

**Minutes of Girton Parish Council's Meeting of Wednesday 21st April 2010
at St Vincent's Close Community Centre at 7.30pm.**

Present: Cllr de Lacey (Chairman), Cllr Clift (Vice Chairman), Cllrs Thorrold, Sparling, Bromwich, Martin, Godby, Ford-Smith

Cllr Reynolds (CCC); and Cllr Bygott (SCDC); two members of the public; and PCSOs Mahoney and Mani.

10/42 Welcome from the Chairman

Cllr de Lacey welcomed everyone to the penultimate meeting of the current Council.

10/43 Apologies

Cllrs Hiley, Starling and Gordon.

10/44 Members' declarations of interest for items on the agenda

None.

10/45 Public Participation session on agenda items & matters of mutual interest

1. Members of the public – No issues raised.
2. District Councillors' reports - Cllr de Lacey's attached at Appendix A. No report made by Cllr Bygott.
3. County Councillor's report (Circulated.) Cllr Reynolds added that one of the aspects of the A14 upgrade would include Cambridgeshire County Council considering Local Road Orders. These would be approved subject to local comment, including any representations by Girton Parish Council. Matters were complicated in so far as some of the roads in question had yet to be built.
4. Police Report – PCSO Bujar Mani was introduced as PCSO Mahoney's replacement. He reported that there had been 7 crimes in the village during the past month, including two burglaries. He volunteered to attend any parking issues in the village.
5. Parish Plan (Steering Group report attached at Appendix B)

10/46 To confirm the minutes of Parish Council meetings of 17th March 2010.

The minutes were approved by majority vote with one abstention and signed by the Chairman as an accurate record.

10/47 Matters arising

Item 10/36/2 Girton Parish Council's response to Cambridgeshire and Peterborough Minerals Consultation	Received by the County Council's Minerals & Waste team. (<i>See Correspondence</i>) GPC response late but will be referred to Secretary of State.
Item 10/33/1 NW Cambridge Development	Clerk to issue invitation to Highways Dept of CCC to attend future GPC meeting.

10/48 Business items requiring a decision, or consideration by the Council

1. To accept Girton Town Charity's offer (*see Correspondence*) of £4997 funding for the fencing project between the recreation ground and St John's Field subject to agreeing the conditions laid down by the Charity. (*Detailed at Appendix F*)

Prop: Cllr de Lacey Sec: Cllr Wilson. Unanimous.

2. To approve the following infrastructure costs (*see Correspondence*) for the new community development at open space land at Wellbrook Way:
- Cambridge Water's written estimate of £5228.67 for the installation of water and associated water & sewage charges; and
 - Durman Stearn (Civil Engineering) Ltd's quotation of £9976 (+vat) for connections to existing sewage system.

Prior to consideration of the motion Cllr de Lacey proposed amending it by adding:

“c) EDF's quotation of £1264 (+vat) for the installation of an electricity supply”.

This was seconded by Cllr Bromwich, and approved by unanimous vote by the Council. The amended motion was then proposed by Cllr de Lacey and seconded by Cllr Wilson. Approved subject to this expenditure being temporarily drawn from reserves pending receipt of S106 monies.

3. Following advice from HM Revenue & Custom's Advice Team, to approve holding a tripartite meeting of representatives of Girton Parish Council, Girton Town Charity and Girton Bowls Club to discuss progressing the Wellbrook Way bowls green & community building as one, or two projects.

Withdrawn.

4. To approve carrying out standard CRB checks on Girton Parish Council staff at a cost of £26 per officer.

Prop: Cllr de Lacey Sec: Cllr Godby. Unanimous.

5. To approve registering Girton Parish Council with the Information Commissioner at a cost of £35/annum in order to comply with the requirements of the Data Protection Act 1998. (See Appendix C)

Prop: Cllr de Lacey Sec: Cllr Martin. Unanimous.

6. To re-appoint Cllrs Hiley and Gordon as Girton Parish Council's Trustees to Girton Town Charity for a further term.

Prop: Cllr de Lacey Sec: Cllr Clift. Unanimous.

The Chairman commented that the Council would need a more considered process for future appointments. **Action:** Clerk

7. To authorise the Clerk to seek monies for office/groundsman equipment for appointees under the Future Jobs Scheme from Cambridgeshire County Council, the lead body for the county.

Prop: Cllr de Lacey Sec: Cllr Ford-Smith. Unanimous.

8. To consider and approve the recommendation of the Sports & Recreation Committee to the Council that a sculpture of Girton Geese be installed at the approach to Town End Close.

Cllr Wilson referred to his comments at Appendix E. Councillors raised concerns about H&S and insurance. Following these comments Cllr de Lacey proposed the following amended motion:

“To approve the recommendation that a sculpture be designed by Mr Hillyer for the approach to Town End Close, possibly of Girton Geese, and the design be brought back to the Council for approval.” This was seconded by Cllr Wilson, and the amendment agreed by the Council which then by unanimous vote approved the amended motion.

10/49 Finance & resource management

1. To approve payments from 17th March to 20th April 2010

Prop: Cllr Wilson Sec: Cllr Martin. Approved by majority vote with one abstention.

2. To approve the balance sheet at 31st March 2010
 Prop: Cllr de Lacey Sec: Cllr Ford-Smith. Approved by majority vote with one abstention

3. To receive the finance report from 1st April 2009 to 31st March 2010.
 Received.

10/50 Correspondence received (to be circulated at the meeting)

Andrew Lansley MP	Results of youth facilities survey in South Cambs
A14 Public Inquiry & Pre-Inquiry meeting	Attendance at St Ives on 24 May 2010?
CHS Architects (<i>designers of The Pavilion</i>)	Initial response to GPC letter on flooring issue
University of Cambridge - NW Development	Response to GPC questions
Girton Bowls Club seeking response to earlier email about future relationship with GPC.	Holding reply sent by Parish Chairman. Cllr Wilson commented that this issue was still outstanding, and would need to be raised on a future agenda. Action: Clerk
Letter of resignation by Cllr C Starling.	-
Andrew Lansley MP	Offer to assist with pot holes in our parish.
Cambridge Water – Wellbrook Way quotation	Decision for GPC – Item 10/48/2
Correspondence with Thackeray Building Ltd	Issue – problems with pavilion hall floor
East of England Local Government Association	An introduction to EERA’s successor body
GTC offer to fund work on recreation ground	Item 10/48/1 refers.
Minerals & Waste Plan submission for county	See matters arising at Item 10/47.
CCC introduction of electronic consultation	Will apply with effect from 1 st June 2010
Durman Stearn (Civil Engineering) Ltd	Quotation for sewer connection works.

10/51 To receive reports:

- i) Chairman’s Report - Attached at Appendix D.
- ii) Girton Town Charity - none received.
- iii) Girton Youth Club - none received.
- iv) Footpaths and Rights of Way – none received.

10/52 To receive unconfirmed Committee minutes for the Sport & Recreation Committee of 10th March, and Planning meeting of 29 March. (Circulated to Councillors)

Cllr Wilson referred to his report at Appendix E, and added that the problems with the Pavilion floor would need to be added to the agenda of the next S&R meeting. **Action:** Clerk

10/53 Matters raised by Councillors including items for the May Agenda, the last of the current Council’s meetings.

Cllr Godby raised the issue of seats in the village.

Cllr Taylor said he would be standing for re-election. His initial nomination had been late but he would re-apply.

Cllr Clift drew attention to the additional work the Council would have to consider in relation to the expansion of the A14. This included highway rights and stopping up orders. Advice may be needed.

Cllr Wilson volunteered to produce a paper on a revised committee structure for the new Council.

Cllr de Lacey reported that the play equipment was being installed for the Waybrook Way but that the slide was dented, and erected incorrectly. Wimpeys had agreed that the slide would be replaced.

The meeting ended at 8.31pm.

Cllr de Lacey's District Councillor Report for April 2010

On 24 March the Committee responsible for Cambridge Fringe developments (JDCC) met to discuss the Trumpington Meadows development and agonised over sewage. The first 100 houses will be permitted to discharge into existing sewers, with tankers to remove excess if necessary. Though the routes the tankers might take are clearly an emotive issue. Then a pumping station would be provided, like the ones at Wellbrook Way, as ugly as these things generally are. The Committee refused to accept the proposed 2x2x3m plastic cube, played briefly with the idea of disguising it as a Doric temple and finally threw it back at the developer.

On 31 March the Corporate Governance Committee met. Modifying the published agenda we first looked at our 'Use of Resources Improvement Plan'. This throws up some surprising issues: that the Medium Term Financial Strategy fails to address the budget deficit; that outcomes of initiatives are not defined at the outset; that improvements expected from projects are not identified beforehand among others. We were assured that these issues are now noted and that by September the relevant Toolkit should have been updated. Somewhat bemused I asked why a modified toolkit 6 months hence is necessary before a project should have measurable goals; the answer I received was neither particularly clear nor reassuring. In general it was agreed by the committee (not put to a vote and dissention remained) that we were not fixing a broken Council just improving a good one.

We moved onto internal audit: generally good except for the ICT audit which raised 24 'issues' which we were assured were being handled. The ICT Director noted that the audit had been undertaken during a difficult time with major changes in management structure and team structure, plus implementation of Government Connect. The main concerns are to do with good housekeeping. I have asked to see the full audit report.

I am pleased that the work I, the Parish Council and others have put in to assessment of the A14 Draft Orders has led to the announcement of a Public Inquiry. Now we need to put together a formal case to present on behalf of Girton residents, to argue for proper protection from noise and air pollution. I persuaded Atkins to undertake a 24-hour noise measurement at Wellbrook Way,

Douglas de Lacey

Girton Parish Plan Report

After the village plan survey was carried out in 2009 we have been spending our time entering all the paper responses into a database and analysing the results. As the surveys included space for additional freeform written comments we have also had to classify and consider these. This was completed towards the end of 2009.

This has been a time consuming and so relatively expensive process as we have had to pay for people to transcribe the paper copies. Our finances are currently in a healthy state however, thanks to contributions last year from the Parish Council and (with some encouragement from Cambridgeshire ACRE) SCDC. We should have sufficient funds to complete the process of writing the village plan.

The last few months have been spent taking the analysis of the survey responses and developing actions to meet the needs and wishes of the village as highlighted by those responses. We are aiming to get around 30 actions covering the 8 topics (Transport; Education & Learning; Care, Safety & Health; Environment; Business & Employment; Leisure & Culture; Village Identity; Planning & Development), some short term/high priority, others longer term. We have been working to a template action plan document provided by ACRE, and currently have a relatively complete draft. We are meeting with ACRE to get their help and advice for improving it at our next meeting on 19th April, and hope to get something suitable for review and approval by the Parish Council soon after that. It is our aim that the plan is finalised before the Parish Council AGM.

One of the remaining challenges is identifying (and getting agreement from) the groups who should be responsible for leading or carrying out each action. To put the plan into action will also require

funding for many of the actions, so there will be considerable ongoing work required.

The results of the survey and analysis for each question are available via our website:
<http://www.girtonvillageplan.org/>

Appendix C

Requirements of the Data Protection Act - Information Commissioner's Office Register of Data Controllers

What is the Register of Data Controllers?

Girton Parish Council deals with data that is covered by the Data Protection Act. As we hold information of living people we are required to notify the Information Commissioner's Officer and to apply to be on the Register of Data Controllers. The Register of Data Controllers is a database containing the name and address of data controllers and a description of the kind of processing they do.

A link to Histon Parish Council Register of Data Controller page is given below. Ours will be almost identical.

<http://www.ico.gov.uk/ESDWebPages/DoSearch.asp> and type in Histon Parish Council

Why is it needed?

The Data Protection Act requires Parish Councils to be on the Register of Data Controllers as explained by the extract from the ICO website below.

“All public and private organisations are legally obliged to protect any [personal information](#) they hold, and may be required to [notify with the ICO](#). Public authorities are also obliged to provide [public access to official information](#). The ICO is here to help you understand these obligations and keep you updated as and when they change.” (http://www.ico.gov.uk/for_organisations.aspx. 09/04/10 10:18am)

How much will it cost to be on the Register of Data Controllers?

Registering as a Data Controller costs £35 per annum for organisations for employing less than 250 people.

Nicola Alison
Administrative Assistant, Girton Parish Council

Appendix D

Chairman's Report for April 2010

It is ironic that the Change of use Planning Permission for St Colette's came through the day that Piscari put out its press release stating that it was to close. The business plan had predicted break-even at 100 pupils; it currently has 60-odd with little likelihood of increasing. I have expressed my personal disappointment to the Head, and have also been to visit the Head of the sister school on the same site. Gretton School is for autistic children and although it currently only has one pupil Piscari believe it is viable and will continue.

On 29 March the Clerk, PFO and I met a VAT Inspector who explained how VAT affects Councils like us. The new Council will need to decide which of the available models we adopt; this may well have repercussions on our relationship with the Bowls Club. We also need to see if we can combine Phases 2 and 3 of Wellbrook (bowling green and building) into one contract, since that is the only way we can avoid VAT on the green.

Cllr Godby, the Clerk and I interviewed 3 candidates for the Future Jobs Fund placement and we believe we have an excellent candidate, Nicola Alison, who started with us on 1 April. The Groundsman, the Clerk and I interviewed 4 candidates for the grounds assistant post, and will appoint subject to receipt of satisfactory references.

The 31st March marked the end of the leave year, and the Clerk had 3 days outstanding. He planned to take 29-31 March off, but circumstances made this impossible; and he has also had to work on 5 April. I have insisted that these days be carried over into the new leave year but this highlights again the very difficult situation in which he is placed, and our need to work hard to reduce the load.

The 31st March was also the date Wimpey should have finished the LEAP but owing to bad weather and problems with suppliers they now anticipate completion in mid-April. I believe they are doing their best to get the site (and the other open space) finished and the S106 officer at SCDC is keeping a close eye on progress.

Douglas de Lacey

Appendix E

Report of Chairman of the Sport and Recreation Committee for April PC meeting.

Minutes of the March meetings of the Committee have been circulated. There are two items which I would like to bring to the attention of Councillors.

1. Under 10/30 ii (from the meeting without users on March 10) it was agreed that the Clerk be asked to identify sources of possible funding for improving access to the Pavilion. This is purely to obtain information for possible sources of funding for any future which may be authorised by the PC.

2. Under 10/32 i the Committee considered proposals for the location and nature of a sculpture as charged by the Council. The results of an open vote on the options presented were:

location for the sculpture:

4 Votes: outside Town End Close

1 Vote: Mayfield Triangle

No other site had any support.

As the subject of the sculpture two options had been suggested. A black squirrel or a goose or geese as on the village sign. The Committee agreed that they preferred "Girton Geese"

The Committee therefore recommend to the Council that a sculpture of Girton Geese be installed at the approach to Town End Close.

MLW

Appendix F

Girton Town Charity – Conditions of Grant Payment

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| <p>a) The grant will only be available for 12 months from 7th April 2010.</p> <p>b) It will be paid against copies of paid invoices provided to GTC's treasurer.</p> <p>c) The funding by the Charity will be publically acknowledged, and suitable signs placed on the gates into St John's Field.
<i>(Clerk – It may also be appropriate to acknowledge Cambridgeshire CC's contribution in providing the gates.)</i></p> <p>d) The Parish Council should undertake to maintain the fence in good order without further application to Girton Town Charity</p> |
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