

Girton Parish Council

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

Minutes of the meeting held on Wednesday 18 July 2007

Present: D de Lacey (Chair), M Taylor (Vice-Chair), W Barrett, E Bullman, J Ford-Smith (to item 07/140), V Godby, R Gordon, R Hiley, R Hodgkinson, R Martin, J Mayfield, L Sparling, C Starling (from 07/125), M Wilson

Action/Power

Mr B Pycock was present to item 07/125, Cllr Bygott to 07/124 and Rev S Holland was present throughout the meeting. The Clerk left at item 07/129.

07/117 Apologies for absence

Apologies had been received from Cllr Starling and PCSO Mahoney. Late apologies were received from Cllr Reynolds.

07/118 Members' declarations of interests

Cllr Godby declared a prejudicial interest in item 07/136.

07/119 Open Session for Public

Cllr de Lacey prop to suspend Standing Orders, sec Cllr Gordon, carried unanimously.

- 1. Members of the Public.** No members of the public wished to speak.
- 2. Police report.** The Clerk read out the police report as follows: In the last month the Girton area has been fairly quiet with 44 calls of service this however includes the A14 going through the parish. There have been 25 reported crimes 3 relating to thefts from motor vehicles, 1 hay stack has been set on fire and 2 buildings have had roofing lead stolen. PCSO Mahoney has spent several hours every week patrolling the village in a vehicle and on foot.
- 3. District Councillors' reports.** Cllr Bullman had nothing to report. Cllr Bygott reported that the District has selected Cambridge Sport Lakes Trust as the preferred organisation to take over the running of Milton Country Park. He also reported on the consultation for council tenants on whether to transfer the maintenance to a separate organisation. He had also attended the first meeting of the Fringe Sites Development Committee. Following a request from Cllr de Lacey for a report on the recent extraordinary meeting of SCDC on North-West Cambridge, Cllr Bygott said that the meeting was for a decision on the footprint of the development area. Option E was chosen which is less land than the University wants developed. Cllr Bygott acknowledged on being questioned that he had not actually attended the meeting and could not report on the rest of its business. Cllr Bullman had attended the meeting but had nothing to report here. Cllr de Lacey said he wanted it recorded that he found this profoundly distressing and inadequate and that the Council should expect a much clearer report. Cllr Bygott said there will be a number of meetings on this issue but that he decided that this recent meeting was not an important one. Cllr Ford-Smith asked whether parish councillors would be invited to any future meetings. Cllr Hiley said he was concerned that the thinking behind the development does not include public park space and that the green separation should be separation and not include a road. Cllr Bygott agreed with this but said that central Government wants certain development around Cambridge and the District has been forced to relinquish its powers and he is therefore worried that preserving the village will not be possible. Cllr Hiley said that only by arguing might we be able to influence this. Cllr Bygott said that the Fringe Sites meeting had removed the right of a parish council to call for a Development Control Forum, but one might be called if 25 people request it. The Council unanimously agreed that we must assemble 25 people and that we must be assured of notification of any future meetings.

4. **County Councillor's report.** Report previously circulated. With regards to road closures for work on the Guided Bus scheme Cllr Hiley said he wanted assurance that no further planning requiring closure of Gatehouse Lane was planned. Cllr de Lacey said he wanted it asked whether the work could be carried out 24 hours per day.
5. **Girton Town Charity.** Cllr Hiley reported that in relation to item 07/135 the Town Charity would be looking at how it deals with the management of VAT for charity donations. He also reported that they were proposing to make a donation to the Glebe School for curtain rails for theatre productions.
6. **Youth Works.** Rev S Holland said that the youth worker had organised the Ten Days of Summer youth programme and a leaflet drop had been carried out.
7. **Footpaths and Rights of Way.** No report.

07/120 Standing Orders reinstated

Standing Orders reinstated, carried unanimously.

07/121 Minutes of Parish Council meeting held on 20 June 2007

With the correction that item 07/98.1 reads "No members of the public wished to speak", prop Cllr Wilson, sec Cllr Bullman, unanimous.

07/122 Matters arising from the minutes

1. The Clerk has taken action on all the items arising from the minutes (marked HB).
2. 07/112 The letter with supporting documentation has been sent to a range of local representatives and a joint Chairmen's group continues to meet
3. 07/113.2 Cllr de Lacey said he had consulted on the question of allowing Councillor Bygott to be seated at the table and intended to take no further action.

07/123 That the unconfirmed Minutes of Planning Committee meeting be received

The Minutes were received.

07/124 To co-opt a member of the Council

Following 3 rounds of voting Mr C Starling was voted on to the Council by a clear majority.

07/125 To consider the annual pay review of the Clerk and Bookings Administrator

Item deferred to after 07/134. Cllr Wilson reported on the review process and noted that the Clerk now formally line managed the Bookings Administrator. Cllr Wilson prop, sec Cllr de Lacey that the Bookings Administrator's salary goes up one point on the spine and the Clerk by 2 points, both backdated to April 2007. Cost of living will be in addition and backdated. Unanimous. The Council noted that the Clerk required training in book-keeping.

Finance
C'tee

07/126 To appoint 2 Trustees to the Village Institute

Cllr Godby prop Mr N Knights and Cllr Wilson, sec Cllr Ford-Smith, unanimous.

07/127 That all Councillors inform the Clerk whether they require correspondence, including agendas and minutes, to be emailed directly to them or to have copies delivered to their address. Councillors who opt for email correspondence may receive up to one ream of paper and one black ink cartridge (or equivalent) per year to ensure they can print out any necessary documents. It is the responsibility of each Councillor to inform the Clerk of their preference, and the details of ink cartridge required. The default position will be that documents will be emailed. The situation will be reviewed at the January meeting.

Prop Cllr Barrett, sec Cllr Taylor. Cllr Hiley prop the modification "Councillors who opt for email correspondence may receive up to one ream of paper and one black ink cartridge (or equivalent) up to a maximum value of £30 per year to ensure they can print out any necessary documents." Sec Cllr de Lacey, unanimous. Vote on amended motion unanimous.

07/128 That the Council agree to the Youth Club running a graffiti workshop during the

summer with the results displayed on boards on the Pavilion

Prop Cllr de Lacey, sec Cllr Ford-Smith. Following some discussion Cllr de Lacey prop adding the following amendment to the end: "...subject to the approval of the results by the Clerk and appropriate labeling. The display to last no longer than the Ten Days of Summer club". Prop Cllr Wilson, sec Cllr Hodgkinson, 14 in favour, 1 against. The motion was then carried 13 in favour, 1 against, 1 abstention. Cllr Ford-Smith wished it to be noted that he opposes censorship in art.

07/129 To receive a report on the Application Form for the Hire of Council Facilities

Deferred to the next meeting. Cllr de Lacey asked Councillors whether they would prefer separate application and booking forms or a single combined form. Councillors preferred a single form.

DdL

07/130 That the Council implement a ban on smoking within 10 metres of doors or windows of the Pavilion and within 5 metres of the bus shelter outside the Church

This motion was deferred to the next meeting so more legal work can be undertaken.

DdL

07/131 That the Council receive the risk assessment procedure (attached) and employ it for all relevant decisions of the Council and its Committees

Prop Cllr de Lacey, sec Cllr Barrett, unanimous.

Chairs of
C'tees

07/132 That the Council receive the quotations (to be tabled) for drainage works to alleviate flooding around the Pavilion and to repair water damage to the building [1]

Quotations received from L Parker £2322 inc VAT, Coulsons £2102 + VAT and estimate from Gaskin Brothers £1400 + VAT. Cllr de Lacey prop accepting Coulsons quote, sec Cllr Hiley, 12 for with 2 abstentions.

07/133 Health and Safety: To receive the accident form relating to an incident on 16 June 2007

Received. Cllr Hiley proposed that we should check our Health and Safety statements are adequate.

HB

07/134 To agree a process of implementing the Visual Audit

Cllr de Lacey prop we use the form as a diary for 3 months. Sec Cllr Godby, unanimous.

All

07/135 That this Parish Council thank the Tennis Club for their kind offer of a donation towards the direct costs of upgrading of the lights but wish to decline the offer as it does not appear to be financially beneficial. The Council recognises the work done by the club and its members to put in place lights of a suitable specification and accepts this as an indirect contribution to the costs. The Council believes that it is more equitable to charge all users for the benefit of the new lighting and so will increase charges to reflect the upgrade in the facility and the residual funding necessary will be met by a transfer from the Council's reserves.

Prop Cllr Hiley, sec Cllr de Lacey. Cllr Hiley reported that it is not appropriate to accept the donation of £2000 from the Tennis Club because if somebody makes a donation towards a development from which they benefit the whole development is then not VAT exempt. Unanimous.

HB

07/136 That the Council agree to pay now from Reserves the second £5000 installment to the Cotton Hall Foundation [1]

Cllr Godby left the room during this item. Prop Cllr de Lacey, sec Cllr Ford-Smith. Unanimous.

HB

07/137 That the following be added to Standing Orders (with consequent re-numbering of Paragraph 25) "25.3 That at all meetings of the Council and its Committees there shall be an open session in which members of the public may address the meeting."

Prop Cllr de Lacey, sec Cllr Martin. Deferred to the next meeting.

07/138 To receive the safety report from Wicksteed and to approve the repair costs of £742.51 [1]

Prop Cllr Wilson, sec Cllr Godby. Cllr Hodgkinson explained that this is health and safety work and is budgeted for under play equipment reserves. Unanimous.

HB

07/139 That reports from Parish Councillors be received

1. Cllr Bullman reported that the caravan on Oakington has not yet been removed and no-one knows where the owner lives.
2. Cllr Godby reported that some hedges at Woodlands Park make the footpath impassable.
3. Cllr Taylor said he had written to the Cambridge Evening News re the potato trial sabotage, as a private individual but noting his status as the Parish Council Vice-Chairman.
4. Cllr Hiley reported a hole in the bicycle lane on Huntingdon Road.
5. Cllr Barrett asked for remedial suggestions for neighbour problems regarding building works.
6. Cllr de Lacey encouraged dialogue about the North-West Cambridge development. He said the NIAB field visit had been cancelled but that BASF had requested to come to another meeting. He would investigate what was in mind.

HB

DdL

07/140 Correspondence

1. BASF – potato trial threatened by protest
2. Communique – Northstowe consultation
3. SCDC – LDF public consultation on Site Specific Policies DPD Objection Sites 2
4. SCDC – Parish Liaison Meeting held on 7 June 2007
5. Cambs CC – Changes to mobile library routes
6. Cambs CC – Guided Busway Update
7. Cambs CC – Inside Trade magazine
8. SCDC – Vacancy on Parish Council
9. Cambs CC – Progress with Northstowe Rights of Way project
10. Cambs CC – Night Owl Truckstop
11. SCDC – South Cambs Housing Futures
12. P Starling – Resignation from Environment Committee
13. Mrs A Jones – Derelict caravan on Oakington Road
14. Stagecoach – speeding
15. Stagecoach – Sunday services
16. NHS Litigation Authority – appeal to approve preliminary application to provide pharmaceutical services in Girton
17. CALC – New Code of Conduct training plus CPALC Policy Development papers
18. Cambs CC – Business Plan Vol 1
19. Recreation Ground Centre Accident record report

07/141 That payments for the period 14 June – 10 July 2007 be approved

Payments were approved, prop Cllr Hiley, sec Cllr Gordon, carried unanimously.

Payments	GPC18 July 2007				
Cq no.	Paid To	Description	Gross	VAT	net
1842	Floodlighting Ltd	Tennis court floodlighting	16,332.50	2,432.50	13,900.00
1843	J Wells	Installation of 2 benches	110.37		110.37
1844	Cambridge Water Co	Water/sewerage charges	189.68		189.68
1845	Laurence Letchford	Computing advice and support	126.00		126.00
1846	British Telecom. plc	Telephone and internet charges	206.89	34.18	172.71
1847	Print-Out	Photocopying for APM	44.32	6.60	37.72
1848	Monster Play Systems	Delivery and installation of combination goal ends	12,278.75	,828.75	10,450.00
1849	Helen Bracey	Clerk's wages (month 3)	610.65		610.65
1850	Inland Revenue	Tax and NI month 3	231.28		231.28

1851	British Telecom. plc	Internet Services	95.13	14.16	80.97
1852	Mr P Hacker	Taxi cost for Cllrs de Lacey and Ford-Smith to Northstowe meeting	40.00		40.00
1853	Peter J Balaam	Erection of 2 noticeboards	187.00		187.00
1854	Algar Signcraft Services	Aluminium No Smoking signs	61.57	9.17	52.40
1855	Briar Security Systems Ltd	CCTV maintenance charge	141.00	21.00	120.00
1856	W H Constable & Co Ltd	Replace broken glass in bus shelter	140.60	20.94	119.66
1857	Cotton Hall Foundation	Hire of hall for Environment Ctee Meeting	7.50		7.50
1858	SCDC	Trade Refuse quarterly charge	148.05	22.05	126.00
1859	Helen Bracey	Clerk's wages (month 4)	609.92		609.92
1860	Inland Revenue	Tax and NI month 4	231.02		231.02
			31,792.23	4,389.35	27,402.88

Payments Cq no.	Paid To	Description	Gross	VAT	net
609	Steve Tyrell	Petrol for roller and white lining on cricket square	21.10		21.10
610	Peter T Round	Grounds maintenance May 07	529.49	78.86	450.63
611	Nigel Childs Commercial Cleaning Ltd	Cleaning fees 14/5 - 9/6	470.00	70.00	400.00
612	Peter Balaam	Fencing alongside MUGA plus removal of tennis light poles	2,164.00		2,164.00
613	Histon Hardware Ltd	Brass padlock	13.49	2.01	11.48
614	P A Collacott & Co	Repairs to lights in carpark	175.47	26.13	149.34
615	Linda Miller	Bookings Administrator wages + expenses	398.07		398.07
616	Norman Lewell	Security/Maintenance Officer fees	420.00		420.00
617	Scott Morley	Litter picker's fees	60.00		60.00
618	Gopak Limited	Folder chairs for the Pavilion	348.46	60.98	287.48
619	The Cambridge Flooring Co Ltd	Supply and fit flooring in mens toilets	263.20	39.20	224.00
620	A to Z Supplies	Cleaning products	30.14	4.49	25.65
621	Peter T Round	Grounds maintenance June 07	529.49	78.86	450.63
622	A & B Tiling Service	Painting walls in toilets and tiling	110.00		110.00
623	Cannon Hygiene	Sanitary disposal	106.00	15.79	90.21
624	J Wells	Repairs at Weavers Field playground and Pavilion	381.13		381.13
625	Nigel Childs Commercial Cleaning Ltd	Cleaning fees 11/6 - 6/7	470.00	70.00	400.00
626	P A Collacott & Co	Supply and fit 2 hand dryers	470.00	70.00	400.00
627	A to Z Supplies	Hook board for Pavilion	166.83	24.85	141.98
628	Linda Miller	Bookings Administrator wages + expenses	361.29		361.29
629	Norman Lewell	Security/Maintenance Officer fees	336.00		336.00
630	Scott Morley	Litter picker's fees	60.00		60.00
			7,884.16	541.17	7,342.99

The meeting closed at 2140hrs.