

Girton Parish Council

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The Pavilion
Girton Recreation Ground
Cambridge Road, Girton
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Minutes of the Pre Meeting and Annual Meeting of Girton Parish Council of Tuesday 9th June 2010 at St. Vincent's Close Community Centre at 7:30 pm.

Present: Councillors elect: Douglas de Lacey, John Ash, Brian Bromwich, Michael Wilson, James Ford-Smith, Ron Martin, Mark Taylor, Joanne Garner, Peter Johnson, Val Godby, Gillian Cockley; and one member of the public.

In attendance: Robert Stone (Clerk), Natalie Stone (Finance Officer); & Nicola Alison (Admin Assistant)

The 2009/10 Chairman, Douglas de Lacey, welcomed everyone particularly those new to the Council following the election of 27th May 2010, and Nicola Alison who was making a valuable contribution to the Council as a Future Jobs Fund appointee.

Introduction

Before the meeting the retiring Chairman reminded new and continuing Councillors of the nature of their appointment with the following points:

- * A Council may only do what it is empowered to do by legislation, and then only as a body. No Councillor has the authority to speak for Girton Parish Council, or to instruct the Clerk on any matter.
- * The only exception is that a Councillor may instruct the Clerk to put on the next agenda either a Report or a Motion. Motions must be within the Council's competence and propose an action to be taken.
- * Councillors must declare any interest, whether personal or prejudicial, in any item on the agenda.
- * All remarks at a meeting must be addressed to the Chair, not to other Members.
- * Councillors wishing to speak should indicate so to the Chair, and wait to be invited before speaking.
- * Motions must be proposed and seconded before discussion and are decided by an open vote. If a Councillor demands, how members voted can be recorded in the minutes.

Acceptance of Office, and Register of Members' interests

Prior to the Annual Parish council meeting commencing newly elected Members present signed their Acceptance of Office, and Register of Member's Interests.

Girton Parish Council Meeting

Items

10/66 To elect the Parish Council Chairman for 2010/11.

Douglas de Lacey was proposed by Cllr Ford-Smith and seconded by Cllr Bromwich. Cllr Taylor supported the proposal but also raised a number of concerns. No other nominations being made Cllr de Lacey was elected by unanimous vote.

10/67 Chairman signs Declaration of Acceptance of Office.

The new Parish Chairman signed the Declaration of Acceptance, and the Clerk witnessed as the Council's Proper Officer.

10/68 Apologies – Received from Cllrs James Barnard, Len Sparling, Robin Hiley & Carol Noble plus Cllr J Reynolds (CCC).

10/69 Members' declarations of interest for items for items on the agenda

Cllr Wilson declared a personal interest in Item 10/76/3(b) as he is a member of Girton's Social Club.

10/70 Public Participation session on agenda items & matters of mutual interest.

1. Members of the public – A member of the public spoke about litter. If this was tidied up by volunteers on a regular basis it could result in less litter being dropped. Setting up a group of volunteers would be beneficial.
2. Police Report – No report had been received. Cllr Godby advised that Neighbourhood Watch was hoping to produce a calendar for residents; and the Clerk referred to the recent unsuccessful arson attempt on the bus shelter. The new PCSO had tracked down the culprits and issued a warning.
3. District Councillors' Reports. (Cllr de Lacey's report attached at Appendix A)
4. County Councillor's Report (*circulated*).
5. Parish Plan – A full report would be made to the July meeting.

10/71 That the minutes of the Parish Council meeting held on the 19th May 2010 be confirmed.

Prop: Cllr Godby Sec: Cllr Wilson. Approved by majority vote.

10/72 Matters arising from minutes.

Item 10/48/4 CRB checks on GPC staff.	Cambridgeshire County Council identified as a possible "umbrella" body to take these forward
Item 10/60/2 Water for cricket square	New pump installed.
Item 10/61/6 Councillor expenses	The Clerk confirmed that these can be refunded.

10/73 Correspondence received (*circulated at the meeting*)

Highways Agency – A14 draft side roads Orders	New Orders and apologies for errors made in initial drafts.
Letter of complaint from Chair of Tennis Club	Unhappy about new control system for court lights.
Letter by former Vice Chair to Girton Bowls Club	Finance constraints require consideration of the proposed bowling green be put to the new Council.
Director of Joint Planning- North West Cambridge	Latest briefing on this proposed development.
NW Cambridge Community Forum Event	Saturday 19th June at The Meadows Centre
University of Cambridge – NW Development	Invitation to "Masterplan" Workshop on 29th June
Neighbourhood Policing & Crime prevention	Girton meeting - 17 August at 7.30 in Cotton Hall
Planning policy update by South Cambs DC	New Government to devolve greater powers to local Councils & neighbourhoods
Request for replacement road signs for Girton.	Now added to list of contractors' works by SCDC
Tim Hughes, Highways Agency	Response to GPC objections to the A14 Draft Orders

10/74 Finance & resource management.

1. To approve payments from 19th May 2010 to 8th June 2010
Prop: Cllr Wilson Sec: Cllr Godby Approved by majority decision with 1 abstention.
2. To receive the balance sheet at 8th June 2010
Received.
3. To approve new signatories for the bank account and building society accounts
Cllr de Lacey proposed, and Cllr Godby seconded, Cllrs Bromwich & Barnard as new

signatories. This was approved by majority vote with one abstention.

10/75 To receive unconfirmed Committee minutes, and Committee Reports for the Wellbrook Way Meeting 25th May and the Planning Meeting 25th May (App B & C)
Received by Councillors.

10/76 Business items requiring a decision, or consideration by the Council.

1. To elect a Vice Chairman for 2010/11.

Cllr de Lacey proposed Cllr Bromwich. Seconded by Cllr Wilson. Unanimous.

2. To agree the proposed Standing Committees for 2010/11:

- a) Planning Applications – Cllrs Martin, de Lacey, Bromwich, Ash, Garner, Cockley, Taylor, & Barnard
- b) Sport & Recreation Ground – Cllrs Wilson, Sparling, Noble, Johnson, Godby, de Lacey, & Bromwich
- c) Environment – Cllrs Bromwich, Barnard, Ash, Cockley, de Lacey, & Martin
- d) Finance - Cllrs Hiley, Bromwich, Garner, Ash, & Taylor
- e) Planning & Resource – Cllrs Wilson, de Lacey, Bromwich, Ash, Garner, Noble & Taylor

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

3. To appoint trustees, representatives, and advisors for 2010/11, as follows:

- a) Girton Town Charity Trustees – No appointments made.
(*Ray Gordon & Robin Hiley were appointed by GPC in April 2010*)
- b) Girton Village Institute Trustees – Cllr Godby
- c) Cotton Hall Trustees – Deferred until autumn 2010.
- d) Youth Work Liaison Officer – Cllr Johnson.
- e) Representative on CPALC – Cllr Godby
- f) Police Liaison Officer – Cllr Godby
- g) Public Rights of Way Liaison Officer – Cllr Bromwich
- h) Recycling Officer – Not appointed.
- i) Warden of Town End Close – George Thorpe
- j) Tree Officer – Colin Carr
- k) Health and Safety Advisor – Graham Clare
- l) Child Protection Advisor – Cllr Cockley
- m) Parish Plan – Cllrs Godby & Johnson.

Prop: Cllr de Lacey Sec: Cllr Bromwich. Unanimous

4. To approve expenditure of up to £5,000 for professional advice for the Girton Parish Council case to the A14 Public Inquiry.

Prop: Cllr de Lacey Sec: Cllr Ash

The Chairman advised that the previous Council had allocated a budget of £6000 for professional fees in 2010/11. Advice from experts was needed to enable GPC to present evidence to the Public Inquiry on pollution, flooding, noise, and the proposed clay pits for the A14.

Cllr Taylor spoke against the motion on behalf of Cllr Noble. Cllrs Martin and Ash considered professional advice essential to present GPC's case.

The motion was approved (9 in favour, and 2 against).

5. That following the invitation of the Government Inspector, the Council should apply to the Public Inquiry for an extension of time to submit a fuller Statement of Case and Proofs of Evidence.

Prop: Cllr de Lacey Sec: Cllr Martin

The Chairman said that there had been a very tight deadline of 8th June for submission of a statement of case, and a short extension had been granted. A further extension was needed to draw this together, and a further extension beyond the 29th June deadline for Proofs of Evidence would be necessary if the Council was to be able to consult expert opinion.
The motion was approved by unanimous vote.

6. That the Chairman, Vice-Chairman and any other Councillors who wish to be involved be empowered to research and present a Statement of Case and Proofs of Evidence, using if necessary such consultancy as approved in Item 4 of this agenda and collaborating as appropriate with Histon and Impington Parish Councils.

Prop: Cllr de Lacey Sec: Cllr Ford-Smith

The Chairman reported that Histon & Impington Parish Councils were already working on their Statement of Case focusing on pollution and noise problems. The timing was very tight so any assistance from Councillors would be helpful. Cllrs Ash and Martin agreed to join the working group. Cllr Ash added that GPC could bring pressure to bear if it could successfully challenge the data used by the Highways Agency but he was not sure if this could be done in the time available.

The motion was passed by majority vote with one abstention.

7. To approve the Health & Safety Policy at Appendix E.

Prop: Cllr de Lacey Sec: Cllr Cockley

The H&S policy was approved by majority vote with one abstention.

8. That the following subscriptions be renewed for the year 2010/11:
CPALC (£622); CACRE (£35); and SLCC (£145).

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

10/77 To receive reports:

- i) Chairman's Report (*Attached at Appendix D*) No questions were raised.
- ii) Girton Town Charity – No report received.

10/78 Matters raised by the Councillors, including items for the next agenda.

Cllr Godby requested that Joe Loveridge be asked to renovate more of the parish benches.

Cllr Martin suggested that matching paint for the new bus shelter on the Huntingdon Road be Purchased to overpaint current and future graffiti.

Cllr Wilson commented on the recent safety inspection of the new Wellbrook Way play area. A serious fault had been highlighted in that the fencing did not meet current safety standards. It may be necessary for GPC to request replacement fencing.

Cllr Garner added that the play area lacked grass and that the shingle had been swept away.

Cllr de Lacey referred to an additional piece of correspondence received after the agenda had been circulated. This was a Cambridgeshire CC consultation on the local transport plan. He asked for volunteers to provide a draft response. Cllr Taylor said he would provide a report to the July meeting.
Action: Cllr Taylor

The meeting ended at 9.05pm.

Minutes of the initial meetings of Girton Parish Council's Standing Committees on Wednesday 9th June 2010 at St Vincent's Close Community Centre immediately after the Annual Parish Council meeting

Items

1. Election of Chairman – as recorded below.
2. To agree the pattern of Committee Meetings for 2010/11 – as recorded below.

Committee	Chairman	Pattern of Committee Meetings
Planning Applications	Cllr Martin proposed by Cllr de Lacey and seconded by Cllr Ash. Unanimous.	As required on Thursday evenings starting no earlier than 7pm.
Sport and Recreation Ground	Cllr Wilson proposed by Cllr de Lacey and seconded by Cllr Godby. Unanimous.	On the fourth Wednesday of the month.
Environment	Cllr Bromwich proposed by Cllr de Lacey and seconded by Cllr Martin. Unanimous.	Every two months on a Thursday evening.
Finance	Cllr Hiley proposed by Cllr de Lacey and seconded by Cllr Bromwich. Unanimous.	Frequency to be determined.
Planning & Resources	Cllr Wilson proposed by Cllr de Lacey and seconded by Cllr Ash. Unanimous.	Every two months on a Monday evening.

The meetings ended at 9.20pm.

Cllr de Lacey's District Councillor Report for June 2010

Annual General Meetings are generally very dull trawls through the necessary business of re-electing committees and receiving reports; and so it proved for SCDC; though with a few rather unpleasant surprises. The Leader of the Opposition gave his report, noting that the model of 'strong leadership' which we are supposed to have embraced has yet to be demonstrated.

It was not really a demonstration of that to take control of all scrutinising committees but that is what has happened. And I have lost my place on the Cambridge Fringes JDCC. Though I shall continue to attend and speak. An attempt to gerrymander the Planning Committee, however, was overturned, as was a proposal that the Cabinet could be quorate with a mere 4 members.

We also managed to reduce the number of signatures required for a petition from the absurd proposal of 100 to a somewhat more reasonable 50.

After the Parish Council vote count I rushed back to Histon, to a half-day conference on Travellers' health and wellbeing organised by Histon Early Years Centre; Like many other Traveller issues it is a vexed and difficult one. Not least of the benefits was meeting the SCDC Traveller Liaison Officer who is already now helping me to look at options for the vans parked on the Oakington Road plot opposite Manor Farm: they have been a problem for the Parish Council for many years and the site was recently refused planning permission to become a Traveller pitch.

I have mentioned the A14 Public Inquiry in my Chairman's Report. I have greater freedom of action as District Councillor than as Parish Chairman and shall be speaking for the Village in both capacities, and probably in conjunction with Histon and Impington. I have received a detailed response from the HA to the Council's initial objection to the A14 Draft Orders: it does not solve our concerns.

Douglas de Lacey

Minutes of Girton Parish Council's Planning Committee of Tuesday 25th May 2010 in the Cotton Hall, Girton at 7.00pm

Present: Cllr Clift (Chairman) PC Chairman, Cllrs Gordon, Thorrold, and Joanne Garner

Items

10/49 Welcome by Committee Chairman

Cllr Clift welcomed Committee members to the meeting.

10/50 Apologies for absence

Cllrs Martin & Bromwich

10/51 Members' declarations of interest for items on the agenda

Cllr de Lacey declared a personal interest in Item 10/55/1 as a near neighbour.

10/52 Open Session for the Public

No members of the public were present.

10/53 That the minutes of the meeting on 5th May 2010 be approved

Prop: Cllr Clift Sec: Cllr Thorrold Unanimous.

10/54 Matters arising from the minutes

None.

10/55 Planning Applications (for recommendation)

4. S/0731/10/F Dwelling. Land to the south east of 1 High Street, Girton
Mr Nick & Mrs Kate Hawksworth

The Committee approved this application. Members commented that it was the kind of infill that they liked to see in that it was radically different to standard infill housing. It was noted that parking congestion may be a problem during construction.

10/56 To give initial consideration to any planning applications received between 20th May 2010 and 25th May 2010.

None received.

The meeting ended at 7.10pm.

**Minutes of the Wellbrook Committee held at
7.15pm on Tuesday 25th May 2010 at the Cotton Hall**

Present: Cllr Clift (Chairman), Cllr de Lacey (Chairman GPC), Cllrs Thorrold, Wilson, & Joanne Garner and Rev S Holland In attendance: Robert Stone (Clerk)

Items

10/18 To receive apologies for absence

Apologies were received from Cllr Martin & Sparling.

10/19 Members' declarations of interest for items on the agenda

None received.

10/20 Open Session for the public

None present.

10/21 That the minutes of the Committee meeting held on 28th January 2010 be signed by the Chairman as an accurate record.

Prop: Cllr Clift Sec: Cllr de Lacey Unanimous.

10/22 Matters arising from minutes

None.

10/23 To approve one of the tenders for the bowling green garage base.

Deferred pending decision by Girton Parish Council on whether to proceed with the bowling green.

10/24 To recommend one of the tenders for the construction of the new bowling green to Girton Parish Council.

Committee members noted that because of higher than expected infrastructure costs which were approaching £40,000, and VAT on top of the contractors' tenders, it had become apparent that the £125,000 Section 106 monies would be insufficient to fund the construction of the bowling green. If monies were taken from Council reserves expenditure on one sport would be disproportionate compared to others. Affordability and the risk assessment needed to be revisited by the new Parish Council, and the new Girton Bowling Club alerted to the issues as soon as possible. Other options may be possible for this green open space including a play area for children, and landscaped gardens which would be open to all.

Cllr Wilson proposed and Cllr de Lacey seconded the following amendment to the motion:

“Given the quotations received to recommend to Girton Parish Council that it reconsiders the bowling green development at Wellbrook Way at the earliest possible stage.”

The amended wording was unanimously approved, and the revised motion agreed by the Committee when formally put to the vote. Cllr Clift was asked to write to the bowling club as soon as possible. **Action:** Cllr Clift

The meeting ended at 8:05pm.

Chairman's June 2010 Report

A lot has happened, including elections and an Annual Parish Meeting, but Councillors will be aware of that. The only item I think worthy of report is the start of the Public Inquiry on the A14 Draft Orders. Owing to problems of timing the only Statement of Case which GPC can now enter is probably the agreed objections to the Orders which we submitted in December 2009. This will allow us to present our case to the Inquiry, which we shall have to do in writing by 29 June and then support in person and with witnesses probably in September. Histon and Impington are keen that we should pool resources and have reason to believe that we would be able to employ Counsel on a {it pro bono} basis. Expert noise and pollution advice would of course still cost.

Items 10/64/4-6 will enable Councillors to decide how to take our objection to the A14 Draft Orders forward.

Douglas de Lacey

Girton Parish Council
Health and Safety at Work Etc Act 1974
Statement of Health & Safety Policy

1. Girton Parish Council recognises and accepts its responsibility for providing a safe and healthy working environment for all its employees, and visitors to premises under its control.
2. The Council intends to take all reasonable steps within its power to meet this responsibility, paying particular attention to the provision and maintenance of:
 - a.) Plant, equipment and systems of work designed and maintained to operate and function Safely.
 - b.) Arrangements for safe handling, storage and supervisory functions to enable all employees to work safely and contribute positively to their own safety and health at work.
 - c.) Sufficient information, instructions, training and supervision to enable all employees to work safely and contribute positively to their own safety and health at work and to protect others that may be affected by their work.
 - d.) A safe and healthy place of work with safe access and egress and safe systems of work formulated from a suitable and effective risk assessment process that shall reduce risk, so far as is reasonably practicable.
 - e.) Protective clothing and equipment where necessary.
 - f.) Arrangements for the periodic survey of and report on work places and methods of working and the implementation of any corrective action necessary as covered by inspections.

3. The health and safety policy is appraised and updated, as and when necessary, following changes in legislation or working practices. Communication of any such changes shall be made to all employees and where necessary visitors. A copy of this statement shall be issued to all Council employees, Councillors and contractors.

Organisation of Responsibilities

4. As line manager accountable to the Parish Council, the Clerk assumes the day to day responsibility of ensuring the safety policy is reviewed, maintained and adhered to.
 5. Health and safety and incidents reported to the Clerk shall be kept under review by the
Council.
6. Employees are reminded that they have a responsibility for their own safety and that of other workers and other persons who might be affected by their activities and to co-operate with the Councils so as to enable it to carry out its own responsibilities successfully.
7. It is the responsibility of any persons or contractor who erects or installs any article for use at work in any premises where that article is to be used by persons at work, including any article of fairground equipment, to ensure, so far as is reasonably practicable, that nothing about the way in which the article is erected or installed makes it unsafe or a risk to health.
8. Any matter which appears to contravene the above policy should be reported at once to the Clerk, who shall report as appropriate to the Council and Safety Advisor to take any necessary actions.
9. The **Council Safety Advisor** shall:
 - a.) Keep informed of relevant Health & Safety legislation.
 - b.) Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety at Work Policy.
 - c.) Make effective arrangements to implement the Health & Safety at Work Policy.
 - d.) Check that the Clerk maintains a central record of notified accidents and/or incidents and where necessary implements an effective investigation.
 - e.) With the Clerk take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
 - f.) With the Clerk act as the contact and liaison point for the Health and Safety Inspectorate.
10. The Clerk shall:
 - a.) Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council and with employees as appropriate.
 - b.) Ensure that suitable and effective risk assessments are carried out of working practices,

with subsequent consideration and review of any necessary corrective/protective measures.

c.) Ensure that work activities by the Council do not unreasonably jeopardise the Health and Safety of members of the public.

11. Employees shall:

a.) Seek advice on safety and health matters from the Clerk

b.) Comply with the instructions and procedures for safe working issued from time to time

c.) Make proper use of protective clothing and safety equipment provided

d.) Report immediately to the Clerk any defects in plant, structures, equipment or safety procedures which come to their notice

e. Report promptly to the Clerk any incidents which have led or might lead to injury or damage and co-operate with any investigation which might be undertaken with the object of preventing accidents or recurrence of incidents

12. Contractors:

a.) Any contractors employed by Girton Parish Council shall be responsible for conducting themselves safely at all times and in complying with the Council's Health and Safety Policy.

b.) Any work carried out shall be fully in compliance with statutory legislation and Codes of Practice to ensure the Health and Safety of their own employees and others, on and off site.

c.) All tools and equipment that they bring onto site shall be safe and in sound working order. All necessary guards and safety devices shall be in place and necessary certificates shall be available for checking.

c.) Any injury sustained whilst on site shall be reported to a member of the Council's staff as soon as possible during office hours.

d.) All electrical equipment fitted with a three pin plug shall have undergone a valid Portable Appliance Test (PAT).

e.) Contractors shall provide written risk assessments and method statements, before commencing work for or on behalf of Girton Parish Council.

13. Users:

a.) Any persons who are not employed by Girton Parish Council but use non-domestic premises made available to them as a place of work or as a place where they may use plant or substances provided for their use by the Girton Parish Council are responsible for ensuring, so far as is reasonably practicable, that the premises, plants or substances is or are safe and without risks to health. This applies to contractors, groundsmen and clubs or businesses that use the facilities as a place of work or meeting.

b.) Any persons who have control of the premises is responsible for ensuring, so far as is reasonably practicable, that the premises, plants or substances is or are safe and without

risks to health.

- c.) Any persons who run clubs and meetings are responsible for THEIR user's health and safety, adhering to their own and the Council's Health & Safety policy.

14. Risk Assessments (Lettings)

- a.) Risk Assessments are to be undertaken by the event organisers.
 - b.) A copy of the findings of the risk assessment shall be submitted to the Parish Council Clerk.
 - c.) Actions and risk control measures are to be approved by the Parish Clerk before the go ahead is given for the event.
 - d.) A copy of the risk assessment and supporting guidelines can be seen at the end of this document.
15. This statement supersedes all previous statements.

Approved by Girton Parish Council Meeting on 9th June 2010.