# STAPLEFORD PARISH COUNCIL

**NOTICE OF PARISH COUNCIL MEETING**

**Minutes of the Meeting of Stapleford Parish Council**

**held at Stapleford Jubilee Pavilion on 11 December 2019 at 7.30 pm**

**Present:** Councillors H Kettel (Chairman), Cllr M Gatward, Cllr C Greenhalgh (arrived at 8.08pm), Cllr B Kettel, Cllr Lusby, Cllr Nightingale, Cllr D Pepperell, Cllr Raphael.

Clerk & RFO: Belinda Irons

PUBLIC: 4

**125.2019** Apologies: Cllr Pett

Cllr A Garden: The Chairman advised the meeting that Cllr Garden has resigned from post. The Parish Council offered a vote of thanks to Cllr Garden for his hard work on the budget, and his ongoing support of the public consultation into expenditure of Section 106 funds. Cllr Garden has been a very strong advocate of balancing the needs of the community against the costs to the public purse. Cllr Garden has challenged some perceptions and been a strong advocate of prudence in all matters.

**126.2019** Declaration of Member’s Interest: disclosable pecuniary/ pecuniary/personal

 None

**127.2019** Minutes of the previous meeting: 13th November 2019

**PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the meeting held on 13th November 2019.** PROPOSED: Cllr H Kettel, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY

**128.2019** Public discussion and presentation:

Villedomer Garden: this site is subject to a restrictive covenant which prevents development of the site. Why then in the Section 106 survey is there reference to development and potential sale?

 Pavilion booking: hirers frequently include additional time to set up and put away, and are now being charged twice for doing this service which should be completed by the Parish Council caretaker.

 Pavilion: why hasn’t a Christmas tree been erected?

 Pavilion: cleaning: why do hirers have to clean the room before and after use?

 Pavilion: a door was left open as it had come off its hinges

 Warden Scheme: extensive fund raising has been undertaken and the Parish Council was strongly urged to retain its financial support of an expanding service to the elderly and infirm.

 Clerks’ travel expenses: the clerk would not be able to claim expenses if a safe and secure office were provided in the parish.

 Basil’s Piece: this is on a 25 year lease from South Cambs DC which commenced some 8 years ago. It cannot be used as an alternative site for the Villedomer Garden as its long-term future cannot be guaranteed.

**129.2019 Planning:** Cllr B Kettel

Planning applications

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| --- | --- |
| S/3843/19/FL | 126 Hinton Way, Gt ShelfordSingle storey side extension & single storey rear extension: *no objection* |
| S/3958/19/TP | 12 Vine Close, StaplefordRepollard willow: *no objection* |
| S/4235/19/TP | 1a Aylesford Way, StaplefordT1 Redwood: remove lower branches to raise crown to 4m: n*o objection* |
| S/4144/19/FL | 51, Bury Road, StaplefordTwo storey side extension, front porch & outbuilding: *no objection.* |

 S/1782/19/FL9 Bar Lane

Demolition of existing outbuilding and construction of 3 bed detached dwelling, retention of existing public house, and alterations to the internal layout at ground and first floor: Permission granted.

Cllr B Kettel spoke against the application on behalf of the Parish Council, at the South Cambs DC DMC meeting which took place on 11.12.2019. Cllr B Kettel advised the meeting of proceedings, and comments from District Councillors and officers all of which indicated there were no planning reasons to refuse the application. A condition was applied which required the landowner to carry out interior changes to the pub and to open it, before the new dwelling can be commenced.

A member of The Tree Action Group thanked the Parish Council for strong presentation on behalf of the community, and advised that the Group will reconsider its options going forward.

**130.2019 Cllr Raphael: Football Club Fees for 2020 season**

**PROPOSAL: *That Stapleford Parish Council herewith agrees that Stapleford Football Club hire agreement for 2020 will be £1,000 (One thousand pounds)***PROPOSED: Cllr Raphael, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY.

**131.2019 Cllr B Kettel: Cemetery Fees increase**

Cllr B Kettel advised the meeting in detail of the requirements of the legal of managing the cemetery and adhering to health and safety legislation. The fees have been reviewed in line with nearby parish charges. The fees have been reviewed in line with nearby parishes and the terms and conditions have been revised in line with these new charges. The charges will be subject to an annual review going forward.

Concern was expressed about who was classed as a resident. Cllr B Kettel clarified that if someone required to live outside the parish for health reasons, they would be classed as a resident.

The new area needs to be professionally laid out and managed to ensure that it is fit for purpose in 100 plus years.

**PROPOSAL: *That Stapleford Parish Council herewith agrees to revise the cemetery burial and associated fees with immediate effect.*** PROPOSED: Cllr B Kettel, seconded Cllr Gatward. AGREED AND RESOLVED UNANIMOUSLY. The schedule of charges is appended to the minutes for clarity.

**132.2019 Cllr H Kettel: Finance**

 Budget & Precept:

Cllr H Kettel advised the meeting that the spreadsheet displayed via a projector to the meeting was devised by former Cllr Garden. All figures link into actual expenditure. There was extensive discussion surrounding the general and specific details presented.

Cllr H Kettel advised the meeting that further adjustment to the figures would be made on the recommendations of the Council, and that any further comments must be submitted as soon as possible to ensure accuracy for the January 2020 meeting, where the budget will be adopted and the precept set.

The precept is the only official form of financial support which the Parish Council can rely on. It was suggested that the increase to the current precept be increased by 10%**,** providing £77,000. This equates to an increase in the Parish Council element of the Council Tax of approximately £0.69p per household per month taking an average over the 841 households in the Parish.

It was noted the most significant cost increase was in salary and tax and there were a number of reasons for this including the increased workload in dealing with planning applications, transportation issues and establishing new processes.

Councillors were diligent in their deliberations, and were very mindful of providing value for money on all services. However, the Parish Council must be able to cover the costs associated with its operations which include ensure the health and safety of those attending the cemetery, and it must retain a working reserve. The following proposal was made:

**PROPOSAL: *That Stapleford Parish Council herewith agrees to ensure that the reserve is maintained above £50,000 (fifty thousand pounds).*** PROPOSED: Cllr B Kettel, seconded Cllr Nightingale. AGREED AND RESOLVED UNANIMOUSLY.

A second resolution was also made which supported the strong presentations received before budget discussions commenced:

**PROPOSAL: *That Stapleford Parish Council herewith agrees to continue funding SSYI in the sum of £2,500 (two thousand five hundred pounds) and the Warden Scheme in the sum of £4,000 (four thousand pounds).***

PROPOSED: Cllr B Kettel, seconded Cllr Gatward. AGREED AND RESOLVED UNANIMOUSLY.

Stapleford Parish Council will further deliberate the details of the budget, and will set the precept at the January 2020 meeting.

**PROPOSAL: That Stapleford Parish Council herewith agrees the payments shown attached and authorises payment.** PROPOSED: Cllr B Kettel, seconded Cllr Raphael. AGREED AND RESOLVED UNANIMOUSLY.

**133.2019** Date of Next Meeting: Jubilee Pavilion at 7.30pm

 PC Meetings: 2nd Wednesday of each month except August

 **2020**

 8th January, 12th February 11th March 8th April 13th May (APCM)

 10th June 8th July 9th September 14th October

 11th November 9th December

 Annual Parish Meeting: 6th May highways and planning officers (book)

 *Meeting closed at 9.41pm*

**STAPLEFORD PARISH COUNCIL**

**CEMETERY CHARGES**

**as at 01 DECEMBER 2019**

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| --- | --- | --- |
| PROCESS | NON-PARISHIONERS | STAPLEFORD PARISHIONERS subject to a 50% reduction |
| Internment – body and/or ashes | £400 | £200 |
| Exclusive right of burial | £500 | £250 |
| Erection of headstone or small tablet | £300 | £150 |
| Additional inscription | £150 | £75 |
| Ashes plot in new extension | £250 | £125 |
| Removal of remains | £200 | £100 |
| Search in records, minutes etc in accordance with adopted Freedom of Information Policy | £100 | £50 |
| Copy of Record | £40 | £20 |
| Transfer of ERB | £100 | £50 |
| Still born baby or unborn | Free | Free |