

GIRTON PARISH COUNCIL

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

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

NOTICE of MEETING: GIRTON PARISH COUNCIL
MEETING FULL COUNCIL
DATE & TIME: Wednesday 11th February 2026 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: 12 **Vacancies: 3** **Quorum: 5**

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

Mrs. Yvonne Murray – Clerk to Girton Parish Council
5th February 2026

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AGENDA

Agenda Item	Item Description	Action/ Power
25FC/192	Welcome from the Chair	
25FC/193	To Receive Apologies and Reasons for Absence	For Decision
25FC/194	Co-option of new Parish Councillors	For Decision
25FC/195	Date of next meeting(s): Wednesday, March 11 th at 7pm	To Note
25FC/196	To Receive Members' Declarations of Interest and Dispensations	To Note
25FC/197	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
25FC/198	To Receive External Reports <i>(for information only)</i>	10 Mins
25FC/198.1	County Councillor	
25FC/198.2	District Councillors	
25FC/198.3	Girton Neighbourhood Plan	
25FC/199	To Approve Minutes of Girton Parish Council Full Council Meetings: 21 st January 2026	For Decision
25FC/200	Matters arising from Previous Meetings <i>(for information only)</i>	To Note
25FC/200.1	Action List	
25FC/200.2	Any other Matters arising – A chance to raise any comments/concerns on previous agenda items	
25FC/201	To Approve Finance and Resource Management	For Decision

Agenda Item	Item Description	Action/ Power
25FC/201.1	To note payment of accounts under delegated approval	To Note
25FC/201.2	To Approve payment of outstanding accounts due	For Decision
25FC/201.3	To Receive a report from Facilities Manager on Amounts paid in	To Note
25FC/202	Business items requiring a decision, or consideration by the Council	For Decision
25FC/202.1	<p>Core Governance Templates & Digitisation</p> <p>Council to consider and approve the Business Case, Risk Assessment, Terms of Reference, Light-Touch Project Brief, Change Control and Benefits Log templates and approve their migration to MS Forms with Word/PDF output and SharePoint filing. Clerk/RFO and Governance & Delivery Officer (if approved) to implement and maintain.</p>	For Decision
25FC/202.2	<p>202.2 Risk Framework – Policy Integration</p> <p>Council to consider and approve inclusion of the standard Risk Assessment template and process, within the Council’s Policy & Process Handbook, with a requirement to copy High risks to the Corporate Risk Register within five working days.</p> <p><i>Supporting note (Assertion 10 – Digital & Data Compliance):</i> <i>This risk framework supports compliance with AGAR Assertion 10 by embedding a standard method to identify, score and escalate risks linked to domain-based email and website operations, website accessibility (WCAG 2.2 AA), publication duties (FOI/Transparency Code), GDPR/DPA 2018, and the Council’s IT policy. High residual risks must be logged on the Corporate Risk Register within five working days, ensuring digital/data risks required by Assertion 10 are visible and managed.</i></p>	For Decision
25FC/202.3	<p>202.3 Risk Delegation – Operational Sign-Off</p> <p>Council to consider and approve delegation of day-to-day Risk Assessment sign-off to the Clerk/RFO and Chair of Finance & Resource Management, with High residual risks escalated to Committee and Full Council as required.</p>	For Decision
25FC/202.4	<p>202.4 Establishment of Two Forums (in principle)</p> <p>Council to consider and approve in principle the establishment of:</p> <p>(a) a Sports Forum; and</p> <p>(b) a Village Facilities & Space-Letting Forum;</p> <p>with draft Terms of Reference to be brought to March Full Council.</p>	For Decision
25FC/202.5	<p>202.5 Partnership Approach together with Girton LNRP and Histon & Impington Green Spaces (HIGS)</p> <p>Council to consider and approve the Clerk opening discussions with LNRP/HIGS on extending partnership working, and to report back with recommended options and a draft Memorandum of Understanding.</p> <p>Supporting note</p> <p><i>Note: Girton currently has limited in-house capacity for coordinated Green Spaces work. Opening discussions with HIGS will help us explore a light-touch, practical partnership model, and we also recognise the proactive support of the Local Nature Recovery Partnership (LNRP), whose expertise and enthusiasm offer a valuable boost to nature-positive work in Girton. This item simply seeks permission to scope options and bring recommendations and a draft Memorandum of Understanding back to Council.</i></p>	For Decision
25FC/202.6	202.6 Committee & Working Group Terms of Reference	For Decision

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	<p>Council to consider and approve requesting Committee Chairs to prepare draft Terms of Reference (using the approved template and current draft text) for Committees and relevant Working Groups, for consideration at March Full Council.</p> <p>Supporting note (part of handover in elections year) <i>Note: Requesting Committee Chairs to draft Terms of Reference using the approved template is a handover step—it aligns every committee and working group to the new governance tools and creates a clean, consistent “ready for March” pack. This ensures smooth continuity as we move from Governance & Capacity into delivery, with clear remits, delegations, and reporting lines ready for publication on the Governance Register.</i></p>	
25FC/202.7	<p>202.7 Quick-Win Process & Implementation (in principle) Council to consider and approve in principle the Quick-Win process and its immediate implementation (agenda-acceptance rule; Portfolio Register; Governance Register page), noting phased digitisation and dashboards.</p> <p>Supporting note (Why the Quick-Win process?) <i>In short: Quick-Wins are how we train the system and prove delivery now, so we can deliver more — and bigger — later.</i> <i>This process will embed the habits, tools and cadence we need (clear briefs, light risk checks, SSOT filing, short public updates), build confidence with regular visible results, and release time and attention for Councillors and officers to plan and execute the larger, strategic programmes that follow.</i></p>	For Decision
25FC/202.8	<p>202.8 Teamship Charter & Co-Creation Charter (in principle) Council to consider and approve in principle the Teamship Charter and the Co-Creation Charter, delegating finalisation of wording to the Clerk/RFO and Chair of Finance & Resource Management/Chair of HR for publication on the Governance Register, with annual review.</p>	For Decision
25FC/202.9	<p>202.9 12-Month Community Engagement Plan (in principle) Council to consider and approve in principle the 12-Month Community Engagement Plan for Girton’s Great Plan, noting that detailed activity and scheduling will be maintained by the Chair of ‘Girton Together’ working group, Clerk/RFO and Governance & Delivery Officer on the Governance Register, with quarterly public summaries.</p>	For Decision
25FC/202.10	<p>202.10 Governance & Delivery Officer – Recruitment Council to consider and approve recruitment to the Governance & Delivery Officer role, delegating process and appointment to the Clerk/RFO and Chair of HR in accordance with policy and budget.</p>	For Decision
25FC/202.11	<p>202.11 Launch of the New Website Council to consider and approve the launch of the new Parish Council website on 12 February 2026, with the current Parish Pages site to cease being updated from this date and be archived. Clerk/RFO and staff team authorised to complete any minor adjustments required prior to launch and to be responsible for update of website going forward.</p> <p>Supporting note (Compliance & Assertion 10): <i>The new, council-owned-domain website is set up to meet WCAG 2.2 AA under the Public Sector Bodies Accessibility Regulations 2018, with an Accessibility Statement maintained on site; this supports compliance with AGAR Assertion 10 (Digital & Data Compliance).</i></p>	For Decision

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25FC/202.12	<p>202.12 Canva Business (Teams) Subscription</p> <p>Council to consider and approve procurement of Canva Business (Teams) as the Council's design and communications tool (minimum three seats), authorising the Clerk/RFO to create the Brand Kit, templates and shared folders. All of these items to be brought to Council for review and approval.</p>	For Decision
25FC/202.13	<p>202.13 Job Evaluation – Local Council Consultancy (LCC)</p> <p>Council to consider and approve commissioning Local Council Consultancy (LCC) to undertake a Job Evaluation using the NALC/SLCC national framework, at a cost of £1,800 + VAT/expenses, commencing 1 April 2026, with the aim that the resulting report to be presented by 30 April 2026.</p> <p>Procurement note: LCC, as the consultancy arm of the SLCC, provides parish-sector job evaluation using the recognised national framework; considered the most suitable supplier at this value.</p>	For Decision
25FC/202.14	<p>202.14 Strategic Plan – Local Council Consultancy (LCC)</p> <p>Council to consider and approve commissioning Local Council Consultancy (LCC) to support development of the Council's Strategic Plan through a two-stage process at a cost of £3,600 + VAT/expenses, with work undertaken during May and the final draft delivered for adoption in early June 2026.</p> <p>Procurement note: LCC provides sector-specific strategic planning aligned to parish governance, operating on a profit-for-purpose basis; considered the most suitable supplier at this value.</p>	For Decision
25FC/202.15	<p>Approval to Purchase Off-Site Biodiversity Net Gain (BNG) Units for the Girton Recreation Ground Compound</p> <p>Council to consider and approve the purchase of off-site BNG units to meet the Biodiversity Net Gain requirement for the Girton Recreation Ground Compound planning application and to delegate authority to complete the necessary legal and payment steps to secure allocation and registration. This enables the application to proceed as a non-major scheme and provides a compliant, cost-effective, and timely route to discharge the BNG pre-commencement planning condition.</p>	
25FC/203	<p>To Receive Council Reports and updates from GPC Committees & Working Groups <i>(For information only)</i></p>	To Note
25FC/203.1	Clerk's Report	
25FC/203.2	Chair's Report	
25FC/203.3	Girton Together (Convener: Stuart Marshall)	
25FC/203.4	Local Nature Recovery Working Group (Convener: Alison Giles)	
25FC/203.5	Girton Green Spaces (Convener: To be Confirmed)	
25FC/203.6	Girton Sport & Recreation Facilities (Convener: Nas Hayat)	
25FC/203.7	Highways & Active Travel (Convener: Dan Carney)	
25FC/203.8	Planning Committee (Chair: Dan Carney)	
25FC/203.9	Finance & Resource Management Committee (Chair: Ann Muston)	
25FC/203.10	HR Committee (to include CAPALC Report) (Chair: Ann Muston)	
25FC/204	Council to receive Correspondence	To Note
25FC/205	<p>Public Participation</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>	15 Mins

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25FC/206	<p>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.</p> <p><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></p>	For Decision
25FC/207	Date of next meeting(s): Wednesday, March 11th at 7pm	To Note