

# Girton Parish Council

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

## Minutes of the Girton Parish Council Meeting held on Wednesday 17th December 2008 at St Vincent's Close Community Centre 7.30pm

**Present:** S Clift (Vice Chairman in the Chair), E Bullman, R Hodgkinson, V Godby, R Martin, M Wilson, J Thorrold, P Starling, & L Sparling.

**Action/Pow**

Cllr J Reynolds (CCC), and Cllr T Bygott (SCDC).

**In attendance:** R Stone (Clerk); Mrs N Stone (PFO)

### 08/167 Apologies for absence

Apologies were received from Cllrs D de Lacey, J Ford-Smith, C Starling, R Hiley, R Gordon, M Taylor

### 08/168 Members' declarations of interests

None declared.

### 08/169 Open Session for Public

Cllr Clift proposed to suspend Standing Orders, seconded Cllr Wilson, carried unanimously.

1. County Councillor's Report – Cllr Reynolds did not make a written report. (*He circulates information to Parish Councils on a regular basis.*) In answer to a question about the A14 he said there were environmental concerns about the proposed works, including noise, footpaths, and routes for cyclists and pedestrians. A Public Inquiry would open in late 2009 providing an opportunity for local authorities to comment.
2. Members of the public – Mr Cousins of Orchard Close reported on the vandalism problems that residents of this sheltered community were experiencing. Illustrating his comments with a map of the development he highlighted several areas where cars had been damaged. Lighting was poor. Residents were afraid to leave their homes. Youths posing as carol singers were intimidating old people by knocking on their doors and asking for money. CCTV may help by deterring unwelcome visitors. He had approached all 45 households, and said that 27 were prepared to contribute to the costs of CCTV system. A meeting with the local PCSO was planned. Cllr Bygott of SCDC took note but advised any security system of the kind proposed would be a precedent for the District Council. The Chairman thanked Mr Cousins and said he would make inquiries to see what could be done to alleviate the current problems.
3. Police Report – Inspector Savage reported that Girton had suffered a significant rise in crime recently. CCTV was a useful tool that acted as a deterrent but witnesses were still needed to gain convictions. A mobile unit held by Cambridge City Council may be available on loan. Lighting was an issue but technical guidance was available. During the first week of December an unusually high number of vehicles were broken into in Girton on three consecutive nights. The police had increased patrols and deployed a dog unit. A group of youths acting suspiciously had been stopped and three arrests made but no forensic evidence or witnesses were available so they had been released. No similar offences had occurred since. The police would continue to monitor. There had also been an indecent assault on a young woman outside Girton College that was being investigated. Cllr Clift asked about recent incidents at The Pavilion, and the priority that was given to calls to the police. He was advised that calls were graded as emergencies, or non emergencies, and treated accordingly in line with ACPO national guidance.
4. Girton Town Charity – Michael Healey reported that GTC no longer had a vacant bungalow. Following advice from its legal advisors the Charity was aiming to become a Corporate Body by 2011. Cllrs Hiley & Gordon would provide further

Cllr Clift

Cllrs Hiley  
& Gordon

information about this at the next Council meeting on 21st January 2009.

5. District Councillors' Reports – Cllr de Lacey's written report was circulated to Councillors in advance of the meeting.  
Cllr Bygott made a verbal report. The Government's Planning Inspectors had requested SCDC to carry an appraisal for an enlarged site for the Cambridge NW Development. Council house tenants were being balloted on "housing futures" covering the proposed new arrangement for an housing association to manage Council housing. Recycling was going well within the district. A new website had been created by Cambridgeshire Together to help everyone get through the economic downturn. It could be found at: [www.weatherthestorm.org.uk](http://www.weatherthestorm.org.uk)
6. Presentation on Girton's Parish Plan – Alex Duncan, Chairman of the Parish Plan Steering Group reported that the work on the Parish Plan was going well. It would provide a vision of the village over the next 10 years covering quality of life, and the environment. Two open meetings had attracted over 50 members of the village. Concerns included retaining the identity of the village, major developments around Girton, transport and the environment (e.g. traffic noise & pollution). Lists of questions had been generated had been distilled into village questionnaire. This would go to everyone in Girton, and the results submitted to the Parish Council, and South Cambridgeshire DC. Quotes were currently being sought from printers. Councillors expressed their thanks for progress to date, approved the questionnaire after seeking reassurance that it was in line with other current exercises elsewhere, and recommended a budget be produced for 2009/10. Sources of funding would need to be explored with the assistance of the Clerk. The Chairman congratulated the Parish Plan team, and requested further updates in the New Year.
7. Footpaths and Rights of Way – Cllr P Starling reported that there was a problem with the footpath at the Huntingdon Road end of Washpit Lane. Bollards had been flattened by a lorry.

Clerk

**08/170 That Standing Orders be reinstated and the Council meeting resumed.**

Proposed Cllr Clift, seconded Cllr Godby, unanimous.

**08/171 That the unconfirmed Minutes of Parish Council meeting held on 19<sup>th</sup> November 2008 be signed by the Chairman as an accurate record**

Cllr Godby proposed, seconded Cllr Ford-Smith. Unanimous.  
Cllr Clift signed the minutes on behalf of the Parish Council.

**08/172 Matters arising from minutes**

Item 08/161 Laptop computer – would be ordered in near future.

Item 08/162 Extension of insurance policy – being taken forward by the Finance Officer.

Item 08/163 Removal of Monkey Bars. Actioned.

Item 08/164 Inconsiderate driving & parking in Girton - under consideration.

Clerk  
PFO

Cllr Wilson

**08/173 To receive reports from Chairmen of Parish Council Committees**

The introduction of verbal reports to the Parish Council was deferred until January 2009.

**08/174 To decide the precept for 2009/10 from the following options:**

- (a) a 2.19% increase as recommended by the Budget Committee;
- (b) a 4.90% increase if the full £2930 bid for Feast Week is agreed by the Council;
- (c) a 2.19% increase (plus x%) if a smaller Feast Week grant is agreed by the Council.

After some discussion including the possible affects of not providing additional funding it was proposed by Cllr Godby and seconded by Cllr Wilson that the recommendation of the Budget Committee to increase the precept by 2.19% be confirmed. This was agreed with one abstention.

**08/175 To receive a report from the Task Group on the "NIAB Extra" Consultation**

Cllr Wilson described how he had made a response to South Cambridgeshire DC on behalf of Girton Parish Council making a case against the development of the objection site adjacent to NIAB on the basis of the need to maintain the green belt, traffic congestion, air quality, and the reduction in demand for housing due to the current economic downturn.

Cllr Clift, the Parish Clerk and he had met with Histon & Impington Parish Councilors to discuss

and share economic and environmental arguments against this site, and other proposed developments to the north of Cambridge in the hope that our combined efforts might influence the outcome of the public consultation. Joint working had been helpful, and was likely to be repeated in 2009 when Government Planning Inspectors considered the recommendations made in 2008.

**08/176 That the Council adopt the 2008 Freedom of Information Model Publication Scheme**

Proposed Cllr Godby seconded Cllr Eustace.

The Clerk said that a new FOI scheme was required in line with guidance from the Freedom of Information Commissioner. All previous schemes would become null and void at 31<sup>st</sup> December 2008. A draft of a new publication scheme for Girton Parish Council was tabled. The terms of the scheme require this to be publicised within the Parish. This included:

- **Who we are and what we do**  
Organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it**  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- **What our priorities are and how we are doing**  
Strategy and performance information, plans, assessments, inspections and reviews.
- **How we make decisions.**  
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- **Our policies and procedures**  
Current written protocols for delivering our functions and responsibilities.
- **Lists and Registers**  
Information held in registers required by law and other lists and registers relating to the functions of the authority.
- **The services we offer.**

The motion passed. Unanimous.

**08/177 That draft contracts for the Officers of the Parish Council be referred to the Finance Committee for approval**

Proposed Cllr Godby, seconded Cllr Hodgkinson.

The Clerk explained that as the Council did not have a current Personnel Committee that rather than refer draft contracts for the administrative officer, clerk, and finance officer to the full Council it was proposed that these be referred to the Finance Committee in view of the salary and pension issues that needed to be considered.

The Council might wish to consider setting up a Personnel Committee in 2009 to monitor and review employment, and training issues.

The motion passed. Unanimous.

**08/178 That the Council considers Cambridge Citizens Advice Bureau's request for a donation for its services in Girton, and if agreed the sum to be donated.**

Proposed Cllr Godby seconded Cllr Martin.

The Clerk advised that as Cllrs Hiley & Gordon who were Trustees of Girton Town Charity had been unable to attend the Council meeting he had made direct contact with the GTC Treasurer. He had been advised that the CAB had received a grant from GTC of £8,600 for the current financial year for their services in Girton. If further monies were needed by the CAB consideration would be given to any request. Grant payments would be ongoing in future years. The motion fell. Unanimous.

**08/179 That reports from Parish Councillors be received.**

- Cllr L Starling queried apparent lack of progress with the drainage works in the village in recent weeks. What was happening about the clearance of drains in Woodlands Park?
- Cllr Wilson drew the Council's attention to recent events at The Pavilion which had been subject to bad behaviour by a group of teenagers who had been disrupting users during evening events by kicking balls against windows etc. The police had been called to a party that had been badly disrupted, and names of the offenders taken.
- Cllr Cliff reported that planning developments at Wellbrook Way had come to a standstill. He was taking action to try to progress the LEAP, and bowling green.

Clerk – to inquire

**08/180 That a report from the Parish Clerk be received.**

The Clerk reported that he had been reviewing the Parish Council's compliance with statutory requirements, security of the Parish Office including the safety of Council finances, and fire and H&S issues. He had identified a number of gaps and would be taking necessary action. Some limited expenditure may be needed that would require Council approval. He would investigate and further report to the Council.

**08/181 Correspondence:**

1. Copy letter from Andrew Lansley MP to SoS for Transport requesting that the timetable for capital works on the A14 be accelerated.
2. Letter from Mr Scrine regarding his correspondence with Stagecoach/Cambus services, and his concerns about a neighbouring hedge.
3. Cambridgeshire Voice – newsletter of CPRE
4. Cambridgeshire CC – Annual Report for 2007/08
5. Letter from Cambridge CAB requesting funding for work in Girton (*Item 08/178*)
6. Email – thanks from Few family for village flower tubs
7. Letter from Cambridgeshire CC for information regarding Heavy Commercial Vehicle Traffic access to Northstowe.
8. Letter from Office of Information Commissioner regarding FOI model publication Scheme (*Item 08/176*)
9. Letter from Mr Toseland, 14 Dodford Lane in response to correspondence about his hedge.
10. Letter from Cambridge City Council about "Walkit.com" , a new on-line walk planner for Cambridge
11. Letter from SCDC enclosing latest Register of Electors for Girton

**08/182 That payments for the period 19<sup>th</sup> November to 16<sup>th</sup> December 2008 be approved**

Proposed Cllr Wilson and seconded by Cllr Martin. The motion was approved. Unanimous. *Payments are listed below.*

**08/183 That payment of electricity and telephone bills be delegated to the Responsible Finance Officer in advance of Parish Council meetings, subject to:**

- i) the electricity meter reading being checked against the utility bill;
- ii) two authorized Parish Councillors signing these utility cheques; and
- iii) these payments being reported to the next Parish Council meeting.

Proposed Cllr Hodkinson, seconded Cllr Cliff. The motion was approved Unanimous.

The meeting ended at 9.43pm.

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			£	VAT	£
2166	Hayden's Arboricultural Consultants	Tree survey	2,937.50	437.50	2,500.00
2167	Cambridge Water PLC	Water and sewerage charges	231.82		231.82
2168	Paul Laston Garden Services	Open Space Maintenance 1st Mar-31st Oct 08	3,471.00		3,471.00
2169	NCC (Cambridge) Ltd	Cleaners fee (3rd to 28th November)	470.00	70.00	400.00
2170	Robert Stone	Parish Clerk wages (m9)	626.50		626.50
2171	Linda Miller	Bookings Administrator wages (m9)	541.91		541.91
2172	Natalie Stone	Principal Finance Officer wages (m9)	217.49		217.49

2173	Inland Revenue	Tax and NI month 9	484.51		484.51
2174	Cambridgeshire ACRE	Payroll charges Oct-Dec	35.00		35.00
2175	Cotton Hall Foundation	Charges for hire of hall	10.00		10.00
2176	Linda Miller	Expenses	38.94		38.94
2177	Norman Lewell	Security/Maintanance Officer Fee	288.00		288.00
2178	C M R Wilson	Work at Recreation Ground	280.00		280.00
2179	Tamla Sparkes	Litter Picking	60.00		60.00
2180	Moore Stephens	Audit fees	632.50	82.50	550.00
2181	Cotton Hall Foundation	Reissue of missing cheques-Dec 07 & Jan 08	30.00		30.00

		Totals	10,355.17	590.00	9,765.17
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