

# 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 26<sup>th</sup> November 2025 at 7pm  
**VENUE:** Girton Recreation Ground, Cambridge Road Girton

All Members of the Council are hereby summoned to attend for the purpose 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: 10**      **Vacancies: 5**      **Quorum: 5**

**Members:** Cllr Marshall (Chair), Cllr Carney (Vice-Chair), Cllr Bajpai, Cllr Brown, Cllr Crawley, Cllr Hayat, Cllr Linton, Cllr Muston, Cllr Reeves, Cllr Richards

Mrs. Yvonne Murray – Clerk to Girton Parish Council  
20<sup>th</sup> November 2025

*Y J Murray*

## AGENDA

Agenda Item	Item Description	Action/ Power
25FC/143	Welcome from the Chair	
25FC/144	To Receive Apologies and Reasons for Absence	For Decision
25FC/145	Co-option of new Parish Councillors	For Decision
25FC/146	Date of next meeting(s): Wednesday, December 17 <sup>th</sup> 2025	To Note
25FC/147	To Receive Members' Declarations of Interest and Dispensations	To Note
25FC/148	<b>Public Participation</b> <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
25FC/149	To Receive External Reports <i>(for information only)</i>	10 Mins
25FC/149.1	County Councillor	
25FC/149.2	District Councillors	
25FC/149.3	Girton Neighbourhood Plan	
25FC/150	To Approve Minutes of Girton Parish Council Full Council Meetings: 10 <sup>th</sup> September and 1 <sup>st</sup> October.	For Decision
25FC/151	Matters arising from Previous Meetings <i>(for information only)</i>	To Note
25FC/151.1	Action List	
25FC/151.2	Any other Matters arising – A chance to raise any comments/concerns on previous agenda items	
25FC/152	To Approve Finance and Resource Management	For Decision

Agenda Item	Item Description	Action/ Power
25FC/152.1	To note payment of accounts under delegated approval	To Note
25FC/152.2	To Approve payment of outstanding accounts due	For Decision
25FC/152.3	To Receive a report from Facilities Manager on Amounts paid in	To Note
25FC/152.4	Council to Agree to purchase wreath and donation for Remembrance Sunday, spend up to £150 in accordance with powers under <a href="#">S137 of Local Government Act 1972.</a>	To Note
25FC/152.5	Council to consider and approve £300.00 paid as a contribution to Girton Golf Club for chairs for Girton Parish Council Meetings and functions in the Pavilion. Spend made under delegated approval	To Note
25FC/152.6	Council to consider and approve spend provided for Christmas Lights from Community Event budget as per business case.	To Note
25FC/152.7	Council to consider and approve increasing Facilities Manager hours from 10 hours to 15 hours.	For Decision
25FC/152.8	Council to consider and approve a back payment of 4 months increase from 30 to 37 hours from April to July 2025.	For Decision
25FC/153	<b>Business items requiring a decision, or consideration by the Council</b>	For Decision
25FC/153.1	<b>Approval to Sign Letter and Delegate Authority:</b> Girton Parish Council resolves to approve the proposed letter to Mr Frank Jordan, Executive Director for Place and Sustainability at Cambridgeshire County Council, regarding busway safety measures at Histon and Impington. The Council authorises the Chair of Girton Parish Council to sign the letter jointly with the Chair of Histon & Impington Parish Council. Furthermore, the Council delegates authority to the Chair, in consultation with the Vice-Chair, to represent Girton Parish Council in negotiations with Cambridgeshire County Council on busway improvement proposals, ensuring timely engagement on behalf of the community.	For Decision
25FC/153.2	<b>Legionella Remedial Works:</b> Girton Parish Council resolves to approve the completion of remedial works identified in the Legionella risk assessment, as per the quotation provided by Riverside Environmental Services. The Council authorises the Clerk to issue a formal purchase order and allocate the necessary budget to ensure compliance with health and safety legislation. Cost as per Business Case.	For Decision
25FC/153.3	<b>Legionella Monitoring Programme:</b> Girton Parish Council resolves to approve the continuation of monthly Legionella monitoring for Council-managed water systems, as per the quotation provided by Riverside Environmental Services. The Council authorises the Clerk to confirm scheduling and allocate the necessary budget for ongoing monitoring into the new year. Cost as per Business Case.	For Decision
25FC/153.4	<b>IOSH Managing Safely Online Training:</b> Girton Parish Council resolves to approve the enrolment of designated staff members on the IOSH Managing Safely online training course delivered by Worknest. The Council authorises the Clerk to proceed with booking and allocate the required budget to cover course fees. This training will equip managers and supervisors with essential skills to manage workplace risks effectively. Cost as per Business Case.	For Decision
25FC/153.5	<b>Extension of Worknest E-Learning Access:</b> Girton Parish Council resolves to approve the extension of Worknest e-learning access within the Worknest app for four staff members, to support ongoing compliance with health and safety obligations and professional development.	For Decision

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	The Council authorises the Clerk to arrange the subscription renewal and allocate the necessary budget for this purpose. Cost as per Business Case.	
25FC/153.6	<p><b>Playground Inspection App:</b></p> <p>Girton Parish Council resolves to approve the purchase and implementation of the SaferPlay Playground Inspection App to support weekly safety inspections and digital record-keeping for playground facilities. The Council authorises initial expenditure of up to £809.04 (including VAT) for the first year, with an ongoing annual cost of £74.40 thereafter. The Clerk is instructed to proceed with procurement and ensure integration with the Council’s asset register. Cost as per Business Case.</p>	<b>For Decision</b>
25FC/153.7	<p><b>Staff DBS Checks:</b></p> <p>Girton Parish Council resolves to approve the implementation of Disclosure and Barring Service (DBS) checks for all relevant staff and, where appropriate, councillors, to ensure compliance with safeguarding standards. The Council authorises expenditure of £21.50 per person for a standard DBS check, with renewal every 1–3 years as per best practice. The Clerk is instructed to arrange DBS checks via the official gov.uk service. Total cost as per Business Case.</p>	<b>For Decision</b>
25FC/153.8	<p><b>Approval of Additional Drawing Work at a cost of £500.00.</b></p> <p>Girton Parish Council resolves to approve expenditure of up to £500.00 (plus VAT if applicable) for additional architectural drawing work as recommended during the recent GPC Pavilion Workshop. This work will explore innovative options for flexible use of rooms and optimum toilet layouts within the Pavilion redesign. The Clerk is authorised to instruct Wilby &amp; Burnett to proceed once the scope is confirmed.</p>	<b>For Decision</b>
25FC/153.9	<b>Girton Parish Council to note next steps on Budget for 2026/27</b>	<b>To Note</b>
25FC/153.10	<b>Girton Parish Council to note next steps on Girton’s Great Plan 2026/2027</b>	<b>To Note</b>
25FC/153.11	<b>Girton Parish Council to note next steps on providing Terms &amp; Conditions for our Recreation Ground Users</b>	<b>To Note</b>
25FC/154	<b>To Receive Council Reports and updates from GPC Committees &amp; Working Groups</b> <i>(For information only)</i>	<b>To Note</b>
25FC/154.1	<b>Clerk’s Report</b>	
25FC/154.2	<b>Chair’s Report</b>	
25FC/154.3	<b>Girton Together (Convener: Stuart Marshall)</b>	
25FC/154.4	<b>Local Nature Recovery Working Group (Convener: Alison Giles)</b>	
25FC/154.5	<b>Girton Green Spaces (Convener: To be Confirmed)</b>	
25FC/154.6	<b>Girton Sport &amp; Recreation Facilities (Convener: Nas Hayat)</b>	
25FC/154.7	<b>Highways &amp; Active Travel (Convener: Dan Carney)</b>	
25FC/154.8	<b>Planning Committee (Chair: Dan Carney)</b>	
25FC/154.9	<b>Finance &amp; Resource Management Committee (Chair: Ann Muston)</b>	
25FC/154.10	<b>HR Committee (to include CAPALC Report) (Chair: Ann Muston)</b>	
25FC/155	<b>Council to receive Correspondence</b>	<b>To Note</b>
25FC/156	<p><b>Public Participation</b></p> <p><i>To allow a total of 15 minutes for any members of the public to address the meeting in relation to any matter on the agenda. Individual presentations to be limited to 5 minutes on any single issue</i></p>	<b>15 Mins</b>
25FC/157	<b>Council to consider and approve authorisation for the Clerk to prepare and publish a summary of decisions and updates from this meeting, in accordance with the Council’s communication policy.</b>	<b>For Decision</b>

<b>Agenda Item</b>	<b>Item Description</b>	<b>Action/ Power</b>
	<i>This will enable timely and transparent dissemination of meeting outcomes via the Council's Website, Facebook, and X (formerly Twitter), supporting public engagement and accountability.</i>	
<b>25FC/58</b>	<b>Date of next meeting(s): To be confirmed</b>	<b>To Note</b>