

# Girton Parish Council

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The Pavilion  
Girton Recreation Ground  
Cambridge Road, Girton  
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## **Minutes of the Annual General Meeting of Girton Parish Council held on Wednesday 15th May, 2013 at St Vincent's Close Community Centre, Girton, at 7.30 p.m.**

*Residents in the parish were invited to attend this meeting and to speak at Item 13/64.1*

**Present:** Cllrs: de Lacey (Chairman), Williams, Bromwich, Clift, Cockley, Garner, Godby, Gordon, Hiley (from item 13/68.6), Noble, Simpson, Thorrold, Westley

Cllr J Reynolds (CCC) (until end of item 13/64.2)

1 member of the public

**In attendance:** S Cumming (Clerk), N Stone (RFO)

**13/59 To elect the Parish Council Chairman for 2013-2014** Cllr de Lacey was nominated by Cllr Gordon, seconded by Cllr Bromwich and elected unanimously.

**13/60 The Chairman to sign the Declaration of Acceptance of Office** Cllr de Lacey signed the Declaration of Acceptance of Office, witnessed by the Clerk.

**13/61 Welcome from the Chairman** The Chairman welcomed everyone to the meeting, especially Cllr Reynolds and the member of the public. The Chairman announced that Cllr Martin has resigned due to pressure of work and he was thanked for his contribution as a Parish Councillor. The Council will put in train the process to elect a new member.

**13/62 Apologies and reasons for absence** Apologies had been received from Cllr Taylor and PCSO Mani and the Chairman accepted their reasons for absence. It was noted that Cllr Bygott had not sent apologies.

**13/63 Members' declarations of interest for items on the agenda.** None.

**13/64 Public Participation session on agenda items & matters of mutual interest:**

1. Members of the Public. The member of the public did not wish to speak.
2. County Councillor's Report (Appendix A). A review of the village's existing potholes had been undertaken a couple of months ago, and a large number of potholes are marked with white paint, pending attention. The 30 mph signs on Huntingdon Road are obscured by trees at Girton College and Cllr Reynolds has asked the college to cut back the trees. The crossing lights outside Girton Glebe School are operating erratically and the County Council will be notified. The Chairman thanked Cllr Reynolds, who left the meeting at this point.
3. District Councillors' Reports (Appendix B) Cllr de Lacey reported that a village resident has been evicted from his council property because of anti-social behaviour.
4. Police Report (E-Cops) (Appendix C). The Council received the report.

**13/65 To confirm the Minutes of the Parish Council Meeting held on Wednesday 17th April, 2013.** The Minutes were proposed as a true record of the meeting by Cllr Garner, seconded by Cllr Gordon, approved unanimously and signed by the Chairman.

**13/66 To confirm the Minutes of the Extraordinary Parish Council Meeting held on Friday 3rd May, 2013.** The Minutes were proposed as a true record of the meeting by Cllr Thorrold, seconded by Cllr Westley, approved with two abstentions and signed by the Chairman.

**13/67 Matters arising from the Minutes (for information only)**

The annual play equipment inspection was undertaken on 12th April, and the inspection report is available in hard copy in the Parish Office. The council's Health and Safety Officer has looked at the report and will make recommendations.

**13/68 Business items requiring a decision, or consideration by the Council**

**1. To elect a Vice-Chairman for 2013-2014.** Former Vice-Chair Cllr Cockley has decided to step down, and the Chairman thanked her for her work as Vice-Chair. Cllr Williams was nominated by Cllr de Lacey, seconded by Cllr Bromwich and elected unanimously.

**2. To approve the dates of Parish Council Meetings for 2013-2014**

Cllr de Lacey proposed that meetings be held on the third Tuesday of each month, seconded by Cllr Noble. After a straw poll, Cllr de Lacey changed his proposal to the third Wednesday of each month. The motion was approved with one vote against and one abstention.

**3. To approve, agree the sizes of, agree the frequency of meetings of, and appoint members and Chairs to, the proposed Standing Committees for 2013-2014, as follows:**

a) Planning Committee (proposed: 15 members). Cllr de Lacey proposed that all Council Members be on the Planning Committee, seconded by Cllr Garner, and agreed unanimously. The Planning Committee meets as and when required.

b) Sport and Recreation Committee (proposed: 9 members). Cllr de Lacey proposed that meetings will be held bi-monthly on the second Wednesday of the month, seconded by Cllr Noble, and agreed unanimously. The members of the Committee are Cllrs Cockley, de Lacey, Garner, Godby, Noble, Simpson, Thorrold, Westley and Williams, with Co-Opted Members Mr G Clare, Mrs L Miller and Mr C Wilson. Cllr de Lacey proposed Cllr Simpson as Committee Chairman, seconded by Cllr Godby, and approved unanimously.

c) Environment Committee (proposed: 9 members) Cllr de Lacey proposed that meetings be held bi-monthly on the first Wednesday of the month, seconded by Cllr Gordon and approved unanimously. The members of the Committee are Cllrs Bromwich, Clift, de Lacey, Gordon, Simpson, Thorrold, Westley and Williams with Co-Opted Members Dr D Cull, Dr P de Lacey and Mr G Thorpe. Cllr Gordon was proposed as Committee Chairman by Cllr de Lacey, seconded by Cllr Westley and approved unanimously..

d) Finance Committee (proposed: 7 members). Cllr de Lacey proposed that meetings be held bi-annually, seconded by Cllr Godby and approved unanimously. Members of the Committee are Cllrs de Lacey, Garner, Godby, Hiley, Taylor, Thorrold and Williams. Cllr Hiley was proposed as Committee Chairman by Cllr de Lacey, seconded by Cllr Godby, and approved unanimously.

e) Planning and Resources Committee (proposed: 8 members). Meetings are to be held quarterly on a day to be arranged. Committee members are Cllrs de Lacey, Garner, Noble, Taylor, Thorrold and Williams (2 vacancies). Cllr Garner did not wish to stand as Committee Chair, and the new Chair of the Committee is to be announced.

f) Wellbrook Way Development Committee (proposed: 8 members) Cllr de Lacey proposed that meetings be held bi-monthly on a day to be arranged, seconded by Cllr Godby. Committee members are Cllrs Bromwich, de Lacey, Garner, Godby, Gordon, Simpson, Westley and Williams. Cllr Gordon was proposed as Chairman by Cllr de Lacey, seconded by Cllr Godby and approved unanimously.

g) Bowls Green Committee (proposed: 8 members) Cllr de Lacey proposed that meetings be held as and when necessary, seconded by Cllr Noble and approved unanimously. Members of the Committee are Cllrs de Lacey, Gordon, Noble, Thorrold, Westley and Williams. with Co-Opted Members with Full Voting Rights Mr G Clare and Mrs J Knights. Cllr de Lacey proposed Cllr Westley as Committee Chairman, seconded by Cllr Noble and approved unanimously.

**4. To approve Parish Council Task and Finish Groups**

a) Emergency Plan Group (proposed: 8 members) Cllr de Lacey proposed that the group meet once or twice and present a proposal to the Parish Council, seconded by Cllr Cockley, and approved unanimously. The members of the group are Cllrs Bromwich, Clift, Cockley, de Lacey, Godby, Taylor and Thorrold with Co-Opted Member Mr G Clare. Cllr de Lacey proposed Cllr Williams as Chairman of the Emergency Plan Group, seconded by Cllr Cockley, and approved unanimously.

**5. To appoint trustees, representatives and advisors, if necessary, for 2013-2014:**

a) Girton Town Charity Trustees (no appointments).

b) Girton Village Institute Trustees (1 appointment). Cllr de Lacey proposed that Mr Graham Clare becomes a Trustee, seconded by Cllr Noble. Approved unanimously.

c) Cotton Hall Trustees (no appointments).

d) Youth Work Liaison Officer. Cllr Noble agreed to continue in this role. Approved unanimously.

e) CAPALC Representative. Cllr Godby agreed to continue in this role. Approved unanimously.

f) Police Liaison Officer. Cllr Godby agreed to continue in this role. Approved unanimously.

g) Public Rights of Way Liaison Officer. Cllr Bromwich agreed to continue. Approved

unanimously.

h) Floods and Drainage Officer. This is a new role, following last year's flooding problems. Cllr de Lacey proposed Cllr Bromwich be appointed, seconded by Cllr Cockley. Approved unanimously.

i) Warden of Town End Close. Mr George Thorpe has agreed to continue in this role.

j) Tree Officer. Dr Del Cull has agreed to continue in this role.

k) Health and Safety Advisor. Mr Graham Clare has agreed to continue in this role.

l) Child Protection Advisor. Cllr Cockley agreed to continue, but would welcome more training. On behalf of the Council, the Chairman thanked all trustees, representatives and advisors for their work over the past year.

**6. To approve the following annual subscriptions: CPALC, CPRE, Cambs ACRE, and SLCC**  
Approved.

Cllr Hiley joined the meeting at this point.

**7. To approve a revised Code of Conduct for Members to reflect South Cambridgeshire District Council's revised wording according to the Seven Principles of Public Life legislation. (Appendix D and correspondence item 13/70.5).** The result of the Nolan Enquiry requires Parish Councils to accept these recommendations. Proposed by Cllr de Lacey, seconded by Cllr Cockley and approved with one abstention.

**8. To approve the street lighting plan at Weavers Field, Girton (Appendix E).** There is a ten-year plan to replace all street lighting in South Cambridgeshire. Most of Girton's street lighting will be looked at in 2014, but the lighting in Weavers Field has been brought forward as only the lamps need replacing and not the columns. Proposed by Cllr de Lacey, seconded by Cllr Noble, and approved unanimously.

**9. To approve the purchase and fitting of a replacement cricket square water pump for the recreation ground.** As the three quotations requested had not been received, Cllr de Lacey proposed that this item be postponed until the next meeting, seconded by Cllr Westley. Cllr Hiley proposed an amendment that the Council authorises the lowest quotation if this quotation is less than £800 and the Groundsman thinks it is sufficient for the job. Cllr de Lacey accepted this amended motion which was approved unanimously.

**10. To agree to write to the Chief Executive Officer of SCDC concerning the outstanding sum owing by Taylor Wimpey (Appendix F)** Proposed by Cllr Clift, seconded by Cllr Godby. Cllr Cockley proposed an amendment that the letter reads 'requests urgently' rather than 'requires' and Cllr Clift accepted this amendment. Approved with one vote against.

### **13/69 Finance and Resource Management**

1. To approve payments for the previous month. Proposed by Cllr Godby, seconded by Cllr Garner. Approved with one abstention.

2. To approve the balance sheet (*Appendix G*) Proposed by Cllr Garner, seconded by Cllr Westley. Approved unanimously.

3. To receive the Finance Report from 1st April 2013 to date (*Appendix H*) Received by the Council.

4. To approve a Letter of Appointment for the internal auditor (*Appendix I*) The Clerk and RFO were thanked for their efforts in finding a new internal auditor. Proposed by Cllr de Lacey, seconded by Cllr Garner and approved unanimously.

### **13/70 Correspondence (to be received)**

- 12 April: Correspondence about Girton Parish Council and Taylor Wimpey
  - 22 April: Correspondence regarding Highways Improvements works on A428
  - 24 April: Impington Village College 'Imprint' magazine
  - 29 April: Cambs Bobby Scheme letter
  - 29 April: Revised Code of Conduct letter
  - 1 May: Cambs Youth Offending Service Volunteering Opportunities
  - 1 May: Get Tech project information
  - 4 May: Correspondence about Wellbrook Way/Girton Road roundabout
  - 8 May: Correspondence regarding skate parks
- Received by the Council.

### **13/71 To receive reports**

- Chairman's Report (*Appendix J*). There were no questions arising from the report.

2. Girton Town Charity. An almshouse bungalow is being made available in High Street/St Michael's Close, with applications in writing to be submitted for the trustees to consider in June. A 1 ½ bedroom bungalow will be available no later than October 2013, with the closing date being 30 June. The Charity is buying the land for the Community Building on Wellbrook Way on behalf of the village, and are applying for outline planning permission. It was noted that, as we come to the end of the academic year, few applications are being received for educational grants available from the Charity. Word of mouth publicity would be welcomed for the respite care grant of up to £1500 for those coming home from hospital or vulnerable, which is not means-tested and is particularly to help the elderly members of the community.
3. Girton Youth Project. No report.
4. Footpaths. No report this month.
5. Bowling Green Committee. The security fencing and toilet are on-site and the contractors have marked-out the bowls green. The Chairman expressed the Council's thanks to Cllr Gordon and Mr G Clare who have spent a great deal of time on-site.
6. Wellbrook Way Development Committee. The plans for the Community Hall will be available at the Annual Parish Meeting on 21st May, to give the village an opportunity to see them.

**13/72 To receive unconfirmed Committee Minutes**

1. Planning Committee Meetings of 8th April and 17th April (previously circulated)
  2. Bowling Green Committee Meeting of 17th April (previously circulated)
- Received by the Council.

**13/73 Matters raised by Members (for information only)**

Thanks were given to Cllr Clift for removing graffiti on a postbox in Cambridge Road. Cllr Clift is to be Girton's Community Navigator for Care Networks (sponsored by SCDC), guiding older members of the community.

The meeting closed at 8.34pm