

Girton Parish Council

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

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

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

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

MINUTES

Agenda Item	Item Description	Action/ Power
Members: [Seven] Cllr Carney (Chair), Cllr Muston (Vice-Chair), Cllr Clare, Cllr Crawley, Cllr Hayat, Cllr Marshall, Cllr Reeves. Present: Yvonne Murray (GPC Clerk) Members of the Public: Two		
24FC/16	To elect the Chair of the Parish Council for 2024/25 Approval: <i>Cllr Carney was confirmed as Chair.</i> Cllr Carney was nominated by Cllr Clare and seconded by Cllr Hayat. Cllr Muston was nominated by Cllr Marshall and seconded by Cllr Carney. Votes were taken from each Councillor and passed to GPC Clerk to confirm. A round of applause was given to Cllr Carney by GPC.	Approved
24FC/17	To receive the Chair's signed Declaration of Acceptance of Office Cllr Carney signed his Acceptance of Office witnessed by GPC Clerk.	Noted
24FC/18	To elect the Vice Chair and to receive the Vice Chair's Declaration of Acceptance of Office Approval: <i>Cllr Carney was confirmed as Vice-Chair with 1 abstention.</i> Cllr Muston was proposed by Cllr Carney, seconded by Cllr Hayat. A round of applause was given to Cllr Muston by GPC.	Approved
24FC/19	Welcome from the Chair and Thanks to Alison Giles Cllr Carney welcomed everyone to the Annual Meeting of the Parish Council. He thanked Alison Giles for her two years of really good work as a Councillor on GPC.	

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	<p>He noted he felt that Alison had achieved more on Council than she felt she had done.</p> <p>He noted Alison's continuing work on the Girton Green Team and the Local Nature Recovery Plan group and looked forward to working with her going forward.</p> <p>Cllr Marshall suggested that Council give a round of applause for Alison and her contribution to Girton Parish Council, which was then given.</p>	
24FC/20	<p>To receive and approve Apologies and Reasons for Absence: Cllr Brown, Cllr Lampe, Cllr Linton, Cllr Wright</p>	Noted
24FC/21	<p>To Co-opt new members to Council</p> <p><u>Approval:</u> Council approved Co-option of Archie Bajpai in her absence. Cllr Carney proposed. Cllr Muston seconded.</p> <p>Cllr Muston gave background and read from the co-option request provided by Cllr Bajpai.</p>	Approved
24FC/22	<p>To request review and submission of Register of Interests from all Councillors within 28 days.</p>	Noted
24FC/23	<p>To receive Members' Declarations of Interest and Dispensations for items on the agenda</p> <p>GPC Clerk to email all Councillors to ensure the above task is completed within the timeline.</p>	Noted
24FC/24	<p>To Review and Accept</p> <ul style="list-style-type: none"> • Delegation arrangements • Terms of Reference for Committees – attached to be reviewed and accepted at relevant Committee meetings. • Adopt appropriate Standing Orders and Finance Regulations • All other current policies <p><u>Approval:</u> Cllr Carney proposed. Cllr Reeves seconded. Unanimous Approval.</p>	Approved
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> <p><u>Approval:</u> Cllr Carney proposed. Cllr Crawley seconded. Unanimous Approval.</p>	Approved
24FC/26	<p>Public Participation</p> <p>Andrew Muston thanked GPC Clerk, Yvonne Murray for the great work carried out on attaining good response rate for Neighbourhood Plan.</p>	Noted
24FC/27	<p>To Approve Minutes of Girton Parish Council Full Council Meeting held on 13th March 2024, 10th April 2024.</p>	Delegation Approved

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	<p>GPC Clerk asked for the above minutes to be delegated to the Chair, Vice Chair and Clerk to be ready for Internal Audit visit.</p> <p>Approval: <i>Cllr Carney proposed. Cllr Clare seconded. Unanimous Approval.</i></p>	
24FC/28	Matters arising from Previous Meetings <i>(for information only)</i>	For Information
24FC/29.1	Action – Brief overview of Jira board was shown to Council by GPC for Full Council, Planning Board, Issues raised by Residents.	
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 – Cllr Edna Murphy was not available for the meeting. Cllr Carney asked if questions could be sent directly to Cllr Murphy.	
24FC/30.2	<p>Annual Report from District Councillors</p> <p>Cllr Stobart noted the General Election Announcement. He noted that as a result anything party political needed to be removed from interactions including Parish Council.</p> <p>He noted reports and QA given were basic and factual during this period.</p> <p>He noted Cotton Hall and William Collyn Community Centre were the voting centres for Girton.</p> <p>Cllr Stobart noted the Zero Carbon Communities program and the Shared Prosperity Fund if GPC was interested.</p> <p>Cllr Clare asked whether the member of the public from St Vincent’s Close had made any progress with her question. Cllr Stobart noted that she had followed up with the Ombudsmen. He noted it was quite a difficult situation and that some progress had been made. SCDC waiting to see what final resolution was.</p> <p>Cllr Hayat raised the Heat guns raised by Cllr Garvey which shows heat escaping from property. He asked if it would be an ideal time to use the gun and help them get ready for improved insulation in the winter. Cllr Stobart will go and ask question on availability of these heat guns. He noted they do not work so well in the summer. It may be useful to plan now so that the guns could be made available to test properties in the Autumn.</p> <p>Cllr Hayat raised the issue of Anti-Social behaviour in the village and asked if SCDC were aware. Cllr Stobart noted that there are avenues to explore solutions. Cllr Hayat noted it appeared there had been increased incidents in the village. Cllr Carney noted the need to report these incidents.</p> <p>Cllr Muston raised the need for Planning Training. She noted some of the applications highlighted the need for training for GPC. Cllr Stobart was happy to arrange training. He asked Cllr Muston if there were any specific areas they wished</p>	

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	<p>to cover. She noted the legality of things and the timespan for applications. She noted the slowness of the situation in resolving Duck End appeal.</p> <p>Cllr Carney noted that the entire Parish Council had zero training on Planning and any basic training would be useful. All Parish Councils across the District could likely benefit from that training. More specific questions can come after that. Cllr Clare agreed with the need.</p> <p>Cllr Stobart to talk to Rebecca West who is the delivery manager for the area. Cllr Muston noted the need to ask specific questions in person in training.</p> <p>GPC Clerk confirmed that Cllr Stobart did in fact organize the training, but GPC could not make the dates. GPC thanked Cllr Stobart for the SCDC Clerk's training which had brought benefits for HIPC Committee Clerk. There may be a recording of this training which could be shared.</p> <p>Cllr Marshall thanked Cllr Stobart for all the work he had been doing for GPC that had come from GPC Full Council meetings.</p>	
24FC/30.3	<p>Annual Report from Girton Parish Council (including Associated Groups)</p> <p>This item was moved to end of the agenda.</p> <p>Cllr Muston noted the Civic Group noting how Councillors can put things forward individually. She noted that she felt GPC was doing things well. There are some very negative things coming from other councils.</p> <p>Cllr Carney, when he re-read his report, was surprised how much different content was noted in the reports and how in the last 12 months the Council had done a lot of work. It was a very pleasant surprise for him.</p>	
24FC/30.4	<p>Clerk's Report</p> <p>GPC Clerk thanked everyone for their reports which she felt highlighted the different roles councillors were taking on GPC.</p>	
24FC/31	To Approve Finance and Resource Management:	For Decision
24FC/31.1	<p>To note payment of accounts under delegated approval: See RFO Report</p> <p><u>Debate Highlights:</u></p> <p>GPC Clerk highlighted a 'Scope Shift' from the past few years when GPC was largely carrying out Operational work and ensuring that past bills were paid. GPC is now working across: Operational, New Projects, Asset Management. This shift is increasing the work required on the budget and accounting work for Council.</p> <p>She noted a number of invoices either purchased on the Debit Card or approved by Cllr Carney and Cllr Muston. She also noted work to return and change items</p>	Noted

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	due to the new projects. She noted full detail was available in Xero to a question by Cllr Carney.	
24FC/31.2	<p>To Approve payment of outstanding accounts due – See RFO Report</p> <p>Approval: <i>Cllr Carney proposed. Cllr Muston seconded. Unanimous Approval.</i></p> <p>Debate Highlights: Cllr Carney asked about the connection of the sewer by MB Cadman. GPC Clerk noted the detailed spend on the Wellbrook Way toilets. She also noted that all items were within budget and that a detailed budget was available for the project.</p> <p>Cllr Marshall asked that going forward Council should focus on all detailed spend and that GPC should consider tightening up Budget Terms and Conditions.</p> <p>GPC Clerk noted the exciting projects: Hibbert-Ware & Wellbrook Way Club House that necessitated increased work and focus on budget process. She noted that GPC were in a very different place and that demanded focus from Councillors. Cllr Muston highlighted the learning phase we were in, the need to recognize the small details around spend and agreed the need for Terms and Conditions, Wellbrook Way Facilities: Heads of Terms all on the to do list.</p>	Approval
24FC/31.3	<p>To Receive a report from Assistant Clerk on Amounts paid in</p> <p>Debate Highlights: Cllr Carney noted the receipt of the precept this month and Thanked the Tennis Club for their increased donation. GPC Clerk noted the increase in spend due to the 2024/25 precept request made by GPC. Cllr Hayat asked if GPC Tennis Club paid a donation only. GPC Clerk noted that Terms & Conditions for Rec Users was an important project for this year.</p>	Noted
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>Note: <i>No provision for operational oversight is given by these Building Societies.</i></p> <p>Debate Highlights: GPC checked with CAPALC regarding support for the above by New Financial Regulations which are not yet in place. Policy to confirm process around this process still to be put in place. Melton does not allow non-signatories to have an operational oversight role. Cllr Muston noted by approving this today we would have operational oversight and the time taken to secure signatories is significant. GPC to defer motion until policy and new financial regulations in place. Cllr Muston highlighted the time taken by Cllr Muston and herself to secure the new signatories. GPC Clerk noted the time and complexities of all financial processes. She noted the need for balance between governance and speed of</p>	Deferred

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	delivery. She also noted a recent article on the BBC that highlighted the need for improvement in processes of small Building Societies.	
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	Deferred
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 • 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 <p>Approval: <i>Cllr Carney approved. Cllr Hayat seconded. Unanimous Approval.</i></p> <p>Debate Highlights: This item is to confirm members of each committee and nominated officers.</p> <p>Committees All committees to remain the same apart from below:</p> <ul style="list-style-type: none"> • Cllr Bajpai to be added to Human Resources & Events Committee. • Cllr Clare to be removed from Sport & Recreation Committee. <p>Council Officers</p> <ul style="list-style-type: none"> • Mary Rodger was thanked for her role of Flood and Drainage Officer • Alison Giles had confirmed she wished to remain Warden of Town End Close Nature Reserve 	Approved

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	<ul style="list-style-type: none"> • Cllr Clare noted the requirements for Police Liaison Officer. He was happy to remain in the role. <p>GPC Clerk noted the need to develop all roles.</p> <p>Cllr Carney asked if anyone wished to take the vacant role of Drainage and Flooding Officer. Cllr Muston asked if we could put some aspects into the role of the Parish Ranger. Cllr Stobart highlighted the potential for SCDC to provide training and briefing for this role. Cllr Marshall highlighted how this role tied in with the Neighbourhood Plan and Master Plan. Cllr Marshall highlighted he did not want to put himself forward for role but would be interested in the first step of training and briefing.</p> <p>Working/Tasks & Finish Groups</p> <ul style="list-style-type: none"> • Events Working Group Cllr Carney noted that the Events Working Group was now a Committee. Working Group to be shut down. • Girton Recreation Ground Car Park Safety Task & Finish Group Work now finished. Group to be shut down. • Wellbrook Way Activities Task & Finish Group Terms & Conditions for new Facilities to be discussed and implemented, working with Girton Bowls Club. • Girton Neighbourhood Plan Added as a working group. • Local Nature Recovery Plan Working Group Cllr Marshall asked if this group reported into Environment Committee. This was confirmed. It was also confirmed that Cllr Lampe represented this group as a GPC Councillor. • Pavilion Refurbishment Task & Finish 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 <p>Approval: Cllr Carney approved. Cllr Clare seconded. Unanimous Approval.</p> <p>Debate Highlights GPC presented dates for approval.</p>	Approved

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	<p>Cllr Muston noted that she believed different evenings for meetings would be beneficial including consideration of weekends. She noted missing councillors at this meeting due to the school holidays.</p> <p>She noted the need for further thought as Council focuses on increased engagement. She would like to ask people to feedback on further engagement at the Feast.</p> <p>GPC Clerk noted the times of the meeting was changed to 7pm to ensure Council was happy with that change. Also, that Council had set our meetings earlier than the Annual Meeting due to including our meetings in Girton Village Celebration Calendar.</p>	
24FC/32.4	<p>To accept arrangements for insurance cover in respect of all insurance risks</p> <p>Approval: <i>Cllr Carney approved. Cllr Muston seconded. Unanimous Approval.</i></p> <p>Debate Highlights Renewal of existing insurance cover. GPC highlighted the need to review with WorkNest and Girton Bowls Club/Wellbrook Way Requirements.</p>	Approved
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) <p>Approval: <i>Cllr Carney approved. Cllr Clare seconded. Unanimous Approval.</i></p>	Approval
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) <p>Approval: <i>Cllr Carney approved. Cllr Clare seconded. Unanimous Approval.</i></p> <p>Debate Highlights: GPC agreed to look at value for money in 2024/2025.</p>	Approved
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>	Approved

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	<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 landowner need some clarification. <p>Approval: Cllr Carney approved. Cllr Marshall seconded. Unanimous Approval.</p> <p>Debate Highlights Ongoing items relating to Green Space in Wellbrook Way. Cllr Carney asked to consider items 23FC/32.7 & 24FC/32.8 together. Understand that the Council is being asked to approve a legal easement so that Anglian Water has access to the Balancing Pond. Cllr Marshall raised the issue that the Balancing ponds on Wellbrook Way are very overgrown. He asked if GPC would be required to remove all that grown and the associated cost. GPC Clerk noted that under 24FC/32.8 GPC could ask Taylor Wimpey to pay or contribute to the cost of the initial work. Cllr Marshall asked if GPC were aware of the condition at the time Taylor Wimpey transferred the Balancing pond to GPC. GPC Clerk had feedback from residents that the pools were clear at the time of transfer. Councillors discussed the positive cost to bring back the ponds to their original condition and the need to note that Taylor Wimpey may have obligations to put the Balancing pond back to condition where it meets all guidelines for Balancing pond. GPC Clerk asked if he wished to take the Agenda items separately. Cllr Carney then confirmed he would take items 24FC/32.7 & 24FC/32.8 separately. Cllr Marshall noted the potential cost could be significant.</p>	
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"> • <i>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.</i> <p>Approval of Amended Motion: Cllr Carney approved. Cllr Reeves seconded. Unanimous Approval.</p> <p>Amended Motion: 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 on the proviso that Taylor Wimpey undertake all the initial work to meet the obligations set out in Clause 4 so that the balancing ponds are handed over in a fit for purpose state.</p>	Approved

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	<p>Debate Highlights Cllr Carney suspended meeting so that Keith Honor, Chair of LNRP could comment. Keith stated that LNRP would be happy to take a look at the ponds.</p>	
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 £2,400 and request that Birkett's correspond directly with Anglian Water going forward but keeping Taylor Wimpey updated periodically. Approval: <i>Cllr Carney approved. Cllr Clare seconded. Unanimous Approval.</i></p> <p>Debate Highlights: Cllr Marshall asked if we had to state the amount in case the legal fees exceeded £2,400. Cllr Carney asked GPC Clerk if the £2,400 was the amount stated by Birkett's. GPC Clerk confirmed it was. GPC Clerk to ask Birkett's if the amount was likely to be exceeded.</p>	Approved
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 items above until funds are received from Taylor Wimpey. Approval: <i>Cllr Carney approved. Cllr Marshall seconded. Unanimous Approval.</i></p>	Approved
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 Birketts are happy to deal with this on behalf of GPC. A separate fee quote will be provided if any work is required. Approval: <i>Cllr Carney approved. Cllr Clare seconded. Unanimous Approval.</i></p> <p>Debate Highlights Council noted the need for Birketts to inform GPC before any such work was undertaken.</p>	Approved
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>	Deferred
24FC/32.13	<p>Girton Parish Council to consider & review Oakington Road 30 mph scheme. Approval: <i>Cllr Carney approved. Cllr Crawley seconded. Three in Favour. One in Favour. Two Abstentions. Motion passes.</i></p> <p>Debate Highlights: Cllr Carney noted that information had been provided to Council a week or so prior to Full Council. CCC Highways were only emailing Oakington and Westwick PC not GPC. Cllr Carney noted that GPC had received over 300 responses to the LHI survey to residents regarding this work. He noted 2 key changes to the original proposal:</p> <ol style="list-style-type: none"> 1. CCC extend the lighting along Oakington Road by approximately 200 metres. 2. Gatehouse Road is currently 60mph at Girton/Oakington end, 40mph in middle, then 20 mph at Histon end. This is to be changed to a 30mph buffer zone from 	Approved

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	<p>Oakington Road and then the remainder is 40mph all way to 20mph zone in Histon.</p> <p>Cllr Crawley noted the need for one slide presentation to give Councillors an overview when making a decision. Cllr Carney went through the proposal in detail for Council.</p> <p>Cllr Muston confirmed she was unhappy with lighting due to biodiversity and the risk to animals. She asked if additional lights were really needed. She asked if reflectors rather than lights were possible. She noted her concern that the lights would affect Nature & Biodiversity.</p> <p>Cllr Marshall noted that he felt this initiative was a short-sighted fix. He would prefer that Council would spend money on Active Travel routes. Cllr Carney noted that funding came from S106 money for traffic calming and could not be spent on Active Travel. GPC Clerk asked council to consider if Active Travel was actually Traffic Calming?</p> <p>Cllr Carney noted the additional lighting was just around the junction.</p> <p>Cllr Marshall raised the possibility of a speed camera rather than speed bumps.</p> <p>Cllr Reeves raised the fact that he cycled along the roads and found it to be incredibly dark. He felt there was a need for the additional lights.</p> <p>Amended Motion 1: Girton Parish Council to consider & review Oakington Road 30 mph scheme to exclude additional Street lights from the scheme.</p> <p>Approval: Cllr Muston approved. Cllr Marshall seconded. One proposed. Four Against. One abstention. Amendment Failed.</p> <p>Amended Motion 2: Girton Parish Council to consider & review Oakington Road 30 mph scheme to exclude additional Street lights and speed bumps from the scheme.</p> <p>Approval: Cllr Marshall approved. No seconder. Two proposed. Three Against. One Abstention Amendment Failed. [Note Checked recording. No Seconder].</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> <p>Approval: Cllr Carney approved. Cllr Reeves Unanimous Approval.</p> <p>Amended Motion? Girton Feast 13th July 2024 – Invitation to book a stall received. Recommendation to book a stall received. Recommendation to book 4 x Stalls for GPC & Associated bodies as per last year.</p>	Approved
24FC/33	To Receive Correspondence addressed to the Council – No Correspondence to report.	Noted
24FC/34	<p>To Approve the items that Council wishes to communicate 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 X (formerly known as Twitter).</i></p> <p>Approval: Cllr Carney Approved. Cllr Marshall Seconded. Unanimous Approval.</p>	Approved
24FC/35	To Request items for next Agenda	Noted
24FC/36	Date of next meeting(s): To be confirmed	To be confirmed
Meeting Ended: 9.24pm		

DRAFT