girton Parish Council to consider and approve that they can comply with the covenants set out in Clause 4.</p> <ul style="list-style-type: none"> • The implications for GPC entering into the deed of grant is it needs to be comfortable with the covenants set out in clause 4. It may be that the obligations are already being undertaken by GPC in practice, however, I would be grateful if you could review and let me know if you believe any may prove difficult to comply with as in the event of a breach AW may consider enforcement action against GPC. 	
24FC/32.9	<p>Wellbrook Way Green Spaces & Balancing Pond: Girton Parish Council to consider approve Birkett's requesting Taylor Wimpey put in funds to pay GPC's legal fees of £2,4000 and request that Birkett's correspond directly with Anglian Water going forward but keeping Taylor Wimpey updated periodically.</p>	
24FC/32.10	<p>Wellbrook Way Green Spaces & Balancing Pond: Girton Parish Council to consider and approve Birkett's not starting any work on the iteams above until funds are received from Taylor Wimpey.</p>	
24FC/32.11	<p>Wellbrook Way Green Spaces & Balancing Pond: Girton Parish Council to note that if any additional work is required that does not directly relate to the Deed of Grant they are happy to deal with this on behalf of GPC. A separate fee quote will be provided if any work is required.</p>	
24FC/32.12	<p>Girton Parish Council to note purchase of a generator to allow Parish Ranger ability to carry out maintenance work in areas there is no electricity and to give him the flexibility to carry out this work when required.</p>	To Note
24FC/32.13	<p>Girton Parish Council to consider & review Oakington Road 30 mph scheme</p>	
24FC/32.14	<p>Girton Feast 13th July 2024 – Invitation to book a stall received. Recommendation to book a stall received. Recommendation to book 2 x Stalls for GPC as per last year.</p>	For Decision
24FC/33	<p>To Receive Correspondence addressed to the Council</p>	For Decision
24FC/34	<p>To Approve the items that Council wishes to communicate from this Agenda This item is designed to ensure that Council can approve key items of communication from this meeting on Council Website, Facebook, and Twitter.</p>	For Decision
24FC/35	<p>To Request items for next Agenda</p>	For Discussion
24FC/36	<p>Date of next meeting(s): To be confirmed</p>	For Decision



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**Cambridgeshire and Peterborough
Association of Local Councils**

Cambridgeshire and Peterborough Association of Local Councils (CAPALC)

WELCOME

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

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About Us

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

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

How is CAPALC run?

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

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

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

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

Our Story

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About us

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

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

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

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

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



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



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

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

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

All this is included in your membership

Support

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

Training

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

Information and publicity

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

Fundraising

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

Services

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