

# GIRTON PARISH COUNCIL

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

**NOTICE of MEETING:** GIRTON PARISH COUNCIL  
**MEETING** FULL COUNCIL  
**DATE & TIME:** Thursday 11<sup>th</sup> July 2024 at 7pm  
**VENUE:** Girton Recreation Ground, Cambridge Road Girton

**Members:** 12      **Vacancies:** 3      **Quorum:** 5

## MINUTES

Agenda Item	Item Description	Action/Power
<b>Members: [Nine]</b> Cllr Carney (Chair), Cllr Muston (Vice-Chair), Cllr Bajpai, Cllr Brown, Cllr Clare, Cllr Lampe, Cllr Linton, Cllr Marshall, Cllr Reeve <b>Present:</b> Yvonne Murray (GPC Clerk) <b>Member of Public: [Two]</b> including Cllr Garvie, SCDC		
<b>24FC/057</b>	<b>Welcome from the Chair</b>  Cllr Carney thanked everyone for attending on a revised date this month. The meeting date was changed to accommodate the football.  Cllr Carney noted his CAPALC training and his aim to make meetings more streamlined. He was to introduce and give framing/context to items where necessary giving everyone opportunity to speak at least once.  For this agenda he noted many of the items referred to broad principles for decision.	
<b>24FC/058</b>	<b>To Receive Apologies and Reasons for Absence:</b> Cllr Crawley, Cllr Hayat, Cllr Wright, Cllr Stobart (SCDC)	<b>Noted</b>
<b>24FC/059</b>	<b>To Receive Members' Declarations of Interest and Dispensations - None</b>	<b>Not Applicable</b>
<b>24FC/060</b>	<b>Public Participation</b> – No members wished to speak.	
<b>24FC/061</b>	<b>To Receive Reports</b> ( <i>for information only</i> )	<b>10 Mins</b>
<b>24FC/061.1</b>	<b>County Councillor</b>	
<b>24FC/061.2</b>	Cllr Carney noted the absence of Cllr Murphy.  GPC Clerk confirmed there was a combined District Councillor/County Councillor report for this month.  Cllr Carney asked if Cllr Garvie had anything to add to the report. Cllr Garvie noted that Ian Sollom, new Liberal Democrat MP for St Neots and Mid Cambridgeshire would be attending Girton Feast on Saturday 13 <sup>th</sup> July.	

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	<p>Cllr Carney noted he was not clear how well the Bus scheme was publicized. He wondered if there was value in this topic being further emphasized. Cllr Garvie noted it would be included in Girton Parish News.</p> <p>Cllr Muston asked if there was a time restriction on travel for the £1.00 fee, which was not noted in the post. Cllr Garvie confirmed she would check.</p>	
24FC/061.3	<b>Girton Town Charity (No Report this month)</b>	
24FC/061.4	<b>Girton Neighbourhood Plan – No Report this month.</b>	
24FC/061.5	<p><b>Clerk’s Report</b></p> <p>GPC Clerk noted:</p> <ul style="list-style-type: none"> <li>• concerns of residents regarding tree-work due to many having had to wait so long for any action. She highlighted a way needed to be found for GPC to work with SCDC and CCC as residents were getting increasingly concerned about delays.</li> <li>• Significant progress of Master Planner, Wilby &amp; Burnett.</li> <li>• Care with framing of issues in meetings so that everyone is able to speak up.</li> </ul>	
24FC/061.6	<p><b>Chair’s Report</b></p> <p>Cllr Muston thanked Cllr Carney for acknowledging the work that she had done for GPC, it was unexpected and appreciated. She noted there was also a lot of other people on the council doing a lot of work. She highlighted motions on this agenda that referred to workload and capacity.</p> <p>Cllr Marshall asked if the Chair’s report including Balancing ponds. He had found it difficult to identify where Chair’s report and LNRP Report began.</p>	
24FC/062	<p><b>To Approve Minutes of Girton Parish Council Full Council Meetings: 26<sup>th</sup> June 2024, 12<sup>th</sup> June 2024, 30<sup>th</sup> May 2024 (Annual Meeting), 10<sup>th</sup> April 2024</b></p> <p>GPC Clerk noted that she was happy for Minutes to be deferred to give Councillors further time to consider.</p> <p>Cllr Muston noted the workload and asked that everyone including GPC Clerk could focus on key items including completion of minutes to streamline workload.</p> <p>Cllr Marshall asked about online sign-off and recording that each Councillor had viewed the minutes. GPC Clerk noted this would be best practice.</p>	<b>Deferred</b>
24FC/063	<b>To Note Minutes of Annual Parish Meeting held on 15<sup>th</sup> May 2024</b>	<b>Noted</b>
24FC/064	<b>Matters arising from Previous Meetings (for information only)</b>	<b>Not Applicable</b>
24FC/064.1	<b>Action List</b>	
24FC/064.2	<b>Any other Matters arising – A chance to raise any comments/concerns on previous agenda items</b>	
24FC/065	<b>To Receive update from GPC Committees &amp; Working Groups (For information only)</b>	<b>To Note</b>

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	<i>Reports received were moved to the end of the meeting. Cllr Carney suggested that in future Reports should be output from meetings.</i>	
24FC/065.1	<b>Environment Committee</b>	
24FC/065.2	<b>Local Nature Recovery Working Group</b> Cllr Reeves asked about the balancing ponds and whether Taylor Wimpey were to confirm their support for work on these. Cllr Carney noted that more information was needed before considering Wellbrook way work, See 24FC/067.4	
24FC/065.3	<b>Footpath Officer's Report</b>	
24FC/065.4	<b>Water Management Report</b>	
24FC/065.5	<b>Finance &amp; Resource Management Committee</b>	
24FC/065.6	<b>HR Committee (to include CAPALC Report)</b> - Cllr Muston asked Council team to review over summer	
24FC/065.7	<b>Planning Committee</b>	
24FC/065.8	<b>Sport &amp; Recreation Committee</b>	
24FC/065.9	<b>Events Working Group</b>	
24FC/065.10	<b>Wellbrook Way Facilities Task &amp; Finish Group</b>	
24FC/065.11	<b>Pavilion Refurbishment Task &amp; Finish Group</b>	
24FC/066	<b>To Approve Finance and Resource Management</b>	<b>For Decision</b>
24FC/066.1	<b>To note payment of accounts under delegated approval</b>  Cllr Marshall noted the opportunity to check the valuation exercise around the cost of Electricity. Cllr Carney has investigated this, and noted we are currently mid-contract, and it could not be addressed until mid-October 2024.  GPC Clerk drew attention to the invoice from <b>Wildscythe</b> , a training course for volunteers working on Town End Close and Hibbert Ware Garden. She noted that the LNRP budget on this agenda would be submitted separately at a later date.	<b>Noted</b>
24FC/066.2	<b>To Approve payment of outstanding accounts due</b>  <u>Approval:</u> <i>Cllr Carney proposed. Cllr Marshall seconded. Unanimous Approval.</i>  Cllr Carney asked if any questions. There were no questions forthcoming.	<b>Approved</b>
24FC/066.3	<b>To Receive a report from Facilities Manager on Amounts paid in</b>  Cllr Marshall asked if the pavilion income had increased. GPC Clerk noted that she did not think this was the case. She noted that Staff team were to change this report so that Council could see the trends across months going forward.	<b>Noted</b>
24FC/066.4	<b>To consider and approve first invoice from Wilby &amp; Burnett (Master Planners)</b>  <u>Approval:</u> <i>Cllr Carney proposed. Cllr Reeves seconded. Unanimous Approval.</i>  <u>Debate Highlights:</u> GPC Clerk noted she wanted to call this item out as a separate Agenda Item as it was so topical and presented the invoice to Council. 50% of the work commissioned by Wilby & Burnett was to be considered for approval this evening	<b>Approved</b>

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	<p>at a cost of £4,752 following the first series of recommendation. This is in line with expectations.</p> <p>Cllr Clare asked when the summary recommendations would be made from the very long list of recommendations made.</p> <p>Cllr Muston noted the scale of the Community Engagement work carried out by Wilby &amp; Burnett to listen to the requirements of different groups. She noted that at Girton Feast there would be an opportunity for the rest of the village to engage with the master planner. Cllr Muston noted that she felt it was excellent value for money.</p> <p>Cllr Clare noted the work that would be required to prioritise the list. Cllr Carney noted this would be the next step.</p> <p>GPC noted Agenda Item 24FC/067.1 allows Council to consider and approve future Wilby &amp; Burnett timeline, process steps.</p>	
24FC/066.5	<p><b>This council resolves that regardless of whether a committee of the council or working group appointed by the council, all members of these committees / working groups follow GPC's guidelines and code of conduct in the same manner that councillors are held to account. This includes disclosing conflicts of interest.</b></p> <p><b><u>Approval:</u></b> <i>Cllr Muston proposed. Cllr Carney seconded. Unanimous Approval.</i></p> <p><b><u>Debate Highlights:</u></b></p> <p>Cllr Carney confirmed this was a motion submitted by Cllr Muston who he invited to speak first.</p> <p>Cllr Muston confirmed she had lots of discussions with people and noted the behaviour to all members of the Council could be improved to allow better collaboration. She noted the potential for Working Parties to follow the same guidelines as Council in the way they work on Council issues.</p> <p>She noted some of the items in this proposal had come from her work with Councillors Corner and the time taken on some of the workload for Council is significant as we improve our processes.</p> <p>She also highlighted words she always used around being Open and Transparent to highlight and reinforce the challenges on some of the projects and operations for Girton Parish Council. She noted this was the point of this motion.</p> <p>She noted the passion for delivery on the Council that she appreciated. She noted the need to work together on these topics.</p> <p>She noted the importance of the policies being in place to support Health &amp; Wellbeing of all on the Council.</p> <p>Cllr Carney noted the availability of the Code of Conduct for Council and the need of Council to adhere to these policies. However, these policies as they apply are not applicable to those members of Working Group and other Groups who are not Councillors. They are also not strictly enforceable to Councillors.</p>	Approved

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	<p>Cllr Marshall noted a conversation with Cllr Muston to highlight concerns on the balance of due diligence and delivery for best practice on the council and the need Council to have oversight of new projects including:</p> <ul style="list-style-type: none"> <li>• Extra workload</li> <li>• Budget</li> <li>• Guidelines of Council.</li> </ul> <p>Cllr Clare had no objection to motion. He felt steps were needed to make people aware of the actions from it.</p> <p>Cllr Lampe asked if everyone knew where to find the policies and guidelines. Cllr Carney confirmed much of this information was on the website. He felt the wise thing if this motion were to be passed was to inform everyone involved and provide all information and take questions.</p> <p>GPC Clerk noted that this motion had come to Council as the workload increase as more projects are introduced by more groups. In order to support this workload guidelines, policy and process also need to be in place and a process of continuous improvement in place. She highlighted the increasing speed of delivery and intended autonomy for groups to carry out practical work. She noted from a Clerk's perspective as GPC scale up their projects and asset management it increases throughput and volume of Accounts, together with the workload around that. Therefore, by balancing speed of delivery and due diligence well this scaling up can continue to increase. Council needs to all work together on this as a team.</p> <p>Cllr Brown asked how Council was going to audit the guidelines implementation and effectiveness across all members working on and for the Council. She asked is there a touchpoint to ensure this motion had been actioned? How did Council reinforce these roles as part of audit process? Details of the process are to be determined. Cllr Brown noted the potential to highlight the compliance with this motion as part of our audit process.</p> <p>Cllr Muston noted the internal audit process. She noted the roles of CAPALC and the monitoring officer. She also highlighted the new group CIVIC who were also trying to improve Council procedures. She noted the mission and Terms of Reference of every committee. We are also communicating via this public motion in the minutes to our residents to make them better informed.</p> <p>Cllr Bajpai noted the motion is about making people aware of GPC Guidelines and to increase understanding within and external to GPC. She noted the potential to ensure mental health support was in place. She noted the emails from residents which showed frustration around delays in action.</p> <p>Cllr Clare noted that one possibility was to have a standing item on all agendas to remind Committee members of Code of Conduct and conflicts of interest to reinforce to all Council members.</p> <p>Cllr Marshall noted a possible solution firm, tight agreed business cases could give us a good base on which to base audit of budget.</p>	

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	GPC Clerk noted that the Neighbourhood Plan had already put in place the items listed in this motion.	
24FC/066.6	<p><b>For any committee, working group, club or society that receives a budget, grant or other financial support of money from the GPC precept and/or reserves is expected to:</b></p> <p>a) remain within the agreed budget/grant/support for the financial year and understand that no further funds will be forthcoming</p> <p>b) apply due diligence when spending public money and wherever possible, obtain three quotes endeavouring to be open and transparent in the reasons why money has been allocated.</p> <p><b><u>Amended Motion 1:</u></b> <i>Cllr Carney proposed amendment as below. Cllr Clare seconded. Unanimous Approval.</i></p> <p><b>For any committee, working group, club or society that receives a budget, grant or other financial support of money from the GPC precept and/or reserves is expected to:</b></p> <p>a) remain within the agreed budget/grant/support for the financial year and understand that no further funds will be forthcoming</p> <p>b) apply due diligence when spending public money and wherever possible, obtain three quotes</p> <p>c) must be open and transparent in the reasons why money has been allocated.</p> <p><b><u>Debate Highlights:</u></b></p> <p>Cllr Muston outlined her motion to confirm that as a Council we keep to the budgets in place. She noted the progress made by Council in improving the budget, submitting the AGAR and the precept request.</p> <p>She also noted the need for those working with the Council to gain an understanding of the Council financial process and prioritisation in line with the theme of the last motion.</p> <p>She noted the approval by Council to give debit cards to groups to allow autonomy of delivery. With that approval the need for due diligence, process and limitation around that spend needed to be made. She confirmed that GPC is responsible for all spend. This is in line with budgets granted by District and County. GPC is now dealing with a lot more groups with the increased workload to they are well supported and have a good understanding.</p> <p>Cllr Marshall confirmed his agreement with Cllr Muston. He noted the potential for Groups to make the best of their budgets and through good negotiation aim to save money and support other groups in the village.</p> <p>GPC Clerk/RFO noted if by having these conversations now we get these processes right up-front then every village group can benefit. She noted that Girton Bowls Club may have money to hand back as a result of some of their voluntary work on the Clubhouse and toilets. She noted that this is what these motions are about.</p> <p>Discussion took place led by Cllr Carney whether.</p>	Approved Motion 1

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	<p>b) the following text in current bullet point b) should be shown as a separate/third bullet point</p> <p>c) 'must be open and transparent in the reasons why money has been allocated' AND</p> <p>a) 'and understand that no further funds will be forthcoming' should be removed to allow flexibility around decision.</p> <p>Cllr Reeves, Cllr Lampe noted strengths and weaknesses of text in of existing item a).</p> <p>GPC Clerk noted by inclusion of this item then.</p> <ul style="list-style-type: none"> <li>• further funds were required then the requestor would need to come back for another decision.</li> <li>• Interpretation of budget for flexible use without consulting clerk/council would be less likely.</li> </ul> <p>Cllr Marshall noted need for clear guidelines were required and the strength of preparing business cases.</p> <p><b>Original Motion:</b> <i>Cllr Muston proposed original motion. Cllr Marshall seconded.</i></p> <p><b>Amended Motion 1 [APPROVED]:</b> <i>Cllr Carney proposed amendment as below. Cllr Clare seconded. Unanimous Approval.</i></p> <p>b) apply due diligence when spending public money and wherever possible, obtain three quotes</p> <p>c) must be open and transparent in the reasons why money has been allocated.</p> <p><b>Amended Motion 2:</b> <i>Cllr Clare proposed striking out below text from point a) as below. Cllr Carney seconded. Two in Favour. Six against. One abstention 'And understand that no further funds will be forthcoming'.</i></p> <p>Further discussion took place on the clarity and simplification of the wording of the motion and amendments.</p> <p>Votes on amendments were then taken with results shown above.</p>	
24FC/066.7	<p><b>Council to review and approve current status of LNRP &amp; Wellbrook Way budgets.</b></p> <p><b>Amended Approval:</b> <i>Cllr Carney proposed. Cllr Lampe seconded. Unanimous Approval.</i></p> <p><b>Amended Motion: Council to review and approve current status of Wellbrook Way budget.</b></p> <p><b>Debate Highlights:</b></p> <p>LNRP Budget was to be excluded and budget provided for review asap.</p> <p>GPC Clerk presented Wellbrook Way budget which see felt was best practice except in one respect that it was not generated directly from the accounting system.</p>	Approved Amendment

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	<p>She noted the budget had been reviewed and signed off by the Bowls Club to ensure a collaborative process. There was likely £2,000 in the budget that would be returned to the Council for support of other groups due to volunteering to fit kitchen by Girton Bowls Club.</p> <p>There are two additional ramps to put in place for Wellbrook Way toilets and clubhouse.</p> <p>GPC Clerk highlighted the process to implement the LNRP budget detail in the system which would require addition to the cost codes and categories.</p> <p>Cllr Muston noted that Wellbrook Way budget was a really good example of a local group giving something back. It was something to aim for that people were working together for the village.</p> <p>The need to consider in advance items needed remains important.</p> <p>Cllr Muston said she was grateful to the Bowls Club and GPC staff team for all the work completed on this.</p> <p>Cllr Clare noted he believe that there was now a magnificent facility at Wellbrook Way.</p> <p>Cllr Carney noted the detail of the provided budget and noted that was testament to all parties being involved.</p>	
24FC/066.8	<p><b>Council to approve delegation of August Payment approvals to Chair, Vice Chair with oversight from GPC Clerk.</b></p> <p><b><u>Approval:</u></b> <i>Cllr Carney proposed. Cllr Clare seconded. Unanimous Approval.</i></p> <p>Cllr Carney noted that there was no August meeting.</p>	Approved
24FC/066.9	<p><b>Council to consider and approve payment of items approved in 2023/2024 budget at any time as procured by Committees, Working Group or Task &amp; Finish Group.</b></p> <p><b><i>Notes:</i></b>  <b><i>All these items will be noted in payment schedule of next Full Council.</i></b>  <b><i>All groups to notify Clerk/RFO and Finance Chair of payments made.</i></b>  <b><i>Any items that exceed the budget or where changes are required to items should be approved at the earliest committee or Full Council.</i></b></p> <p><b><u>Debate Highlights:</u></b>  This motion brought to Council by GPC Clerk post a discussion with Chair of LNRP Group.</p> <p>This is to consider the scale of flexibility to purchase items in budget as needed. She reminded Council that a debit card to purchase items had been approved for LNRP allowing payments from budget could be made at any time.</p> <p>She noted the items in the above notes would allow Clerk/RFO to keep on top of the spend reflected in the accounting system. This motion was to ask if payments can be made from budgets as needed and if there is flexibility to change confirmed items where there may be a change in requirements? What is the balance between Council control and flexibility of spend.</p>	Deferred



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	<p>Cllr Muston noted that the budget had been confirmed for working groups and the guidelines around it e.g. obtaining 3 quotes. She noted the agreement in motion: 24FC/066.7. She also noted there needed to be collaboration and planning for any GPC spend.</p> <p>Cllr Muston noted that careful consideration of the spend across council was needed to prevent duplication of assets and to consider what is the best way to procure supporting equipment and assets.</p> <p>Cllr Carney asked GPC Clerk/RFO if she felt there was enough information to make a decision. She noted that this was an important discussion to have now and given the discussion this evening the Council needed to consider what policy and procedure was needed to support this.</p> <p>She noted the need to continue to increase the diligence around the budget setting and to put in place an Asset Register so that a clear list of assets was noted by all stakeholders.</p> <p>Cllr Lampe noted that the time that GPC Clerk/RFO was informed ahead of spend should be determined so that it gave the Clerk time to check Council records to be ready for spend.</p> <p>Cllr Marshall asked if the money being provided to a working group was like a grant? In order to secure that grant the group was required to provide a budget, and a business case. GPC Clerk noted that scenario made sense.</p> <p>Cllr Muston noted that Card payments did not give full detail of the payments made. There was then a brief discussion about responsibilities of book-keeping.</p> <p>Cllr Carney noted he felt a couple of issues were outstanding and he was becoming of the mind that this motion should be deferred.</p> <p>Cllr Lampe asked if there was an immediate time pressure to approve this motion? Cllr Carney noted the improvement in systems.</p> <p>Cllr Marshall asked the clerk if there was a risk in deferring. GPC Clerk confirmed she did not think that was the case.</p>	
24FC/066.10	<p><b>Council to approve provision of first draft of 2025/26 three-year budget plan by September 18<sup>th</sup> so that a more detailed precept survey for all spend can be provided for November Girton Parish News</b></p> <p><b>Approval:</b> <i>Cllr Carney proposed. Cllr Linton seconded. Unanimous Approval</i></p> <p><b>Debate Highlights:</b></p> <p>Cllr Carney asked if this was to approve the budget.</p> <p>GPC Clerk confirmed it was to ask Councillors to commit to approve a first draft of budget in September Full Council. This would then allow another precept survey to be included in October edition of Girton Parish News.</p>	Approved
24FC/067	Business items requiring a decision, or consideration by the Council	For Decision

Agenda Item	Item Description	Action/ Power
24FC/067.1	<p><b>Council to consider and approve progress of Wilby &amp; Burnett project and timetable for completion of approved work.</b></p> <p><b><u>Approval:</u></b> <i>Cllr Carney proposed. Cllr Linton seconded. Unanimous Approval</i></p> <p><b><u>Debate Highlights:</u></b></p> <p>Cllr Clare asked if the progress was as expected when the project was initiated. GPC Clerk replied yes and confirmed Wilby &amp; Burnett had been focused on community engagement to collect requirements of GPC Stakeholders. 30 interviews with local groups had been completed. The next steps are to engage with the wider village. This begins with the presence of Wilby &amp; Burnett team at Girton Feast.</p> <p>The aim is for GPC to be ready to make decisions against the initial recommendations in September Full Council.</p> <p>Cllr Clare asked if Wilby &amp; Burnett would be at Girton Feast. GPC Clerk confirmed that three members of the team and their families would be at the Feast.</p>	Approved
24FC/067.2	<p><b>Council to consider and approve the following items for Girton Feast including a budget of up to £200.00 for Feast and Summer Holiday consultation resources including:</b></p> <p>a) <b>Approval of initiating following community engagement groups and the set-up of communication channel in WhatsApp:</b></p> <ul style="list-style-type: none"> <li>• Active Travel</li> <li>• Buses</li> <li>• Speedwatch Group</li> </ul> <p>b) <b>Initiating a Girton Parish Council Newsletter for weekly Council news</b></p> <p>c) <b>Community survey on the recommendations of Wilby &amp; Burnett</b></p> <p><b><u>Approval:</u></b> <i>Cllr Carney proposed. Cllr Marshall seconded. Unanimous Approval.</i></p> <p><b><u>Debate Highlights:</u></b></p> <p>Cllr Carney noted this motion was about encouraging community to get involved in Council challenges and issues which were important to Girton residents.</p>	Approved
24FC/067.3	<p><b>Council to consider and approve recommended quote of Electrical Survey by Wilby &amp; Burnett</b></p> <p><b><u>Approval:</u></b> <i>Cllr Carney proposed. Cllr Marshall seconded. Unanimous Approval.</i></p> <p><b><u>Debate Highlights:</u></b></p> <p>The survey was to allow understanding of current use and capacity at Girton Recreation Ground.</p> <p>Cllr Carney noted that this was information that was not currently available for GPC.</p>	Approval.

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	<p>GPC Clerk noted that Wilby &amp; Burnett and Clerk had spoken with the previous builder Godfrey &amp; Hicks, who also noted the importance of an electrical survey. Wilby &amp; Burnett noted that quotes for this required survey had been received.</p> <p>GPC noted this was important as the electrics provided for Feast and during winter could be improved.</p> <p>Cllr Muston noted the need to ensure this was completed.</p> <p>Cllr Marshall asked if on completion of the electrical survey recommendations could be made on the back of this. GPC Clerk confirmed this was the case.</p> <p>Cllr Reeves asked whether solar panels and redistributing electricity had been considered. Cllr Carney noted these steps could be considered.</p>	
24FC/067.4	<p><b>Council to consider and approve completion of maintenance work highlighted by Wilby &amp; Burnett which can be completed by GPC Parish Ranger.</b></p> <p><b><u>Approval:</u></b> <i>Cllr Carney proposed. Cllr Marshall seconded. Unanimous Approval.</i></p> <p><b><u>Debate Highlights:</u></b></p> <p>GPC Clerk provided maintenance items recommended by Wilby &amp; Burnett surveyor to be undertaken by GPC Parish Ranger.</p> <p>Cllr Carney asked if the isolated repairs were short-term due to other longer-term dependencies going ahead.</p> <p>GPC Clerk noted that any work carried out would be at the discretion of the Parish Ranger. Items 7 &amp; 14 on list had already been done. Cllr Clare noted two other items that might be useful to complete. GPC Clerk noted she would review those and in fact the full list with the Parish Ranger in case their view was that additional items needed to be completed. Cllr Clare noted that was a good idea.</p> <p>Cllr Carney noted that consideration of Green spaces fund at this time was too much to include on the Agenda at this time. He gave an update to confirm that LNRP had noted the work that they would like to undertake at Wellbrook Way.</p> <p>The LNRP report confirming potential work at Wellbrook Way was included in the agenda pack. Cllr Carney noted the consideration to add this work to this particular Agenda Item. He highlighted that further time was needed for consideration of all spaces in the village.</p> <p>GPC Clerk noted it was important to bring the possibility of considering this work to this evening's agenda. Cllr Carney noted that he felt GPC was not ready.</p>	Approved
24FC/067.5	<p><b>Council to consider and approve formation of a Community Building working group so that GPC can begin to carry out the recommendations of Wilby &amp; Burnett to consider ways these organisations can work together. Initial members to be invited to the Group:</b></p> <ul style="list-style-type: none"> <li>• Cotton Hall</li> <li>• Girton Golf Club</li> </ul>	Approved

Agenda Item	Item Description	Action/ Power
	<ul style="list-style-type: none"> <li>• <b>The George</b></li> <li>• <b>Girton Social Club Trustees</b></li> <li>• <b>Girton Social Club Tenants</b></li> <li>• <b>Girton Town Charity/WCCC</b></li> <li>• <b>FOGG (Girton Glebe)</b></li> </ul> <p><b><u>Approval:</u></b> <i>Cllr Carney proposed. Cllr Marshall seconded. Unanimous Approval.</i></p> <p><b><u>Debate Highlights:</u></b></p> <ul style="list-style-type: none"> <li>• Council asked to approve this group formerly working together.</li> <li>• GPC Clerk noted this had been the goal for some while and this is why many non-councillors had been co-opted to Council groups.</li> <li>• Cllr Carney noted that other organisations could be added to this list.</li> <li>• Cllr Reeves asked if he had a conflict of interest due to his membership of Friends of Girton Glebe (FOGG)</li> <li>• Cllr Muston noted that it was common sense to bring different village groups with overlapping aims together.</li> <li>• Cllr Marshall raised the need to be inclusive for any other groups that felt they would like to join in the future.</li> </ul>	
24FC/067.6	<p><b>Council to consider and approve ‘Pavements are for People’ proposal</b></p> <p><b><u>Approval:</u></b> <i>Cllr Linton proposed. Cllr Carney seconded. Eight in Favour. One Abstention.</i></p> <p><b><u>Debate Highlights:</u></b></p> <p>Cllr Carney thanked Cllr Marshall for helpful feedback. Cllr Carney noted that this item was to be agreed in principle.</p>	Approved
24FC/067.7	<p><b>Council to consider and approve Tree-work quotes provided by Richardson’s (as per Agenda pack)</b></p> <p><b><i>Note: CCC Tree work approved if CCC Highways are unable to complete within required timeframe.</i></b></p> <p><b><u>Approval:</u></b> <i>Cllr Carne proposed. Cllr Marshall seconded. Unanimous</i></p> <p><b><u>Debate Highlights:</u></b></p> <p>GPC Clerk noted the motion came from Clerk. Richardson’s had also quoted Hibbert-Ware Garden at the request of LNRP.</p> <p>Cllr Carney asked if this work was due to requirements to be done or residents complaining. GPC Clerk confirmed there was an element of both included.</p> <p>She noted the extensive length of time that Tree work had taken to be completed by CCC Highways, SCDC and GPC. This delay had led to Health &amp; Safety work being required. She noted the need for GPC to create a proactive programme of work for all trees in the village and noted the need to determine the owners of the land and trees to allow action to be taken quickly where needed. She also noted that GPC needed to call out tree surgeons once so that we were making the best use of their time.</p>	For Decision

Agenda Item	Item Description	Action/ Power
	<p>The recruitment of a Tree Officer had been approved.</p> <p>She noted that there were some very concerned residents, and she went through each quotation from Richardsons and noted the owner and also the length of time the work had been outstanding. She noted a significant improvement in the service from CCC Highways.</p> <p>Cllr Carney noted that if a tree is overhanging people’s property, they can cut that growth back. He noted if a tree is causing damage, then good practice is for the owner to cut it back. He noted the owners could cut a tree right back to the boundary.</p> <p>GPC Clerk asked as a parish council who owned and was responsible for those trees under their ownership should we set an example of how trees should be maintained? She acknowledged that cutting them back to the boundary was allowed. However, she noted this action could cause damage to trees. She asked if Council were saying that it was up to the residents to maintain as GPC was not maintaining trees? Cllr Carney noted there is a difference between trees causing inconvenience and trees causing Health &amp; Safety issues.</p> <p>Cllr Clare noted that being a good neighbour it was likely GPC should take action. Cllr Bajpai asked if trees had TPO. GPC Clerk noted she would check. Cllr Brown noted that GPC should help residents if trees on GPC land were causing issues.</p> <p>Cllr Marshall asked if a Tree Surgeon had been sent to look at the trees? GPC Clerk confirmed that was the case. They had confirmed action was needed.</p> <p>One of the issues was that there was confusion about who the trees belonged to. She noted the new CCC Highways team were much more proactive. However, CCC Highways could not confirm an exact date by which they would be able to carry out the tree work. GPC Clerk noted timings of CCC work were uncertain. Cllr Muston noted that if CCC Highways could not commit to the work then GPC should approve. She noted the importance of a clear GPC budget for Tree work and a clear Office of works for trees going forward.</p>	
24FC/067.8	<p><b>Council to consider and approve official opening of Wellbrook Way Clubhouse to be held on 28<sup>th</sup> July 2024 to be hosted by Girton Bowls Club ahead of the President’s event.</b></p> <p><b><u>Approval:</u></b> <i>Cllr Carney proposed. Cllr Brown seconded. Unanimous Approval.</i></p> <p><b><u>Debate Highlights:</u></b></p> <p>Cllr Carney [suspended Standing Orders] for President of Bowls Club to confirm details.</p> <p>Graham Clare confirmed.</p> <ul style="list-style-type: none"> <li>• Official opening at 1pm</li> <li>• Bubbles receptions</li> <li>• Best Motion of the evening confirmed.</li> </ul>	Approved

Agenda Item	Item Description	Action/ Power
	<ul style="list-style-type: none"> <li>• Bowls match then to take place.</li> <li>• Picnic at end of the afternoon.</li> </ul> <p>[Standing orders reinstated]</p>	
24FC/067.9	<p><b>Council to consider and approve a commitment to review and comment on policy and procedure that will be worked on by GPC Clerk and other Councillors over the summer break for approval on September 18<sup>th</sup> Full Council.</b></p> <p><b>Approval:</b> <i>Cllr Carney proposed. Cllr Reeves seconded. Unanimous Approval.</i></p>	Approved
24FC/67.10	<p><b>As GPC begins to work on increasing numbers of new projects and Asset Management Council to consider and approve respect for Council's policy, procedure and prioritization and tasks as below:</b></p> <p><b>This motion aims to acknowledge and respect:</b></p> <ul style="list-style-type: none"> <li>- The position of everyone working for and in Girton Parish Council.</li> <li>- Understanding the necessity of following due process and capacity available.</li> <li>- Ensuring that all matters are handled equitably.</li> </ul> <p><b>Resolved, that this Council hereby affirms:</b></p> <ol style="list-style-type: none"> <li>1. All members of committees and working groups must adhere to the procedural framework agreed by the Council, which outlines the proper channels and protocols for administrative support.</li> <li>2. The role of the Clerk is to serve as the chief administrative officer and ensure the smooth operation of the Council's activities and their input should be heard and acknowledged.</li> <li>3. Requests for support will be addressed in a manner consistent with the Council's priorities and the Clerk's workload.</li> <li>4. Council's resources will aim to provide an equitable distribution of support for all residents and council groups dependent on available capacity.</li> <li>5. This motion calls for more understanding and acknowledgement of the substantial workload and respect for the time and governance required to complete procedures that appear straightforward to ensure fairness and efficiency in administrative tasks and distribution of funds.</li> <li>6. Based on 5 above, groups should be aware that Council support for specific village projects will be provided in line with council priorities recognizing that other groups may now require attention.</li> </ol>	Noted for review during the Summer break
24FC/067.11	<p><b>Council to note spend of £318.00 for sign for Basketball Courts</b></p> <p>GPC Clerk noted this was put in place to Thank the children at Girton Glebe for highlighting the work on the Basketball courts.</p>	Noted
24FC/068	<p><b>To Receive Correspondence addressed to the Council.</b></p> <p><b>Items regarding:</b></p> <ul style="list-style-type: none"> <li>- <b>Tree &amp; Hedge work: Woodlands Park</b></li> <li>- <b>Woody Green Access</b></li> </ul>	Noted

Agenda Item	Item Description	Action/ Power
	<p data-bbox="343 219 555 248">- <b>Grass Cutting</b></p> <p data-bbox="293 300 1315 329">GPC Clerk to send round the correspondence above. All the above had been discussed.</p>	
24FC/069	<p data-bbox="293 344 959 374"><b>To Approve Communication of items from this Agenda</b></p> <p data-bbox="293 425 1214 454"><b>Approval:</b> <i>Cllr Carney proposed. Cllr Reeves seconded. Unanimous Approval.</i></p>	<b>Approved</b>
24FC/070	Date of next meeting(s): <b>September 18<sup>th</sup> 2024</b>	<b>To Note</b>
<b>Meeting Ended: 9.23pm</b>		

DRAFT