

Girton Parish Council

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

Minutes of the Annual General Meeting of Girton Parish Council held on Wednesday 4th June, 2014 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 14/66.1

Present: Cllrs; de Lacey (Chairman), Williams, Barnes, Cockley, Godby, Gordon, Simpson, L Taylor, M Taylor, Whittle.

Cllr J Reynolds (Cambridgeshire County Council) (until end of item 14/69.7)

1 member of the public

In attendance: S Cumming (Clerk), N Stone (RFO), L Miller (Bookings Administrator)

Prior to the commencement of the meeting, all councillors-elect present at the meeting signed Declarations of Acceptance of Office, witnessed by the Clerk.

14/61 To elect the Parish Council Chairman for 2014-2015 Cllr Gordon proposed that Cllr de Lacey be appointed Parish Council Chairman, seconded by Cllr Cockley, and approved unanimously. Cllr de Lacey thanked the Council for their vote of confidence in his chairmanship.

14/62 The Chairman to sign the Declaration of Acceptance of Office Cllr de Lacey signed the Declaration of Acceptance of Office, witnessed by the Clerk.

14/63 Welcome from the Chairman The Chairman welcomed everyone to the meeting, especially the member of the public and County Councillor Reynolds. The Chairman thanked retiring councillors B Bromwich, S Clift, J Garner, R Hiley, J Thorrold and R Westley for the great deal of work they had undertaken during their years of service as parish councillors, and he will write to them to formally express the council's gratitude. The Chairman welcomed the new councillors, Cllrs Barnes, Buckler, Bygott and Whittle, to the Council.

14/64 Apologies and reasons for absence Cllrs Buckler, Bygott and Noble, and PCSO Mani had sent apologies and the Chairman accepted their reasons for absence.

14/65 Members' declarations of interest for items on the agenda Cllrs Barnes and L Taylor declared an interest in item 14/69.7 as governors of Girton Glebe School, and Cllr M Taylor declared an interest in the same item as an employee of Cambridge City Council.

14/66 Public Participation session on agenda items and matters of mutual interest:

1. Members of the Public. Mr P Kirwan of Girton Cricket Club spoke about the artificial turf having been removed 5 weeks before the start of the cricket season, and had submitted an invoice for the cricket club's costs in the work undertaken. Another invoice will be submitted for soil bought to fill in the hole, and Mr Kirwan asked if these invoices will be paid. This matter could not be decided until the motion has been discussed and Mr Kirwan will be notified when the next Sports & Recreation Committee Meeting is to be held, so that he may attend.
2. County Councillor's Report (*Appendix A*) Cllr Reynolds spoke about his attendance at the meeting regarding Huntingdon Road, where members had raised concerns about out-standing issues – the matter was deferred to a subsequent meeting at

the end of the month as there are a substantial number of details to be sorted out, and members will then receive a revised report from officers. Cllr Reynolds has suggested that it is in the County Council and City Council's interests to keep negotiations going with the Parish Council. Cllr Reynolds was thanked by the Chairman.

3. District Councillors' Reports (*Appendix B*). Cllr Bygott had sent his apologies, and there were no comments raised by Cllr de Lacey's report.

4. Police Report (*Appendix C*). Cllr de Lacey has had long conversations with Chief Inspector James Sutherland regarding the fly-grazing in the village, and the police have limited powers to deal with this. Other counties have a secret 'green-yard' where horses are taken and owners have to pay to get the horses back. This has high start-up costs and Cambridgeshire Constabulary are discussing this. Swavesey Parish Council are happy to work with the parish council on this issue. Cllr Godby will be attending the Swavesey Police Panel Meeting next week.

14/67 To confirm the Minutes of the Parish Council Meeting held on Wednesday 21st May, 2014 (previously circulated). The Minutes were proposed as a true record of the meeting by Cllr Godby, seconded by Cllr Cockley, and approved with two abstentions. The Chairman signed the Minutes.

14/68 Matters arising from the Minutes (for information only)

14/55.2 Approval of appointment of new GTC trustee has been forwarded.

14/55.3 The committee met on 27th May 2014 to discuss the vacancy for RFO.

14/55.6 Approval of community labyrinth project has been forwarded, ~~although there is some uncertainty as to whether or not the project will now go ahead due to ill health.~~

14/56.5 Letter of appointment has been sent to Internal Auditor, who will undertake the internal audit on 6th and 9th June, 2014.

Noted by the Council.

14/69 Business items requiring a decision, or consideration by the Council.

1. To appoint a Vice-Chairman for 2014-2015.

Cllr de Lacey proposed that Cllr Williams be appointed Vice-Chairman, seconded by Cllr Cockley, and approved unanimously. The Chairman thanked Cllr Williams.

2. To approve the dates of Parish Council Meetings for 2014-2015.

Cllr de Lacey proposed that meetings be held on the third Wednesday of each month, seconded by Cllr L Taylor, and approved unanimously.

3. To approve, agree the sizes of, agree the frequency of meetings of, and appoint members and Chairs to, the proposed Standing Committees for 2014-2015, as follows.

NB: The Chairman and Vice-Chairman are ex-officio members of all committees.

a) Planning Committee.

Cllr de Lacey proposed that Cllr M Taylor be appointed Chairman of the Planning Committee, seconded by Cllr Cockley, and approved unanimously. All parish councillors are members of the committee, which will meet on an *ad-hoc* basis.

b) Sport and Recreation Committee.

Cllr de Lacey proposed that Cllr Williams be appointed Chairman of the Sports and Recreation Committee, seconded by Cllr Godby, and approved unanimously. The committee will have nine members and meet in alternate months, starting in July. Members of the Committee are Cllrs Bygott, Cockley, de Lacey, Godby, Gordon, Noble, Simpson, L Taylor and Williams, with Co-Opted Members Mr G Clare, Mrs L Miller and Mr C Wilson.

c) Environment Committee.

Cllr de Lacey proposed that Cllr L Taylor be appointed Chairman of the Environment Committee, seconded by Cllr Gordon, and approved unanimously. The committee will have eight members and meet in alternate months, starting in July. Members of the committee are Cllrs Barnes, Buckler, de Lacey, Gordon, Simpson, L Taylor, Whittle and Williams, with Co-Opted Members Dr P de Lacey and Mr G Thorpe.

d) Finance, Planning and Resources Committee.

Cllr de Lacey proposed that the former Finance Committee and Planning and Resources Committees be combined, have eight members and meet quarterly. Cllr de Lacey proposed that Cllr Whittle be appointed Chairman of the Finance, Planning and Resources Committee, seconded by Cllr Simpson and approved unanimously. Members of the committee are Cllrs de Lacey, Noble, L Taylor, M Taylor, Whittle and Williams, with two vacancies.

e) Wellbrook Way and Bowls Green Committees. Cllr de Lacey proposed that the former Wellbrook Way Development Committee and Bowls Green Committees be combined and called the Wellbrook Way Development Committee, seconded by Cllr Gordon. The committee will have six members and meet in alternate months, starting in July. Cllr de Lacey proposed that Cllr Gordon be appointed Chairman of the Wellbrook Way Development Committee, seconded by Cllr L Taylor and approved unanimously. Members of the Committee are Cllrs de Lacey, Gordon, Noble, L Taylor, Whittle and Williams, with Co-Opted Members Mr G Clare, Mr J Harvell, Mrs J Knights and Mr S Smith.

4. To approve Parish Council Task and Finish Groups:

a) Emergency Plan Group. Cllr de Lacey proposed that Cllr Williams be appointed Chairman of the Emergency Plan Group, seconded by Cllr Godby, and approved unanimously. The group will have six members and meet on an *ad-hoc* basis. Members of the group are Cllrs Barnes, Cockley, de Lacey, Godby, M Taylor and Williams, with Co-Opted Member Mr G Clare.

5. To appoint representatives and advisors for 2014-2015:

a) Youth Work Liaison Officer.

Cllr Noble was proposed by Cllr de Lacey, seconded by Cllr Gordon, and approved unanimously.

b) CAPALC Representative

Cllr Godby was proposed by Cllr de Lacey, seconded by Cllr Gordon, and approved unanimously.

c) Police Liaison Officer.

Cllr Godby was proposed by Cllr de Lacey, seconded by Cllr Gordon, and approved unanimously.

d) Public Rights of Way Liaison Officer. There is currently a vacancy for this post.

e) Floods and Drainage Officer. Cllr Whittle was proposed by Cllr de Lacey, seconded by Cllr Gordon, and approved unanimously.

f) Warden of Town End Close. Mr G Thorpe was proposed by Cllr de Lacey, seconded by Cllr Gordon, and approved unanimously.

g) Tree Officer. Retiring Tree Officer Dr D Cull was thanked for doing a good job through ill health. There is currently a vacancy for this post.

h) Health and Safety Advisor. Mr G Clare was proposed by Cllr de Lacey, seconded by Cllr Gordon, and approved unanimously.

i) Child Protection Advisor. Cllr Cockley was proposed by Cllr de Lacey, seconded by Cllr Gordon, and approved unanimously.

6. To approve the following annual subscriptions: CAPALC, CPRE, Cambs ACRE and SLCC. Cllr de Lacey proposed the subscriptions, seconded by Cllr Godby and approved unanimously.

7. To consider Reserved Matters planning application for Lot 6 on the NW Cambridge Development, for a primary school, along with car and cycle parking, hard and soft landscaping and associated ancilliary structures (pursuant to planning applications 11/1402/S73 and S/2013/13/VC) (*Appendix D*)

Car parking provision is inadequate and councillors are surprised how authoritarian the car parking policy is and doubt whether this will work in wet weather. It was queried whether the idea for two layers of car parking under the supermarket had been rejected.

The school could be divisive for the village if the catchment area includes the area south of the A14 bridge, and it is good that the parish council now includes two governors of Girton Glebe School. Governance of the school is unclear. It was questioned whether officers could be invited to speak at a parish council meeting. Approved with one abstention.

Cllr Reynolds left the meeting at this point.

8. To approve a contractor to repair the changing room showers, to be financed from the Pavilion Maintenance budget (*Appendix E*)
Cllr de Lacey proposed that the cheapest quotation from Ian Ramsbottom be accepted, seconded by Cllr Godby. The quotation is for replacing the cartridge instead of the valve. No contractors explicitly offered a warranty. Approved unanimously.

14/70 Finance and Resource Management

1. To receive the draft Annual Return (previously circulated). The draft figures had been circulated and would need approval from the Internal Auditor. Cllr de Lacey proposed that the draft Annual Return be received, seconded by Cllr L Taylor. Received by the Council.

2. To approve signatories for the Co-Operative Bank, Cambridge Building Society and Melton Mowbray Building Society. Former parish councillors and signatories were Brian Bromwich, [K.Sam Sam](#)-Clift and John Thorrold, plus retiring RFO Natalie Stone, and Cllr de Lacey proposed removing these signatories and then have the following group of signatories for all accounts: Cllrs Cockley, de Lacey, Godby (existing signatories) plus Cllrs Gordon and Williams. Seconded by Cllr Simpson. Approved unanimously.

(Please note that payments and balance sheet may have to come to an extraordinary meeting later in June.)

14/71 Correspondence (to be received)

1. 19 May 2014: Retzen Brass Band at St Andrew's Church
2. 27 May 2014: Correspondence from Girton Cricket Club
3. 28 May 2014: Advance Notice of Piling Works on A14 Girton to Histon
4. [2 June 2014: Invitation to a Rural Local Council Sounding Board](#)
5. [3 June 2014: Girton Glebe School's response to public consultation re NW Cambridge Development's proposed primary school.](#)

Received by the Council. The Cricket Club item will be passed on to the Sports and Recreation Committee for consideration next month.

14/72 To receive reports

1. Chairman's Report (*Appendix F*)
2. Girton Town Charity. The trustees have not met since the last parish council meeting.
3. Girton Youth Project. No report for this meeting.
4. Footpaths. No report for this meeting.
5. Floods and Drainage. No report for this meeting.
6. Bowls Green and Wellbrook Way Development Committee. The permanent fence is in place but needs gates, which will be finished in the next fortnight. The Bowls Green will be playable by early July. The temporary fence will be needed until the new car park and landscaping are completed. Broadgate Fencing are to quote for an enclosure around the tank.

14/73 To receive unconfirmed Committee Minutes

1. Planning Committee Meeting of 21st May 2104 (previously circulated). Received by the Council.

14/74 Matters raised by Members (for information only)

Thanks were given to Cllr Gordon for his work in erecting the fencing between St Andrew's Churchyard and the Recreation Ground Car Park.

Cllr Reynolds has been contacted regarding whether or not the Oakington Road repairs will be to both sides of the road, and trees trimmed with street lamps.

Four quotations for the car park works have been received with the best price being from Mead Construction. The Clerk is to tell them they have the job as soon as there is assurance of finance.

The Girton Feast will run from 4th-13th July and programmes are on sale now.

——Royal Mail are to be contacted again regarding their insufficient response about the proposed Wellbrook Way postbox.

The meeting closed at 8.34pm

APPENDIX A

Summary of County Councillor John Reynolds' Report: 20th May, 2014

Papworth Hospital announcement
Greater Cambridge City Deal
Connecting Cambridgeshire
Superfast broadband roll-out
Destination Digital
Superfast Extension Programme
Tour de France
Cycle Legacy Small Grant Fund: Third Round
Rogue Traders Day of Action
Street Lighting PFI
Highways Maintenance
Household Recycling Service Strategy 2014—2019 Options Work
Flood site works update
Welney Wash
Highways Capital Projects Delivery
Cromwell Museum
Rock Road Library, Cambridge
Ely Southern Bypass
Cycle City Ambition (GC3) Schemes | South Cambridgeshire links to employment sites and rail stations
Bikeability cycle training
Local Sustainable Transport Fund (LSTF)
Draft Long term Transport Strategy for Cambridgeshire and Refresh of the Local Transport Plan
Funding for cycle logistics activity
March to Wisbech railway line
Eastern England Agri-tech Initiative
Housing Related Support for Older People (HRSOP)
Transforming Lives
The Better Care Fund (BCF) update
Looked After Children (LAC) Placements Strategy
Children missing from home, care or education
Increase in Scarlet Fever
NHS health checks in local authorities
Public Health England report on mortality from air pollution
Chief Medical Officer for England Annual Report

APPENDIX B

Report from District Councillor Douglas de Lacey

28.5.2014

It being only a fortnight since my previous report there is little to say; though in that fortnight there has of course been a series of elections. The result for the District has been no change except that one Conservative, who left his party and then the Council, was replaced by a Conservative. However I was much surprised by Cllr Bygott's claims in his election leaflet and I believe the Parish Council has a right to know just where he stands on the Green Belt and 'creeping urbanisation'.

The committee overseeing the new cycle lanes for Hills Road and Huntingdon Road expected to meet again before the plans were finalised, but in the event they were sent straight to the County Council's brand new Economy and Environment Committee, which decided more work needed to be done and deferred a final decision. This will push the project beyond the Government's deadline, so the funding may be withdrawn.

I have had another meeting with the Director of the NWC project in which we discussed the impact of the school on Girton and the timetable of development. It is unfortunate that they will be advertising for a head teacher at exactly the same time as Girton Glebe will; but they are keen

to liaise with the Glebe governors and aware of the importance of getting issues like catchment right. We looked at tricky issues of timing, both with respect to the new access from Huntingdon Road and the potential conflict with the cycle lane works and with respect to the volume of material which will come to the Parish and District Councils. It is encouraging that submission to the Parish Council is not seen as merely a tick-box exercise, and I hope the new Council will be able to rise to the challenge and make a positive contribution to the planning.

APPENDIX C

Police Report : May 2014

Between May 6th at 14:00 hours and May 7th at 06:00 hours, a theft took place at Girton Golf Club, Dodford Lane, Girton. Perpetrator(s) have forced entry to a plastic tank unit and taken a metal diesel pump and some connecting pipe.

On May 9th between 19:30 and 21:45 hours, a dwelling burglary took place in Cambridge Road, Girton. Perpetrator(s) have gained entry to the property via the rear ground floor UPVC door, possibly a shovel was used forcing the door to open. Once inside, jewellery, cash and other items have been taken.

On May 12th between 21:50 and 22:00 hours a break-in took place at Haywards Garage Limited, Huntingdon Road, Girton. Perpetrator(s) have entered the business premises by smashing the glass panel front door and taken a sum of cash from inside.

On May 13th between 22:00 and 22:20 hours, a break-in took place at Girton Nursery, Oakington Road, Girton. Perpetrator(s) have gained entry to the building via the double glazed UPVC glass, once inside some cash has been taken.

APPENDIX D

Girton Parish Council Response to NW Cambridge Development Lot 6 (Primary School) Reserved Matters Application

Girton Parish Council welcomes the design in general and is pleased to have been involved in discussions with the Applicant and Officers. In detail we comment as follows:

1. Girton Parish Council endorses the response made by the Governing Body of Girton Glebe School. Although not in the main planning issues, the concerns raised highlight potential problems for our community, and we request full consultation in the context of deciding the catchment of the school.
2. While we accept that the Applicant has applied the various relevant criteria for allocation of parking spaces, we believe that the amount allocated to cycle parking is inadequate in both number and layout. In particular we believe that the Basic Dimensions of Cycle Parking diagram and Aisle Widths and Clearances diagram on p89 of the Design and Access statement are misleading in that the cycles illustrated appear to have only one pedal and appear to be some 800mm long. The text states that the footprint of two cycles in a Sheffield stand is 2m x 1m. The average standard cycle is at least 1500mm long and 600mm wide so that this metric is inadequate, and in practice no space is allowed for baskets and panniers. Many cycles in Cambridge are also of non-standard design. This means that the useful parking space will only be half of what appears to be offered.
3. Councillors are surprised how authoritarian the parking policy is, and doubt that it will work in wet weather. The council requests a reconsideration of the option that a double level of car parking could be provided beneath the supermarket.

APPENDIX E

Quotations for Shower Repairs at Girton Pavilion

Avocet Cleaning Company (Quotation given via telephone call)
Higher value valves—£590 including one day's labour

Cheaper value values £475 including one day's labour

Cambridge Discount Electrical and Plumbing
3 shower valves ——— £340.50 + VAT £68.10
Repair leak ————— £46.00 + VAT £9.20
total £346.50 + VAT £77.30 = £463.80

Ian Ramsbottom, G I Plumbing & Heating *
Materials ——— £143.85
Labour ————— £60.00
VAT ————— £40.77
Total ————— £244.62

* Dear Ian,

I have been asked to ask you what cartridges you will be purchasing in respect of the repairs to the showers. We have received a quote for 'Rada TF503 shower valves'. Are these the same as the cartridges you will be supplying?

I look forward to hearing from you.

Regards,
Linda

Hello Linda
Yes the cartridges are for the TF503 valve.
Kind Regards
Ian Ramsbottom
G I Plumbing & Heating

APPENDIX F

Chairman's Report to Girton Parish Council

28. 5. 2014

Following the escape of the fly grazed horses on 16–17 May, I have written to the Chief Constable and PCC to elicit information about possible courses of action in the event of a repeat. I was contacted by Chief Inspector James Sutherland and we have had a long discussion. The police have very limited powers but there are two possible developments which could significantly help. One is for the police to set up a system to impound the horses if they are on a public highway, which has large financial implications; the other is to apply for a by law which might give the police greater power. Both will need more investigation. After the incident was reported in the Cambridge News I was contacted by Sawston PC who have suffered the same problem, suggesting that we co-operate.

The committee set up to oversee the appointment of a Finance Officer has met and is drawing up an advertisement. We plan to advertise for 3 weeks in the GPN, and also via SLCC, CPALC and three agencies recommended by former Councillor Joanne Garner. We hope to identify a candidate for recommendation to the Council by the end of July.

Douglas de Lacey