

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 27th November 2024 at 7pm
VENUE: Girton Recreation Ground, Cambridge Road Girton

All Members of the Council are hereby summoned to attend for the purposes of resolving Council Business to be transacted at the meeting, as set out below. Members of the public and press are invited to address the Council under the Public Participation item. Advance notice of questions and/or issues would be appreciated.

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

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

Mrs. Yvonne Murray – Clerk to Girton Parish Council
22nd November 2024

Y V Murray

AGENDA

Agenda Item	Item Description	Action/Power
24FC/116	Welcome from the Chair	
24FC/117	To Receive Apologies and Reasons for Absence	For Decision
24FC/118	To Receive Members' Declarations of Interest and Dispensations	To Note
24FC/119	Public Participation <i>To allow a total of 15 minutes for any members of the public to address the meeting in relation to any matter on the agenda. Individual presentations to be limited to 5 minutes on any single issue</i>	15 Mins
24FC/120	To Approve Minutes of Girton Parish Council Full Council Meetings: 9 th October 2024, 11 th November 2024	For Decision
24FC/121	Matters arising from Previous Meetings (<i>for information only</i>)	To Note
24FC/121.1	Action List	
24FC/121.2	Any other Matters arising – A chance to raise any comments/concerns on previous agenda items	
24FC/122	To Approve Finance and Resource Management	For Decision
24FC/122.1	To note payment of accounts under delegated approval	To Note
24FC/122.2	To Approve payment of outstanding accounts due	For Decision

Agenda Item	Item Description	Action/ Power
24FC/122.3	To Receive a report from Facilities Manager on Amounts paid in	To Note
24FC/123	Business items requiring a decision, or consideration by the Council	For Decision
24FC/123.1	Council to consider and approve Traffic Survey quotes from Wilby & Burneett	For Decision
24FC/123.2	Council to consider and approve progress on Girton's Great Plan <i>See Girton's Great Plan 2024 – Girton Village</i>	For Decision
24FC/123.3	Council to consider and approve work on Wellbrook Way Green spaces surrounding the balancing pond/s.	For Decision
24FC/123.4	Council to consider and approve appointment of legal advice for Girton Parish Council for Heads of Terms to be submitted by UK Power Networks for underground cables to be placed on 10-Acre Field	For Decision
24FC/123.5	Council to consider and approve change to Cotton Hall constitution.	For Decision
24FC/123.6	Council to approve request for CCC Capital Capital Maintenance Programme.	For Decision
24FC/123.7	Council to consider and approve budget items currently available for 2025/2026	For Decision
24FC/124	To Approve Communication of items from this Agenda <i>This item is designed to ensure that Council can approve key items of communication from this meeting on Council Website, Facebook, and X (formerly known as Twitter).</i>	For Decision
24FC/125	Date of next meeting(s): To be confirmed	To Note

Committee	Full Council
Name of project	24FC/113.7 Council to consider and approve work on Wellbrook Way Green spaces surrounding the balancing pond/s.
Primary Reason for project	<p>The areas at the bottom of Wellbrook Way and opposite the Bowls Green were adopted by Girton Parish Council in 2013. The work to register these areas with Land Registry is currently underway supported by Birketts.</p> <p>Following the work on the Balancing ponds and after having received many comments from residents about the poor state of these areas a project is proposed to improve the maintenance of this area.</p>
Description of project	<p>An initial plan for this area has been submitted by Girton's LNRP group and has been presented in Parish Council meetings since June. See following pages to review that project.</p> <p>Further discussion on requirements post a visit to the area by a Contractor recommended by Wildlife Trust who met with Lucy Wilson of LNRP will be needed between GPC, LNRP and Girton Residents to confirm the work to be completed.</p> <p>Lucy notes that the Contractor thinks the best approach would be to get a flail arm on the Bramble to reduce it down to nothing (this would be a parish council expense) and then to dig out the ponds dumping the spoil on the banks (this would be covered by the pond funding).</p> <p>There is a need to be able to get his digger from one site to the other along the boundary path as it will be on metal tracks which would damage the main road surface. For this to happen there would need to be another patch of Bramble to be removed - the alternative is to pay a low-loader to come to move the digger from one end of the road to the other, but that would incur more expense.</p> <p>It makes sense to carry out the work under 24FC/113.6 and 24FC/113.7 together as there is an overlap on the removal of spoil and redefining the Balancing pond.</p>
Capital sum requested	To be confirmed
Ongoing revenue (if any) per year	None
Ongoing costs per year	To be confirmed
Status of Project	Request to be presented to Full Council on 13 th November 2024
Other comments/information	This project gives the opportunity for improving Girton's Green spaces as a collaborative led by Wildlife Trust including Girton Parish Council, Local Nature Recovery Group keeping South Cambridgeshire District Council and Girton residents updated as the project progresses.
Presented by	GPC Clerk/Local Nature Recovery Group

Report on possible biodiversity enhancements at Wellbrook Way - July 2024

Context

During the exercise to identify key sites of biodiversity value for the 1st version of the Local Nature Recovery Plan in 2023, Wellbrook Way was noted as a site of interest.

The 'Context, Aims and Objectives' Document published in October 2023 noted the following: 'Several habitats are present and were added during construction of the houses. A scrub-lined path runs along the northern edge of the site and connects two meadow areas which both contain ponds. Some mature trees along the scrub belt show that it is an old field boundary, predating the development. At the south-eastern end of the estate is a woodland which has developed naturally in the last century, this shades a shallow stream which is always in flow running along the fenceline with Thorton Way.' (see pg. 11)

The first edition of the Plan itself (also dated October 2023 and signed off by the Parish Council in November 2023) notes the intention to 'To investigate how to reinstate the two ponds for amphibians, engaging with all stakeholders within the estate.' during our Planning Year 24/25 (which runs from October to September).

With this in mind the Group arranged for a preliminary survey site visit on Friday 26th June. This has been followed up by a number of subsequent site visits, including one in the company of Helen Bailey, Land Advisor at the BCN Wildlife Trust. This is a summary of our findings and thoughts on possible management measures for the site.

Site 1 – Ponds Area



We started our survey at the area between Nos 1-32 Wellbrook Way and the Arlington Manor Care home complex.

This area has also been identified as a potential 'nature area' as part of the 'Great Plan' exercise for the Parish Council by Wilby and Burnett.

An immediate issue is that the pond nearest the road is densely overgrown with vegetation.

The 'Pond' is only accessible from a steep slope, which would need addressing if the area was to be opened up.

Even in its overgrown state, the pond will have some biodiversity significance. But for community utility and to improve biodiversity the pond does require digging out to restore the water level.

The Wildlife Trust has access to funding for pond restoration and maintenance, primarily in support

of

Fig 1: Map showing Site 1 – 'Ponds area' (courtesy Wilby & Burnett)

the Great Crested Newt. Helen Bailey, Land Advisor at the BCN Wildlife Trust, confirms this pond would qualify for that funding.



Image 1: View of the 'Ponds area' from Wellbrook Way

The surrounding area is covered by Himalayan bramble which, though it has some wildlife value could be removed. This is a job for a contractor as the area would need scraping once the bramble is removed.

If the intention is to open up community access then a path could be laid around the area (at present a path runs alongside the eastern and northern edge of the area). Because of the aforementioned steep bank down to the pond, the pond itself would need to be fenced and a safety ring provided too. Once a path was laid, two or more benches could be installed, overlooking the pond. An Interpretation Board would add to the educational value of the space

In the centre of the area is a bank that used to be a meadow area when the complex was first developed. Again it is covered by Himalayan Bramble. Scraping this back and sowing a wildflower mix could restore it and provide more attraction for pollinators such as bees and butterflies.

Further along this path there is a group of Willows that would benefit from some maintenance. We would recommend them being coppiced on rotation - a third of the trees every three years.

The second pond still has water in it but is almost inaccessible due to the thick vegetation surrounding it. As a pond it will undoubtedly have biodiversity significance. With community access to the first (larger) pond, our recommendation is that this pond is left undisturbed as a habitat for wildlife.



Image 2: View from eastern footpath showing 'Meadow mound'

Summary of Recommendations for Area 1 – Ponds Area

- 1. Apply to BCN Wildlife Trust for funding and maintenance work on Pond 1**
- 2. Dig out Pond 1 to restore water levels**
- 3. Remove Bramble and scrape back surface**
- 4. Complete path 'loop' to run along western and southern side (to join existing path)**
- 5. Install benches and an Interpretation Board to enhance community utility**
- 6. Fence Pond 1 and install safety lifebelt for Health and Safety requirements**
- 7. Reestablish 'meadow mound' in centre of site**
- 8. Coppice willows on eastern path on a 1/3rd every 3-year rotation cycle**
- 9. Leave Pond 2 untouched as a nature area**

Site 2 – 'Northern Boundary Path'

This is the 'scrub lined' path referred to in our Plan documentation that runs behind the Arlington Manor Care Home and dwelling nos. 219 to 159. It ends at a woodland/meadow area in the south eastern corner of Wellbrook Way to be discussed as 'Site 3'.

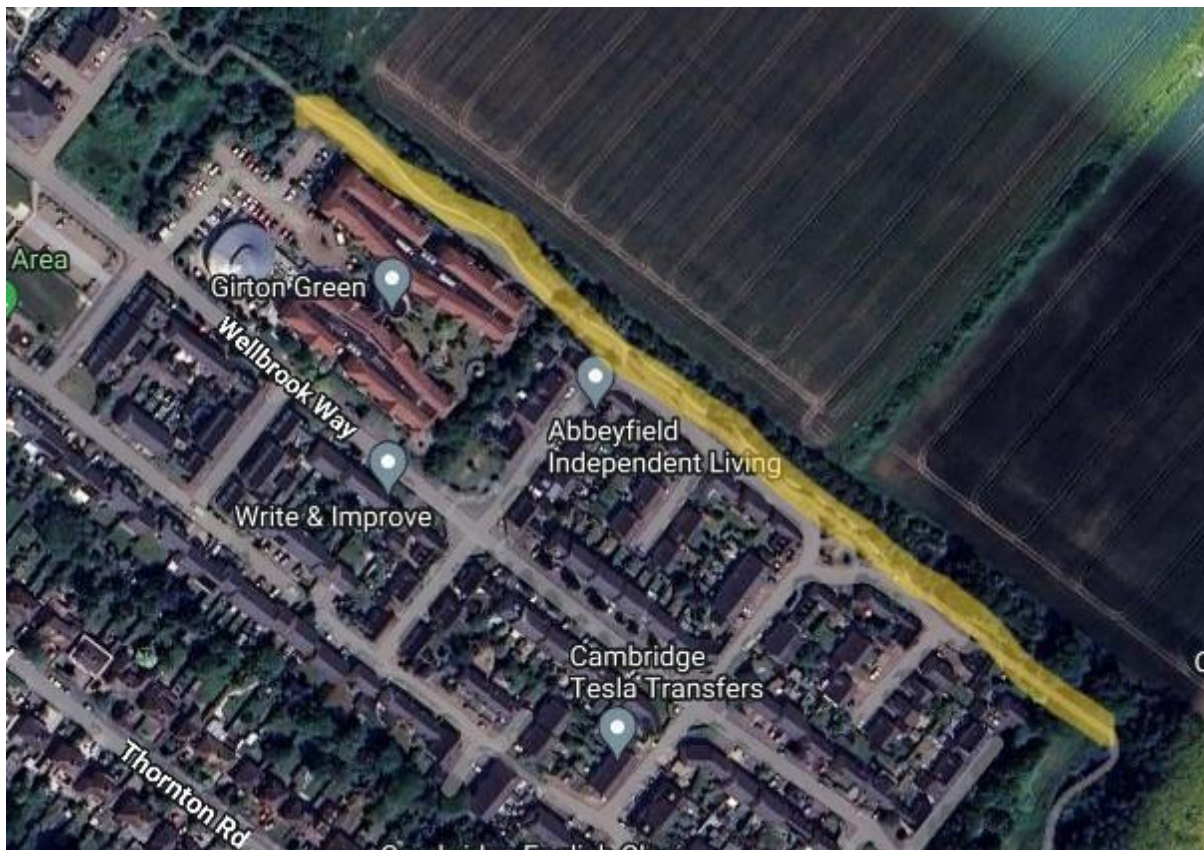


Fig 2: Map of Site 2 – Northern Boundary Path (Source: Google Maps)

The path is bounded by a mature hedge with some large well-established trees, and a grass edge in part. This has value both as a habitat in itself but also as a ‘green corridor’ between Sites 1 and Site 3. A singing Yellowhammer, possibly the last one in the village has been heard now on two visits demonstrating its significance for wildlife. Some trees may merit some maintenance once a tree officer is in post, and the hedge would need occasional work to prevent it becoming a line of trees.

Beyond the mature hedge is the land earmarked for development as part of Darwin Green. This land appears to be fairly flower-rich meadow with some scrub, so it would be worthwhile engaging with the developers at Darwin Green to prevent any unnecessary degradation to preserve its wildlife value

The other side of the path for a 100 yards behind the Arlington Manor Care Home is primarily grass land of some benefit to wildlife if left unmown and with leavings removed when it is finally mowed. It could be improved and turned into a proper wildflower meadow, improving its attractiveness for pollinators.

Further along the path is hedge planted at the time of the Wellbrook Way development. It is not wide enough to be of significant wildlife value but is a useful boundary for the path, nevertheless.



Image 3: Boundary Path behind Arlington Manor Care Home looking south east

Summary of Recommendations for Site 2 – ‘Northern Boundary Path’

1. Carry out some maintenance on mature trees in the boundary hedge.
2. Prevent the hedge shrubs becoming ‘trees’
3. Engage the Darwin Green developers to prevent any degradation of the meadows beyond the mature hedge
4. Support pollinators by leaving grass verges unmown during ‘No Mow Summer’ and collecting leavings one finally mowed
5. Establish a wildflower meadow bank behind the Care Home

Site 3 – Woodland/meadow area

At the end of the 'Northern Boundary Path' there is an area of woodland and meadow running approx. northeast to southwest in orientation. There are several established paths through this area.



Fig 3: Map of Area 3 – Woodland/meadow Area (Source: Google Maps)

The meadow area here is well established, rich in wild plants, and on our visit hosted many butterflies. It appears some maintenance is being carried out presumably by the local community (?). The main maintenance measure needed here would be to knock back the brambles periodically to prevent them encroaching on the meadow (though not to remove them entirely).

Similarly the woodland is well established and hosts singing (and probably breeding) birds such as Chiffchaff and Blackcap. Some trees would benefit from some maintenance (including a rather splendid Willow).

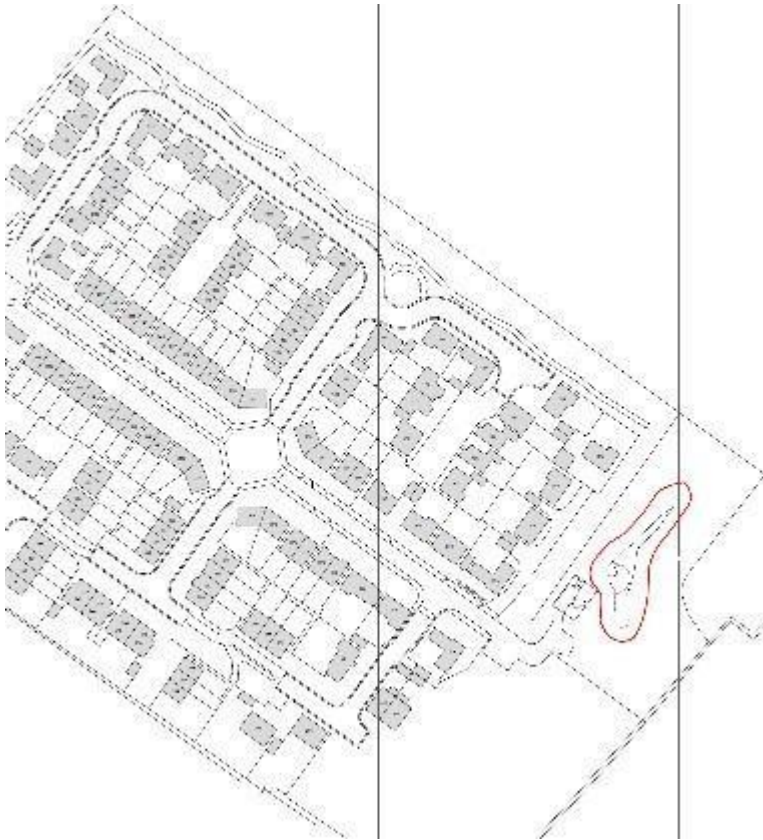
There is a stream running through the woodland area, but unfortunately on our visit this had dried to a trickle. This merits further investigation as according to Wellbrook Way resident, Bill Lankford this is the first year the stream had not flowed. Given the wet winter and the consequent full aquifers, this situation should not be occurring. Streams act as 'blue corridors' for wildlife and it is possible this is a chalk stream fed tributary. The source of this stream needs further research.



Image 4: Site 3 - Woodland/meadow area looking south west (woodland on left; meadow on right)

Another area to consider is the Balancing Pond owned by Anglia Water. This appears to have become completely overgrown and dried out. According to Bill Lankford the area around the Pond used to host many toads and frogs in Spring. It barely has any now. Helen Bailey, Land Advisor at the BCN Wildlife Trust confirms that removing the vegetation and digging out the pond would restore its wildlife value.

The Balancing Pond is subject to a Deed of Grant to Anglia Water from the Parish Council, which comes with a set of covenants which appear to restrict the opportunities to make any material changes to the pond and surrounding land to benefit wildlife. This needs further exploration.



Summary of Recommendations for Site 3 – Woodland/meadow area

1. Establish management routine to knock back brambles near meadow area to maintain wildlife value of the meadow
2. Carry out routine maintenance on mature trees in woodland area (including a large Willow)
3. Investigate source of stream and reason for loss of flow this year
4. Establish wildlife value of Anglia Water balancing pond and whether Deed of Grant allows for any improvements

Fig 4: Map showing Balancing Pond area ((Source:

Taylor-Wimpey)

Final Considerations

The three areas under consideration already hold significant biodiversity value for the Parish. However, our recommendations could further enhance these areas, benefiting both nature and the community.

Initial work will require contractors but longer term the local community should be encouraged to take responsibility for some upkeep through a network of volunteers similar to this involved in the Hibbert-Ware Garden and the Town End Close reserve. However note that if an application is made to the Wildlife Trust to restore any of the ponds, that comes with a 25 year maintenance commitment by the Trust; there is some funding within that timeframe for maintenance work such as desilting or clearance of scrub/ vegetation in and around the pond which may cause the pond to fail as a suitable habitat for Great Crested Newt.

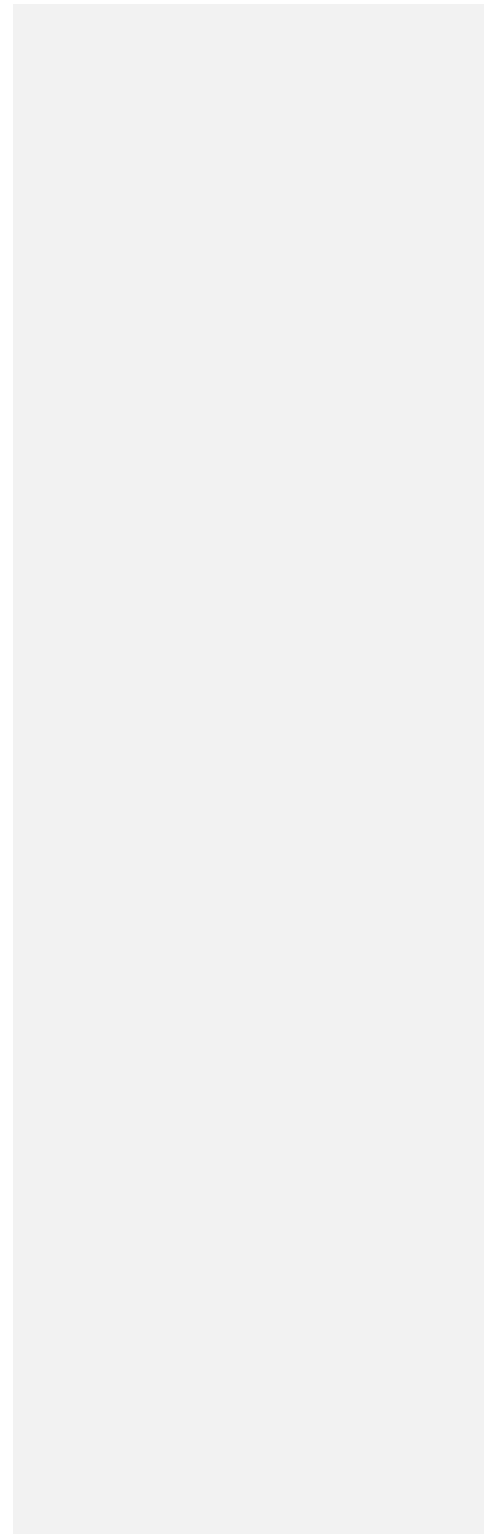
To fund the initial work that would not be covered by the Wildlife Trust grant for the ponds improvement, the Parish

Council could consider making an application to the Green Spaces - Shared Prosperity Fund Year 2 being offered by South Cambridgeshire Council. The application questionnaire (<https://tinyurl.com/2dkrh2r6>) is relatively simple to complete, but to note **the application window closes on 1st August**. Our ballpark guesstimate for the work needed is around £15,000, which (conveniently) is the amount on offer for each site under the fund.

Another consideration is the needs of dog walkers. We note that some dog walkers have made complaints about the impact of 'No Mow Summer' in Wellbrook Way. When and where to allow dogs off-lead and where they should be kept under close control to protect wildlife is a balance that needs to be managed, and guidance

provided. But one possible solution is to assess whether the area between the play area and the car park at the William Collyn Centre could be made into a dog exercise park (similar to those that are provided in American cities where opportunities to let dogs off leads are few.)

Local Nature Recovery Plan Group



24FC/113.8: Girton Parish Council: Ten Acre Field

Breakdown of Trim Trail Repairs & Replacement costings

Required	Category	Product	Sum of Total GBP	Sum of VAT	Net of VAT
Required	Repairs	Arm Stretch fit steel post feet	826.00	165.20	660.80
Required	Repairs	Beam Lift Parts	3.60	0.72	2.88
Required	Repairs	Chin up Surfacing	864.00	172.80	691.20
Required	Repairs	Gate Climb fit Steel post feet	826.00	165.20	660.80
Required	Repairs	Leap Frog Repairs	1,543.40	308.68	1,234.72
Required	Repairs	Log Stack Repairs	156.40	31.28	125.12
Required	Repairs	Rope Climb	578.50	115.70	462.80
Required	Repairs Total		4,797.90	959.58	3,838.32
Required	Supporting	New Circuit Sign and Indicator Signs	1,050.00	210.00	840.00
Required	Supporting	Site setup & preliminaries	830.00	166.00	664.00
Required	Supporting Total		1,880.00	376.00	1,504.00
Required Total			6,677.90	1,335.58	5,342.32
Not Required	Replacement	Balance Beam	1,890.00	378.00	1,512.00
Not Required	Replacement	Parallel Bars	1,230.00	246.00	984.00
Not Required	Replacement	Replacement Bench sit up Station	2,230.00	446.00	1,784.00
Not Required	Replacement	Replacement Swinging Steps	1,840.00	368.00	1,472.00
Not Required	Replacement Total		7,190.00	1,438.00	5,752.00
Not Required Total			7,190.00	1,438.00	5,752.00
TBC	Removal	Balance Beam	350.00	70.00	280.00
TBC	Removal	Parallel Bars	200.00	40.00	160.00
TBC	Removal	Replacement Bench sit up Station	250.00	50.00	200.00
TBC	Removal	Replacement Swinging Steps	250.00	50.00	200.00
TBC	Removal Total		1,050.00	210.00	840.00
TBC Total			1,050.00	210.00	840.00
Grand Total			14,917.90	2,983.58	11,934.32

Note: We have placed the trim trail on the site in approximate locations. The new cricket pitch would clash with at least one piece of the existing equipment on the trim trail, I believe it is a balance beam (zig zag shape), this is to the left of the cricket pitch adjacent to St John's Field . This would need to be confirmed following a topographical survey of the site

24FC/113.9: Girton Litter Bin Continuous Improvement

#	Location	Action	Description	Installation Cost	Collection Costs
1	Manor Park Field	Remove Dog Bin	There are two bins in the same location removing the dog bin would reduce our litter collection fees by £208 with minimal loss of capacity and a better quality Topsy Bin.	£0.00	£208.00
2	Manor Park Road	Remove current Litter Bin	This is a litter bin that is hidden by the trees throughout the summer. Initially the Parish Ranger looked at moving it to the location of the Do Poo bin but the quality of the bin would not allow the move. The recommendation is now to remove this bin and replace with Topsy Bin below.	£0.00	£208.00
3	Manor Park Road	New Topsy Bin	New Topsy Bin to replace items 1 & 2 below.	£417.75	£208.00
4	Oakington Road Bus Stop	New Topsy Bin	New Topsy Bin in location noted by resident	£417.75	£208.00
5	Weavers Field	Remove Dog Bin	In poor state	£0.00	£208.00
6	Weavers Field	Replace Dog Bin with Topsy Bin	Replace Dog poo bin with Topsy Bin to increase capacity and also improve the state of our bins.	£417.75	£208.00
7	Wellbrook Way	Remove Open Black bin	Remove bin in playground. Dog poo bags are slung over fence and miss the bin.	£0.00	£208.00
8	Wellbrook Way	New Topsy bin at entrance to playground	The current bin in the playground is open and users of the adjacent field often through their dog poo bags over the fencing missing the bin. This means that often that area of the play area is covered with dog poo bags. The Parish Ranger has recommended a new covered bin at the entrance to Wellbrook Way Play area to encourage users to use the bin well and supporting the improvements of our playground.	£417.75	£208.00
9	Wellbrook Way	Blue/Black Bin for Bowling green	As the Bowling green is non-residential payment for these bins is required.	£0.00	£847.60
Sub-Total: Litter Bins (Items 1 to 8)				£1,671	£0.00
Sub-Total: Bowling Green Bins (Item 9)					£847.60
Total				£1,671	£847.60

Note: The above improvements will continue to increase both the capacity of Litter bins in Girton and increase the number of locations where litter bins are available by One at Oakington Road Bus Stop. The replacement of bins at Weavers Field and Wellbrook Way should improve the capacity at these locations and also encourage better use of litter disposal by dog walkers using Girton Town Charity field

Committee	Full Council
Name of project	24FC/113.10: Increase Parish Ranger Work by 10 hours per month
Primary Reason for project	The work undertaken by our Parish Ranger has made a significant difference to the work that we can carry out proactively in the village.
Description of project	<p>He is currently working on a backlog of work throughout the village and at Girton Recreation Ground that was previously not undertaken due to either no resource being available or the work being significantly expensive and time-consuming as contractors were requested for specific tasks.</p> <p>In order to continue to with the backlog of work and to transition to allow general maintenance can be undertaken as needed to maintain Parish Council facilities.</p> <p>This will lead to cost-savings as currently the replacement costs for facilities that were in a state of disrepair were more than had regular maintenance been undertaken. In addition the safety of our assets will be improved</p>
Capital sum requested	<p>Hours to be raised from 39 hours per month to 50 hours per month.</p> <p>Current costs: £15,000 per year New Increased hours: £19,200 An additional £4,200 per year</p>
Ongoing revenue (if any) per year	None but some of the costs will be offset now regular maintenance of Parish Council Assets are carried out.
Ongoing costs per year	£4,200
Status of Project	Request to be presented to Full Council on 13 th November 2024
Other comments/information	Trim Trails Inspection and Maintenance Regimes to be improved with Parish Ranger role in place. A paper will be brought to GPC in January to request training of GPC members and possibly volunteers for Trim Trail and Recreation Ground maintenance.
Presented by	Yvonne Murray – GPC Clerk

24FC/113.10: Parish Ranger Tasks (Current List)

#	Location	Action	Disposal	Owner
1	Recreation Ground	Move Goals by Church Wall to store on 10-Acre field. Refurbish the Goals including painting		
2	Recreation Ground	Cut down Self-set Elders by Church Wall	Skip at REC	
3	Recreation Ground	Clear Groundsman Store Cupboard		
4	Recreation Ground	Put up and take down Christmas lights		
5	Recreation Ground	Awaiting new bench for the Recreation Ground		Kevin
6	Girton Recreation Ground Pavilion	A coat of paint: Office, Changing Rooms, Stair well, Hall		
7	Girton Recreation Ground Pavilion	Refurbish the Showers in the Changing Room		
8	Girton Recreation Ground Pavilion	Refurbish Facia Boards and Sophets to see us through Winter 2024		Kevin
9	High Street	Refurbish Bench on the Triangle at the top of Woodlands Park		
10	High Street/Church Lane Footpath	Clear the Footpath of weeds		
11	Mayfield Road	Refurbish Bench at Front of Mayfield, Weed and refurbish small Graden		
12	Dodford Lane/Fairway Public Footpath	Clean the Footpath of weeds		
13	Thornton Road/Fairway Footpath	Clean the Footpath of weeds		
14	Thornton Road	Area of Hedge to cut back		
15	Wellbrook Way	Noticeboard – Create Base and remove fence to allow access to Noticeboard		

#	Location	Action	Disposal	Owner
16	Wellbrook Way	Remove Fence on the path side of the hedge on the Green Space on corner		
17	Oakington Bridge/Oakington Road	Clean-up and identify work that may be needed		
18	Across Village	Asset Management – New Software to identify and label GPC Assets		
19	Across Village	Photo of each Girton Street Sign, identify signs that are broken and need replacing. Identify Graffiti		
20	Across Village	Find Volunteers to water Flower Tubs, litter pick		
21	Across Village	Weekly Play Area inspections: Weavers Field & Recreation Ground to add to Wellbrook Way		
22	Across Village	Street Co-ordinator Volunteers to identify and report issues with Potholes, Graffiti, activate emergency plan		
23	Across Village	May align with the above – reinvigorate Neighbourhood Watch volunteers		
24	Deferred: Pavilion	Await conclusion of Pavilion Refurbishment Suggestions		

Committee	Full Council
Name of project	24FC/113.11 PAVILION OFFICE REFURBISHMENT
Primary Reason for project	The pavilion office is dirty, tired and dated. The furniture needs replacement. The printer is broken and urgently needs replacing. Aim to increase productivity and improve working environment.
Description of project	1 – Kevin to paint all walls and woodwork. 2 – Angie to supply and carry out carpet cleaning. 3 – Replace current office desk (and chairs) with a space saving adaptable large round meeting style table to allow daily staff use and committee meetings 4 – Purchase new printer (with A3/scanner)
Capital sum requested	UP TO £2,000.00 Paint – Up to £100 plus Parish Ranger times Carpet cleaning – FREE! Table and Chairs – Used: £1,254.00 (inc. VAT) / New: £1,546.80 (inc. VAT) Officejet Printer – Up to £350.00 Rental option for printer - £40/month Table and Chairs will be retained in any refurbished or extended office space.
Ongoing revenue (if any) per year	Rental income? Savings on external printing Part exchange of existing furniture - (£50) Sale of existing office chairs x2 – (TBCD)
Ongoing costs per year	BUYING A PRINTER: (recommended): £350.00 Ink Costs – Up to 700 pages - £25.49/month Printer Care Plan - £44.35 total for 3-year plan LEASING A PRINTER: £40/MONTH (5-year lease plan) plus price per print – mono 0.0036p per page and colour 3.6p per print
Status of Project	Request to be presented to Full Council on 13 th November 2024
Other comments/information	The printer, table and chairs are on Black Friday offers! Expiring on 30 th November 2024 Continue to support local businesses and committees by offering printing services for advertisements and by offering a meeting space, available for hire. Furniture links in supporting paper. My recommendation is to purchase the second-hand furniture package; it includes a discount and collection on existing desks. It is excellent quality and superior to the online shops offerings. I have been to view the table in person and it is in 'as new' condition.
Presented by	Angie Vidler – Facilities Manager

24FC/113.12 Appointment of Legal Advice for Girton Parish Council for Heads of Terms to be submitted to UKPN.

September 2024 Approved Minute (Extract)

24FC/089.10	<p>Council to approve request from UK Power Networks</p> <p>Debate Highlights: Council happy to consider and enter negotiation with UK Power Networks regarding having underground cables on GPC land further to request by email from UKPN. This issue also affects the residents on the bungalow at the Recreation Ground.</p> <p>Approval: <i>Cllr Carney proposed. Cllr Brown seconded. Unanimous Approval.</i></p>	Approved
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Note: The Full September 2024 Minutes are now approved in the subsequent October 2024 meeting and can be found below:

[Girton-Parish-Council-@Full-Council-Approved-Minutes-18th-September-2024-at-7pm.pdf \[girton-cambs.org.uk\]](#)

Extract from Email from UKPN

I can now draft initial Heads of Terms for the deed of easement for your review and consideration agreeing the equipment to be undergrounded across the Parish Council owned land.

This will require solicitor representation on behalf of the Parish Council to deal with the legal documentation, so I would be grateful if you could please provide me with the details of your nominated legal representation.

Once the HOTS are drafted, I will forward onto yourselves for review, and we can go from there.

If you have any questions on this matter, please do let me know and I would be happy to assist.

Asset Management Surveyor EPN
Property & Consents at UK Power Networks

**Note: Quotes for Legal Work – Not yet received.
Information from Birkett’s received this afternoon (13/11/2024)**



capalc

Cambridgeshire and Peterborough
Association of Local Councils

Planning Webinars Available On Demand

On demand recordings of the 4 planning webinars that took place in June/July 2024.

Please select the sessions you require and a recorded link will be sent over to you.

Any issues or queries, please contact -
training@capalc.org.uk

This series of one hour briefing webinars are designed to enable councillors and officers to understand planning law, their roles and responsibilities, how decisions are made, neighbourhood planning, Community Infrastructure Levy (CIL), Section 106 Agreements, conservation, listed buildings, trees and enforcement. There is also a dedicated session covering Levelling Up Regeneration Act 2023 (LURA) and Biodiversity Net Gain (BNG)

Each session must be booked separately. Due to time constraints, the presenter will be unable to answer questions.

Session 1 **Planning Law**

Policy – National and local
Guidance – National and local
Planning process and procedure - local including portal
Application process
Committee decision making

Session 2

- Parish Council/Town Council roles and responsibilities
- Neighbourhood planning
- Permitted development and use classes
- CIL and Section 106 Agreements

Session 3

Tom will be joined by Edward Long, Senior Associate of Planning Environmental Team, Birketts Solicitors – [click on this link to view Edward's bio](#)
This session will provide an overview of these topic area.

- Levelling Up Regeneration Act 2023 (LURA)
- Biodiversity Net Gain (BNG)

Session 4

- Conservation areas
- Listed buildings
- Trees
- Roads
- Enforcement

This event is presented by The Birketts Solicitors.

24FC/113.15: Council to note pay award granted by Local Government Association/NALC for Staff members

See Extract of Announcement below: [NALC publishes local government services pay agreement 2024/25](#)

See Advice note mentioned below: [Local government services pay agreement 2024/25](#)

Note also: [NALC is concerned about costs to parish and town councils from increased employer National Insurance](#)

News 23 Oct 2024

NALC PUBLISHES LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2024/25

We have published an [advice note](#) on the local government services pay agreement 2024/25.

The Local Government Association has informed us that the National Joint Council for Local Government Services (NJC) has agreed on pay rates applicable from 1 April 2024 to 31 March 2025.

Some of the key information includes:

- With effect from 1 April 2024, an increase of £1,290 (pro rata for part-time employees) will be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive.
- With effect from 1 April 2024, an increase of 2.50 per cent on all pay points above 43.
- With effect from 1 April 2024, an increase of 2.50 per cent on all allowances.
- Backpay for employees who have left employment since 1 April 2024. If an ex-employee requests it, we recommend that employers pay any monies due to that employee from 1 April 2024 to the employee's last day of employment.
- When salary arrears are paid to ex-employees in the Local Government Pension Scheme (LGPS), the employer must inform its local LGPS fund.

The Revd Michael Bigg

Girton Rectory
42 Church Lane
Girton CB3 0JP michael@cottonhall.co.uk

01223 202145 / 07380 809377

10 September 2024

Girton Parish Council c/o Yvonne Murray –
Clerk

The Cotton Hall Foundation – Consultation on change of charitable scheme

Dear Yvonne,

I write to you as Chair of Trustees for the Cotton Hall Foundation to invite comment from Girton Parish Council regarding some proposed changes to our Charitable Scheme. GPC are directly affected by the proposed changes and so the comments of the Parish Council (positive or negative) are very welcome.

Changing our Objectives

The most significant change is to our charitable objectives. The current objectives, which date from 1955, are:

- (1) *the promotion of religious education of boys and girls living in the area of benefit [Girton] in accordance with the principles and doctrines of the Church of England, including the provision of a Sunday School;*
- (2) *the advancement of education generally of boys and girls living in the area of benefit; (3) the advancement in life as set out in clause 5 below;*

The trustees may assist persons who are under the age of 25 years, living in the area of benefit, in need of financial assistance, and preparing for, entering or engaged in any profession, trade, occupation or service, by paying their fees, travelling or maintenance expenses, or by such other means for their advancement in life or to enable them to earn their living as the trustees think fit.

Our proposed new objectives are:

- (1) *to prioritize and contribute to the general well-being of children and young people in the area of benefit, including the advancement of their cultural, moral, social and religious education, including training in life skills; and*
- (2) *to facilitate activities that promote a general sense of community spirit among residents within the area of benefit, including, but not limited to, activities which specifically support the needs of families with children, young people, the elderly, people living alone, those living with a disability or with individual requirements, as the Trustees see fit.*



The Cotton Hall Foundation, Cambridge Road, Girton, CB3 0PN
Registered charity no: 311356

The Trustees see the present function of the Charity as essentially that of maintaining, managing and, where appropriate, improving the Cotton Hall, an historic building, as an attractive venue for Girton village activities, while

making the premises available at preferential rates to “targeted” groups, i.e. those whose activities can be regarded as falling within the scope of the Charity’s objects (e.g. the Scouts, Parent and Toddler Groups). The aim of the Trustees in seeking to update those objects is to bring them more into line with the present function of the Charity. Thus, new Object (1) would preserve the general thrust of the current objects, by singling out children and young people as beneficiaries, including the promotion of activities that are, in some sense, educational. While new Object (2) is designed to bring within the scope of the Charity activities beneficial to the Girton community as a whole.

Making our endowment expendable

A second change is that we propose to make our original endowment expendable. Note that we have no plans to actually spend our endowment, but we do wish to ensure that we can be suitably flexible with the assets we have (and income arising from them).

Changing the make-up of the Trustee body

At present, Girton Parish Council have the right to nominate two people to the membership of the Cotton Hall trustee body. Girton PCC also has the same right of nomination. Currently we have recorded Asif Mahmood and Josie Harries as Parish Council nominees (although I don’t know if this decision was ever formally agreed at a Parish Council meeting – if not I would be grateful if the Parish Council could either formally endorse these appointments or let me know that they do not).

A further 4 Trustees may be co-opted by the existing Trustees, and I am a Trustee *ex officio* because of my position as Rector of Girton, making a total of 9.

Our experience as current Trustees is (a) that the board is too big and (b) that the two nominating bodies don’t always find it easy to find nominees. **We are therefore proposing to reduce the number of Trustees nominated by the two nominating bodies to one each.**

We are also proposing a few other administrative changes. Attached with this letter is a copy of the proposed new charitable scheme with changes from the existing scheme highlighted.

Our Trustees are meeting on 24th October to formally consider this change. We would be grateful if you could **respond with any comments by Tuesday 15th October** at the latest, if possible.

With gratitude,

Michael Bigg
Chair of Trustees



The Cotton Hall Foundation, Cambridge Road, Girton, CB3 0PN
Registered charity no: 311356

Commented [JB1]: This cover page will be amended by the Charity Commission

THE CHARITY COMMISSIONERS FOR ENGLAND AND WALES

Under the power given in the Charities Act 1993

Order that from today, the

15th December 2000

the following

SCHEME

will govern the charity previously called

COTTON'S EDUCATIONAL FOUNDATION

and now to be called

**THE COTTON HALL FOUNDATION
(311356)**

in the Parish of Girton,

Cambridgeshire

This Scheme has been adjudged as not liable to stamp duty

Commissioners' References:

Sealing: 214(s)/00

Case No: 43931

SCHEME

1. Definitions

In this scheme:

"the area of benefit" means the Parish of Girton.

"the charity" means the charity identified at the beginning of this scheme.

"the schedule" means the schedule to this scheme.

"the trustees" means the trustees of the charity acting under this scheme and "trustee" means one of the trustees.

ADMINISTRATION

Administration

The charity is to be administered in accordance with this scheme. This scheme replaces the former trusts of the charity, which are declared in a scheme made by the Minister of Education on 5th January 1955.

Name of the charity

The name of the charity is The Cotton Hall Foundation.

OBJECTS

Objects of the charity

The objects of the charity are:

- (1) to prioritize and contribute to the general well-being of children and young people in the area of benefit, including the advancement of their cultural, moral, social and religious education, including training in life skills; and
- (2) to facilitate activities that promote a general sense of community spirit among residents within the area of benefit, including, but not limited to, activities which specifically support the needs of families with children, young people, the elderly, people living alone, those living with a disability or with individual requirements, as the Trustees see fit.

2.

3. 4.

Commented [JB2]: The Charity Commission will amend this introductory paragraph once the new Scheme is formally approved.

POWERS OF THE TRUSTEES

5. Powers of the trustees

In addition to any other powers which they have, the trustees may exercise the following powers in furtherance of the objects of the charity:

Commissioners' References: Sealing: 214(s)/00

Case No: 4393 I

- (1) Power to co-operate with other charities, voluntary bodies and statutory authorities. The trustees may exchange information and advice with them.
- (2) Power to make donations to charities whose objects are similar to those of the charity.
- (3) Power to raise funds. (The trustees must not undertake any permanent trading activity.)

- (4) Power to insure against public liability and, if appropriate, employers' liability; and to insure the buildings of the charity to their full value against fire and all other usual risks (except to the extent that the buildings are insured against any of these risks by a tenant or short-term hirer).
- (5) Power to lease any part of the charity's property which is not required for use for the objects of the charity. The trustees must comply with the restrictions on disposal imposed by section 36 of the Charities Act 1993, unless the lease is excepted from these restrictions by section 36(9)(b) or (c) or section 36(10) of that Act.
- (6) The power to offer discounted short-term tenancy or hire rates for those activities which fall within the charity's Objects, and further preferential rates for those activities which specifically involve working with children and young people, as the trustees see fit.
- (7) Power to make rules and regulations consistent with this scheme for the management of the charity.

TRUSTEES

6. Trustees

- (1) There should be:
 - 1 ex officio trustee
 - 2 nominated trustees and 4 co-opted trustees appointed in accordance with clauses 7,8 and 9 below.

Commissioners' References: Sealing: 214(s)/00
Case No: 4393 I

7. Ex officio trustee

- (1) The ex officio trustee will be the Rector for the time being of the benefice of St. Andrew, Girton.

8.

- (2) If the Rector is on leave, is unavailable or requires an alternate ex officio trustee to be appointed for a specified period, then the Curate, or other individual nominated by the Rector and approved by the trustees, may act as the ex officio trustee during that period. The Rector may dismiss the alternate ex officio trustee at any time within his/her discretion.
- (3) In the event a new Rector is appointed to the Benefice of Girton, then the role of any alternate ex officio trustee appointed in accordance with sub-clause (2) will terminate automatically.
- (4) If there is no such Rector for any of the reasons given in the table in part I of the schedule to this scheme, the ex officio trustee will be determined in accordance with that table.

Commented [JB3]: I have included a new sub-clause (2) here in relation to an alternate ex officio trustee, as per Michael's suggestion.

Nominated trustees

- (1) The nominated trustees must be appointed as follows:
 - One (1) by Girton Parish Council and
 - One (1) by Girton Parochial Church Council.
- (2) Any appointment must be made at a meeting held according to the ordinary practice of the appointing Council.
- (3) Subject to clause 13 (Termination of trusteeship), each appointment must be made for:
 - (a) 4 years; or
 - (b) if the appointment is being made to fill a casual vacancy, the unexpired term of the appointee's predecessor.
- (4) The appointment will be effective from the later of:
 - (a) the date of the vacancy; and
 - (b) the date on which the trustees or their secretary or treasurer are informed of the appointment.
- (5) The person appointed need not be a member of the appointing Council.

Commented [JB4]: Replacement of "clerk" with "treasurer" here

9. Co-opted trustees

Commissioners' References:
Sealing: 214(s)/00
Case No: 43931

- (1) The appointment of a co-opted trustee must be made by the trustees at a special meeting called under clause 17 below.
- (2) An appointment may, but need not, be made before the date on which the term of office of an existing co-opted trustee comes to an end, to take effect on that date. In these circumstances:
 - (a) the appointment may not be made more than 3 months before the date on which the existing co-opted trustee's term of office is due to end; and
 - (b) any co-opted trustee whose term of office is about to come to an end must not vote in favour of their own re-appointment.
- (3) Each appointment must be for a term of 4 years.

10. New trustees



The trustees must give each new trustee, on their first appointment:

- (1) a copy of this scheme and any amendments made to it;
- (2) a copy of the charity's latest report and statement of accounts.

11. Register of trustees

- (1) The trustees must keep a register of the name and address of every trustee at which their terms of office begin and end. Every trustee must sign it before acting as a trustee, whether on their first appointment or on a subsequent appointment.
- (2) The trustees must promptly report any vacancy in the office of a trustee to the Council entitled to appoint the trustee.

12.

Trustees not to have a personal interest

Except with the prior written approval of the Commissioners no trustee may:

- (1) receive any benefit in money or in kind from the charity; or
- (2) have a financial interest in the supply of goods or services to the charity; or
- (3) acquire or hold any interest in property of the charity (except in order to carry out the duties of a trustee of the charity).

13. Termination of trusteeship

A trustee will cease to be a trustee if he or she:

- (1) is disqualified from acting as a trustee by section 72 of the Charities Act 1993; or
- (2) is not an ex officio trustee and is absent without the permission of the trustees from all their meetings held within a period of 12 months and the trustees resolve that his or her office be vacated; or
- (3) gives not less than one month's notice in writing of his or her intention to resign (but only if at least 3 trustees will remain in office when the notice of resignation is to take effect).

OFFICERS

14. Chairman

- (1) At their first ordinary meeting in each year the trustees must elect one of their number to be chairman of their meetings.
- (2) The trustees present at a meeting must elect one of their number to chair the meeting if the chairman is not present or the office of chairman is vacant.

Commissioners' References:

Sealing: 214(s)/00

Case No: 43931

15. Office bearers and support roles

- (1) The trustees may appoint office bearers or administrative staff employed upon such reasonable terms (including terms as to notice) as the trustees think fit.
- (2) These offices may be held by a trustee (who must not receive any reward for acting and who may be dismissed at any time), or other suitably qualified person.

Commented [JB5]: I have deleted 'clerk' here and made consequential amendments to sub-clause (1) and further amended following Michael's comments re officebearers.

MEETINGS OF TRUSTEES

16. Ordinary meetings

- (1) The trustees must hold at least 2 ordinary meetings in each 12 month period.
- (2) Ordinary meetings require at least 10 days' notice.
- (3) The chairman, or any 2 trustees, may call an ordinary meeting at any time.

Commented [JB6]: Former sub-clause (1) deleted as superfluous

17. Special meetings

- (1) The chairman, or any 2 trustees, may call a special meeting at any time.
- (2) Special meetings require at least 4 days' notice, except that meetings to consider:
 - (a) the appointment of a co-opted trustee, or
 - (b) the amendment of this scheme under clause 25,require at least 21 days' notice.
- (3) The notice calling a special meeting must include details of:
 - (a) the business to be transacted at the meeting; and
 - (b) any amendment to be made to this scheme (under clause 25).
- (4) A special meeting may, but need not, be held immediately before or after an ordinary meeting.

18. Quorum

- (1) Except as provided in sub-clause (2) below, no business may be transacted at a meeting unless at least 3 trustees are present.
- (2) If there are fewer than 3 trustees in office, the trustees may co-opt new trustees under clause 9 to make up that number to 3, but they may not do any other business.

19. Voting

- (1) Every matter must be decided by majority decision of the trustees present and voting at a duly convened meeting of the trustees.
- (2) The chairman of the meeting may cast a second or casting vote only if there is a tied vote.

Recording of meetings

The trustees must keep a proper record of their meetings.

Trustees to act jointly

The trustees must exercise their powers jointly, at properly convened meetings.

Commented [JB7]: I have deleted clause 21(2) here (applications for 'advancement of life')

CHARITY PROPERTY

Transfer of property

The title to the land described in part 2 of the schedule is vested by this scheme in the Official Custodian for Charities in trust for the charity.

Use of land

Subject to the power at clause 5(5) above, the land belonging to the charity and referred to above must be retained for use for the Objects, on such terms as the trustees must determine.

24. Use of income and capital

20.

21.

22.

23.

- (1) The trustees must firstly apply:
 - (a) the charity's income; and

Commissioners' References:

- (b) its expendable endowment; and
- (c) when the expenditure can properly be charged to it, its permanent endowment

in meeting the proper costs of administering the charity and of managing its property (including the repair, maintenance, improvement and insurance of its buildings).

- (2) After payment of these costs, the trustees must apply the remaining income in furthering the objects of the charity set out in clause 4 above.
- (3) The trustees may also apply its expendable endowment for the objects of the charity.
- (4) Any surplus income not otherwise required for the objects may be applied for the charity's general purposes.
- (5) The trustees may also apply permanent endowment for the objects of the charity, but only on such terms for the replacement of the amount spent as the Commission may approve by order in advance.

Commented [JB8]: I have deleted the words 'in the same order of priority as the Objects appear in clause 4'.

AMENDMENT OF SCHEME

25. Amendment of scheme

- (1) Subject to the provisions of this clause, the trustees may amend the provisions of this scheme.
- (2) Any amendment must be made by a resolution passed at a special meeting of the trustees. The notice of the special meeting must include notice of the resolution, setting out the terms of the amendment proposed.
- (3) The trustees must not make any amendment which would:
 - (a) vary this clause;
 - (b) vary clause 1 (definitions);
 - (c) vary clauses 4 (objects), or clauses 23 (use of land) or 24 (use of income and capital); or
 - (d) confer a power to dissolve the charity; or
 - (e) enable them to spend permanent endowment of the charity.
- (4) The trustees must obtain the prior written approval of the Commissioners before making any amendment which would:
 - (a) vary clause 12 of this scheme (Trustees not to have a personal interest);

Commented [JB9]: I have deleted reference to the form Clause 5 (advancement of life)

Commissioners' References:
Sealing: 214(s)/00
Case No: 43931

- (b) vary the name of the charity; or
- (c) vary the trustees' powers of investment.
- (5) The trustees must:
 - (a) promptly send to the Commissioners a copy of any amendment made under this clause; and
 - (b) keep a copy of any such amendment with this scheme.

GENERAL PROVISIONS

26. Questions relating to the Scheme

The Commissioners may decide any question put to them concerning:

- (1) the interpretation of this scheme; or
- (2) the propriety or validity of anything done or intended to be done under it.

SCHEDULE

Commissioners' References:
Sealing: 214(s)/00
Case No: 43931

PART 1

Ex officio trustee

Commented [JB10]: I have reinstated this table as is, per Michael's suggestion

Reason	Trustee
There is no Rector	The priest in charge for the time being of the benefice.
The benefice has been dissolved	The incumbent for the time being of any new benefice which includes the whole or the major part of the present benefice.
A team ministry has been established for an area which includes the whole or the major part of the present benefice.	Any member of the team ministry to whom a special cure of souls is for the time being assigned in respect of an area which includes the whole or the major part of the present benefice or, if there is no such person, the Rector for the time being.

PART 2

Land with former school buildings at Girton, Cambridgeshire containing approximately 474.38 square metres, which land is comprised in a deed dated 12 July 1847 and a conveyance dated 2 December 1946.

Commissioners' References: Sealing: 214(s)/00
Case No: 43931