

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 12th June at 7pm**
VENUE: **Girton Recreation Ground, Cambridge Road Girton**

Members: 12 Vacancies: 3 Quorum: 5

MINUTES

Agenda Item	Item Description	Action/ Power
Members: [Five] Cllr Carney (Chair), Cllr Muston (Vice-Chair), Cllr Bajpai, Cllr Brown, Cllr Reeves Present: Yvonne Murray (GPC Clerk) Members of the Public: (Cambridgeshire County Council, Edna Murphy)		
24FC/037	Welcome from the Chair Cllr Carney thanked everyone for attending. He noted his recent Chairman Training with CAPALC.	
24FC/038	To Receive Apologies and Reasons for Absence Cllr Clare, Cllr Crawley, Cllr Hayat, Cllr Lampe, Cllr Linton, Cllr Marshall, Cllr Wright	Noted
24FC/039	To Receive Members' Declarations of Interest and Dispensations – Not applicable	Noted
24FC/040	Public Participation – No members of the public present	15 Mins
24FC/041	To Receive Reports (<i>for information only</i>)	10 Mins
24FC/041.1	County Councillor Cllr Murphy noted the upcoming general election and the rules under 'Purdah' in the pre-election period. As a result, Cllr Murphy is providing a verbal update for this meeting. A lot of things have come to a halt in local government and also, they are very busy during this time. She confirmed that normal service would resume post the General Election. Cllr Murphy noted that there was a Highways Meeting on Thursday 13 th June which GPC Clerk would attend. She also noted that there was a major reorganization of CCC Highways to improve the service of the department. This would be a more customer service focused service. This change was top to bottom in all areas of CCC Highways. Cllr Murphy had been with Director of Highways including Girton and they were joined by the Chief executive. This tour was to understand the details that staff are dealing with e.g. the pavement that was too badly damaged to receive a fix; the gullies that were blocked but not included on CCC Highways map. Our new Local Highways officer was very much on the case on what fixes could be completed. Cllr Murphy would be in a better position to provide a full update in	

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	<p>Full Council meeting on 10th July 2024. She noted GPC Clerk may have an update following tomorrow's meeting. She noted a problem in Lolworth which had been in place since last century.</p> <p>Cllr Murphy noted an idea raised by Yvonne, GPC Clerk to CCC Highways to work closely with residents to use local community knowledge to improve the data on issues held by CCC Highways. Cllr Murphy confirmed that CCC Highways had confirmed they felt this was a great idea. Cllr Murphy ended by noting she felt this was a C-Change in CCC Highways.</p> <p>Cllr Carney thanked Cllr Murphy. He noted the four outstanding LHI applications for Girton.</p>	
24FC/041.2	<p>District Councillors</p> <p>Cllr Carney noted that District Councillors were not in attendance and asked all Councillors to contact them with any questions by email.</p> <p>Cllr Garvie arrived at 7.30pm and Cllr Carney went back to this Agenda item at this time.</p> <p>Cllr Garvie noted the most important item was the Shared Prosperity Fund. Also, the Reservoir consultation had started.</p> <p>Cllr Carney asked if GPC could help with communications on the Reservoir consultation. Cllr Garvie confirmed that this could be helpful.</p> <p>Cllr Carney noted the potential of another fund for rural parts of South Cambs where anything south of the A14 would not be included. Cllr Garvie confirmed the Shared Prosperity fund covered the whole of SCDC.</p> <p>Cllr Reeves asked about No Mow Summer approval in March Meeting when approval was given to clerk which included not using pesticides. He asked if this had already been adopted? Cllr Carney noted his point and confirmed that this principle would be adopted by Contractors working for GPC. However, we could not ask for that to be adopted by CCC. GPC Clerk to check the wording in March. Cllr Carney thanked Cllr Reeves for raising this point.</p>	
24FC/041.3	<p>Girton Town Charity (No Report this month)</p> <p>Cllr Carney asked whether the GTC report should be included on a monthly basis. He could not remember the last time a report had been received.</p> <p>GPC Clerk had asked Ann Bonnett how best to include GTC news going forward and would reach out again.</p>	
24FC/041.4	<p>Girton Neighbourhood Plan</p> <p>Neighbourhood Plan lead was not available. Cllr Brown gave a brief update and noted the Neighbourhood Plan team would be meeting soon.</p> <p>GPC Clerk noted the summary report from Andrew Muston that would be included in Girton Parish News.</p>	

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24FC/041.5	<p>Clerk's Report</p> <p>GPC Clerk noted the Neighbourhood Plan survey now closed. She noted the good response. Also, 105 additional responses were received from Girton Glebe School which was fantastic engagement.</p> <p>Master Planner – 15 interviews with local groups had been held to collect information on local requirements. There were 20 interviews to be held in total. This information will be shared with the Pavilion Refurbishment Group as soon as possible.</p> <p>GPC AGAR, which is a key part of the Financial year would require an Extraordinary meeting on 26th June to sign off this document. Internal Auditor to attend on 18th June. Cllr Muston asked GPC Clerk to confirm whether she was getting enough downtime with all the ongoing projects and end of year events. She asked if there was anything else that GPC could do to support? She noted the number of hours this end of year processed.</p> <p>GPC Clerk noted the broad scope of all Clerks. She had raised the issue at her CILCA training that there was likely very little insight of the scope of the role. She believed the Parish Council sector needed to be reviewed in terms of scope and highlighted the huge opportunity for change. She noted that post GPC APM she had written to HIPC Clerk to thank her for all she does in her role for Histon & Impington, much of which goes unseen and hence maybe unappreciated.</p> <p>Cllr Brown noted the huge opportunity to change.</p> <p>Cllr Carney noted the breadth of the Clerk Role and considered what Councillors could do themselves to help.</p> <p>Cllr Reeves did note that there had been an informal Councillor discussion about what tasks Councillors could take on. The discussion noted the position of Tree Officer and a couple of other officer roles who could usefully help the Clerk.</p> <p>Cllr Muston noted the importance of the Jira Workbook. Cllr Baj Pai asked about the existence of defined protocols around behaviour. Standing Orders and Code of Conduct were noted. GPC Clerk also noted the Nolan Principles.</p> <p>GPC Clerk noted that GPC was now scaling up in terms of workload and the pace of this had been significant.</p>	
24FC/041.6	<p>Chair's Report – No report this month. He confirmed nothing to add to report of two weeks ago.</p>	
24FC/042	<p>To Approve Minutes of Girton Parish Council Full Council Meetings: 30th May 2024</p>	<p>Deferred</p>
24FC/043	<p>Matters arising from Previous Meetings <i>(for information only)</i></p>	<p>For Information</p>
24FC/043.1	<p>Action List – Nothing further to review post Annual Meeting</p>	
24FC/043.2	<p>Any other Matters arising – A chance to raise any comments/concerns on previous agenda items</p>	
24FC/044	<p>To Receive update from GPC Committees & Working Groups <i>(For information only)</i> <i>Verbal updates for this month following Annual Meeting on 30th May.</i></p>	<p>To Note</p>
24FC/044.1	<p>Environment Committee</p>	

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24FC/044.2	Local Nature Recovery Working Group – <i>Note: written report received.</i>	
24FC/044.3	Footpath Officer's Report	
24FC/044.4	Water Management Report	
24FC/044.5	Finance & Resource Management Committee	
24FC/044.6	HR Committee (to include CAPALC Report)	
24FC/044.7	Planning Committee	
24FC/044.8	Sport & Recreation Committee	
24FC/044.9	Events Working Group	
24FC/044.10	Wellbrook Way Facilities Task & Finish Group	
24FC/044.11	Pavilion Refurbishment Task & Finish Group	
24FC/045	To Approve Finance and Resource Management	For Decision
24FC/045.1	To note payment of accounts under delegated approval	Noted
24FC/045.2	<p>To Approve payment of outstanding accounts due</p> <p>Approval: <i>Cllr Carney proposed. Cllr Brown seconded. Unanimous Approval.</i></p> <p>GPC Clerk noted materials and expenses for Parish Ranger, Annual Parish Meeting refreshments. Invoices for Paul Laston for regular cutting during No Mow Summer which is not changing payments to contractors.</p> <p>Cllr Reeves noted the need to cut round edges of Green areas and the verges. GPC noted some complaints had been received and that the weather this year had been extraordinary.</p> <p>[Standing orders suspended]</p> <p>Weeds Treatment</p> <p>Cllr Murphy, CCC confirmed 2023 programme of treating the weeds is now ceased. CCC are now treating the weeds. She noted that some Parishes are opting out of that scheme and from memory Girton was not on the list.</p> <p>Cllr Carney noted that the weeds were not included on the agenda and the reminder came too late to be put on the agenda.</p> <p>Cllr Murphy noted that for this year it might be difficult. To be put on the agenda next month. We have not currently opted out.</p> <p>Cllr Carney asked if we could be put on the CCC list for this year. Cllr Murphy noted that would be worth a try. He noted that this was an opt out system and given GPC had not said anything then they should still be on the list. Cllr Murphy to investigate.</p> <p>[Standing orders reinstated]</p>	Approved
24FC/045.3	To Receive a report from Facilities Manager on Amounts paid in	Noted
24FC/045.4	<p>Council to consider and approve outstanding payment to Godfrey & Hicks together with attached letter drafted by Cllr Muston.</p> <p>Approval: <i>Cllr Muston proposed. Cllr Carney seconded. Unanimous Approval.</i></p>	Approved

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	<p><u>Amended Motion:</u> Council to consider and approve payment of outstanding bill to Godfrey & Hicks, to write to LXA to request that LXA reimburse GPC to cover this cost and to write to Godfrey & Hicks to explain the reasons for late payment. Contents of the letter to be deferred to Cllr Muston and GPC Clerk.</p> <p><u>Debate Highlights:</u></p> <p>Cllr Carney noted the two letters drafted by Cllr Muston included in the Agenda Pack.</p> <p>Cllr Muston gave background on</p> <ul style="list-style-type: none"> • Why this invoice for £1,400 from G&H had been presented. • The rationale behind the decision to cease the Pavilion Refurbishment project. • She noted the first meeting with Godfrey and Hicks and their apparent lack of involvement in the project to date. • Also, that an email had been sent in January 2023 to ask if any monies were owed to G&H or LXA. <p>Further to the above GPC Clerk had called LXA & Godfrey and Hicks a year later to ask if they were interested in quoting for the Master Planner work. At that time LXA had confirmed there was an outstanding amount of £1,400 to pay. There had then been discussion at Finance meeting around whether or not to pay this outstanding balance.</p> <p>Cllr Muston noted the two letters she had drafted:</p> <ol style="list-style-type: none"> 1. To LXA, to highlight concerns on this outstanding payment being raised post confirmation nothing further was owed. 2. To Godfrey & Hicks – Explanation of why payment not yet made. <p>She felt that the money may be due from LXA. There is a decision to make as to whether send these emails or not. She noted this issue had been going on for a long time prior to this current council and the need to draw a line under these issues.</p> <p>Cllr Muston felt that Godfrey and Hicks should be paid but she felt that LXA was responsible. She felt GPC should express disappointment with LXA.</p> <p>Cllr Carney noted the improvement in the accounting systems which now allows Council to understand what was required from LXA/Godfrey & Hicks. GPC Clerk noted the continuous assistance from Godfrey & Hicks since they had been present on the project. She noted that Godfrey & Hicks had offered to provide limited help with Master Plan.</p> <p>Cllr Bajpai noted she felt that it was important to make LXA aware of GPC concerns.</p> <p>Cllr Muston referred back to letter to LXA. Discussion took place around the terms & conditions of paying Godfrey & Hicks and request from refund of the amount of £1,400 from LXA.</p> <p>An amended motion was drafted by Cllr Carney.</p>	

Agenda Item	Item Description	Action/ Power
24FC/046	Business items requiring a decision, or consideration by the Council	For Decision
24FC/046.1	<p>Council to consider and approve a feasibility exercise to investigate and implement a dropped kerb at Thornton way to enable better accessibility to Darwin Green for cyclists.</p> <p><u>Amendment 2 Approval:</u> <i>Cllr Baj Pai proposed. Cllr Muston seconded. Unanimous Approval.</i></p> <p><u>Amended Motion:</u> Council to approve an investigation and implementation of a dropped kerb and any other appropriate works at Thornton Way.</p> <p><u>Debate Highlights:</u> Cllr Muston gave background around problems negotiating the pavement and route to Darwin Green Cllr Carney noted that a feasibility exercise was proposed by this motion. Cllr Reeve noted further work could be needed around revamping the grass area.</p> <p><u>Approval:</u> <i>Cllr Brown proposed. Cllr Reeve seconded.</i></p> <p><u>Amendment 1 Suggestion:</u> Council to consider and approve a feasibility exercise to investigate and implement a dropped kerb at Thornton way.</p> <p>Cllr Brown asked if we could extend beyond feasibility to approve works.</p>	Approved Amendment 2
24FC/046.2	<p>Council to delegate to Cllr Muston and GPC Clerk together with online consultation with Councillors to define and implement a Council buddy scheme for Councillors both within Parish Council and with other local Parish Councils</p> <p><u>Approval:</u> <i>Cllr Muston proposed. Cllr Brown seconded. Unanimous Approval.</i></p> <p><u>Debate Highlights:</u> Cllr Muston noted the opportunity of this motion as below:</p> <ul style="list-style-type: none"> • Onboarding Exercise for new councillors • Ability to support each other. • Increase information from other Parish Councils • Talk to people with similar issues and objectives • Buddy scheme often available in many sectors • Extension of networking. <p>Cllr Muston noted the scheme was to be defined. Cllr Muston is asking Council to approve the initiative Cllr Bajpai liked the idea, make it fun and supportive. Cllr Reeve asked about the online consultation. Cllr Muston noted the use of existing forums to support this work. Cllr Carney noted that Cllr Muston was asking to start this work. Cllr Brown thinks this is a great idea. Cllr Brown asked Council to consider best location for Council forums.</p>	Approved
24FC/046.3	Council to delegate to Cllr Muston, Chair and GPC Clerk to complete a GPC response to CSPL Review survey.	Approved

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	<p>Approval: <i>Cllr Muston proposed. Cllr Brown seconded. Unanimous Approval</i></p> <p>Debate Highlights: Cllr Muston gave background on this survey which was not known by many Parish Councils. She noted it was all to do with the new CIVIC group. The survey end date is 14th June. The aim is to improve the behaviour of the Parish Council sector. Survey to be submitted to Government. The survey will be submitted by Parish Council if approved.</p>	
24FC/046.4	<p>Council is encouraged to complete individual responses to the CSPL Review survey.</p>	Noted
24FC/046.5	<p>Council to consider and review placing of memorial benches funded by members of the Public at: Thornton Way, Recreation Ground.</p> <p>Approval: <i>Cllr Carney proposed. Cllr Reeves seconded. Unanimous Approval</i></p> <p>Debate Highlights: Cllr Muston considers this a very nice idea and noted the social history. GPC to be responsible for maintenance. Cllr Reeves noted the possibility of vandalism and the use of plastic benches which look like wood to be used going forward. He noted the estimated expense of approximately £2,000.</p>	Approved
24FC/046.6	<p>Council to consider and review encouraging memorial plaques on benches throughout the village.</p> <p>Approval: <i>Cllr Carney proposed. Cllr Brown seconded. Unanimous Approval</i></p> <p>Debate Highlights: Cllr Carney likened this request to the village to the Village Planters scheme. Donations and Charges to be considered. GPC Clerk noted increasing care of our Assets and the Social history that comes from these benches. Ron Lipscombe's story in Girton's War was noted. Cllr Reeves noted the inclusion of the social history on Girton Village website and the potential to put QR codes on the benches. GPC Clerk pointed out the work of the Parish Ranger in refurbishing and improving the benches making use of recycled materials.</p>	Approved
24FC/046.7	<p>Council to consider and approve dates for 2024/2025 Meetings</p> <p>Approval: <i>Cllr Carney proposed. Cllr Reeves seconded. Unanimous Approval</i></p> <p>Debate Highlights: GPC Clerk added this back to the agenda for additional meetings. New decision. GPC Clerk felt need to reinforce the 30 minutes earlier starting times of 6.30pm for Planning Meeting and 7pm for Full Council. She noted the additional Events Committee meetings on this poster. Cllr Muston encouraged the participation of all Councillors and the benefits of good preparation. She asked people to confirm if earlier times would be an issue.</p>	Approved

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24FC/046.8	<p>Council to consider and approve Cycle Wands on Huntingdon Road.</p> <p>Approval: <i>Cllr Carney proposed. Cllr Reeves seconded. Unanimous Approval</i></p> <p>Debate Highlights: Cllr Carney gave background on the need for the scheme. Cllr Muston noted that CCC had considered the feedback from cyclists. There is flexibility to adjust these wands if needed.</p>	Approved
24FC/047	<p>To Receive Correspondence addressed to the Council.</p> <p>Cllr Muston received notification of special presentation at Dovehouse Court which Cllr Carney was invited to meet the Duke of Gloucester. Cllr Carney cannot make it so Cllr Muston will attend. Cllr Muston asked if she could mention the presentation at this meeting and it was confirmed she could. Ann Bonnett wanted to make sure that no councillors would be overlooked. Due to General Election and Purdah Cllr Muston was invited to attend lunch.</p>	Noted
24FC/048	<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 X (formerly Twitter).</i></p> <p>Approval: <i>Cllr Carney proposed. Cllr Reeves seconded. Unanimous Approval</i></p>	Approved
24FC/049	<p>Date of next meeting(s): Extraordinary Meeting to held at end of June.</p>	Noted
Meeting Ended: 8.38pm		