

STAPLEFORD PARISH COUNCIL

Minutes of the Meeting of Stapleford Parish Council

held at Stapleford Jubilee Pavilion on 10 July 2019 at 7.30 pm

Present: Councillors H Kettel (Chairman), Cllr Garden, Cllr Gatward, Cllr B Kettel, Cllr Lusby, Cllr Pett, Cllr Pepperell, Cllr Raphael.
Clerk & RFO: Belinda Irons
Assistant Clerk: Lesley Watts

SCDC: Cllr Sample

PUBLIC: 2

52.2019 Apologies: Cllr Nightingale, Cllr Sayer

53.2019 Declaration of Member's Interest: disclosable pecuniary/ pecuniary/personal
Cllr H Kettel: Personal non-pecuniary: SAWRUG
Cllr Garden: Personal non-pecuniary: Co-option: friend of Cllr Raphael.
The Tree PH Action Group: personal non-pecuniary
Cllr Pett: Personal non-pecuniary: Planning : 32 Priams Way: neighbour
Cllr Pepperell: Disclosable pecuniary: financial reimbursement

54.2019 Minutes of the previous meeting: 12th June 2019
PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the meeting held on 12th June 2019. There was an error on the minutes brought to the meeting. They will be amended and presented to the September meeting. **ACTION: CLERK**

55.2019 Co-option: There were two applications for the two vacancies. One applicant was unable to attend, but was recommended for co-option by the Chairman.
PROPOSAL: That Stapleford Parish Council herewith agrees to co-opt Mr Jez Raphael and Mr Colin Greenhalgh as Parish Councillors with immediate effect. PROPOSED: Cllr H Kettel, seconded Cllr Pett. AGREED AND RESOLVED BY MAJORITY. Cllr Garden abstained. *Cllr Raphael joined the meeting.*

56.2019 Public discussion and presentation:
Climate Change: a parishioner expressed concern at the prospects for his family should climate change progress to an unmanageable level, and wanted the Parish Council to advise what action it is taking, particularly around building energy use..

Cllr B Kettel recommended those with such concerns should join the Neighbourhood Plan group to shape the future of this area.

Cllr H Kettel advised that all policies were being reviewed and input would be welcomed.

Cllr Sample recommended the SCDC business plan, and also recommended the 2G3S local group for further support.

57.2019 Vacancy: Assistant Clerk post: update: interviews will take place on Thursday, 11th July. Cllr H Kettel recommended that both Clerks should work digitally as

Chairman's signature..... 11th September 2019

this is more productive and reduces lone worker and associated Health & Safety issues. Appointments would be available for anyone requiring this facility. The venue would be subject to discussion.

58.2019

Reports from South Cambs District Council and Cambridgeshire County Council: Cllr Sample provided a report by email which is summarised below:

The Tree PH: SCDC refused to apply a CPO. The decision was made for the reasons set out in the confidential report from the Director for Health and Environmental Services following consideration of independent professional opinion given to the Council. Members were not satisfied that the Council could demonstrate best value which it must do as a public body. Cabinet noted that the property owner had submitted a planning application for development of the site to the Local Planning Authority and, until this had been determined, it considered that the test of 'last resort', essential to pursuing a compulsory purchase order, had not been met. The actual decision - which was best value rather than risk - and also a test of "last resort" was not met. See:

<https://scambs.moderngov.co.uk/documents/g7547/Decisions%20Monday%2001-Jul-2019%2009.30%20Cabinet.pdf?T=2>.

Local Plan: this is a joint Local Plan with Cambridge City Council. The first of many workshops have been held. Consultations with various stakeholders including the Parish Councils, and residents, will proceed.

Waste Services Campaign: the campaign is aimed to raise awareness around fly-tipping and recycling contamination.

Housing: The new administration has pledged to double the number of new council houses it builds to 70 per year.

Huawei: A comprehensive plan has been submitted for decision. Residents are urged to review and comment before the 24th July using the planning reference S/2122/19/FL: <http://bit.ly/32dONRL>

Procurement: the process will be made easier for smaller companies bidding for council contracts.

59.2019**Planning:**

Planning applications

PROPOSAL: *That Stapleford Parish Council herewith agrees to either request an extension of time to respond to planning applications submitted between 10th July and 9th September, or will liaise by email to take a decision. An extraordinary meeting will be called in exceptional circumstances.* PROPOSED: Cllr B Kettel, seconded Cllr Garden. AGREED AND RESOLVED UNANIMOUSLY.

S/2077/19/FL	152 A, Hinton Way, Great Shelford
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	Single storey rear extension: <i>Comment: construction vehicles must be parked within the site</i>
S/1529/19/FL	32, Priams Way, Stapleford, Single storey rear extension and single storey porch:
S/2242/19/FL	58 Haverhill Road, Stapleford Erection of single storey and two storey extension to the front, side & rear of dwelling: <i>for decision by email</i>

Other Planning Matters:

South Cambs Essex border New Town: discussion: potential funding: NOT AGREED.

Slaughterhouse: Grade II listed building: listed application for defibrillator: Cllr Raphael volunteered to ask the Three Horseshoes PH if the defibrillator could be sited on an outside wall. **ACTION: JR**

The Tree PH: Asset of Community Value: SCDC Compulsory Purchase Order not agreed.

SCDC Parishes Workshop Local Plan meeting: Shelford Rugby Club 17.7.19:

60.2019 Finance: income and expenditure

a) Financial Reports: bank reconciliation & budget to 24 June 2019: supplied before the meeting by email.

b) Signatories: 2 signatories for cheques: a new banking mandate is required to change to two signatories and also add new signatories. **ACTION: CLERK**

Building Society: ID updated.

Unity Bank: reserves account only. Recommendation for conversion to online banking. Update signatories and mandate. **ACTION: DP**

Transfer of funds: update: recommendation to transfer funds into long term savings accounts. Cllr H Kettel has provided written recommendation.

ACTION: HK

Bank account management: The Clerk will progress the items shown above with Councillors.

ACTION: CLERK

c) **PROPOSAL: That Stapleford Parish Council herewith agrees the payments shown below and authorises payment.** PROPOSED: Cllr H Kettel, seconded Cllr B Kettel. AGREED AND REESOLVED UNANIMOUSLY.

d) Accounting System: for consideration/ decision: three quotes to be sought from Scribe, Edge, and RBS. **ACTION: CLERK**

e) PC website: for consideration/ decision: three quotes to be sought. **ACTION: CLERK**

f) Village weekend: financial report/ feedback: Cllr Pett reported some income is still outstanding, invoices have been supplied to the Clerk for payment. Further report next agenda. **ACTION: GP**

g) Defibrillator: See item below:

h) Slaughterhouse: electrical test & upgrade re defibrillator:

Discussion needs to establish whether S106 funds be used to renovate it.

i) Street lighting: PC to contract energy and maintenance supplier(s): The lighting assessment carried out by Balfour Beatty was undertaken at the wrong time of day, and did not cover the items the PC requested. A strong letter of complaint is to be sent. **ACTION: CLERK**

Chalk Hill: the light close to the pavilion entrance road does not work as it has not been wired in. The Clerk will advise CCC. **ACTION: CLERK**

The Villedomer Garden light was removed and not replaced. Clerk to chase Balfour Beatty. **ACTION: CLERK**

i) Finances: Cllr Garden to report following discussion with Clerk: Cllr Garden produced a breakdown of income and expenditure for Councillors consideration. The pavilion was overspent against income in the previous financial year. There is a sum of monies reimbursed by SCDC which will be checked by the Clerk. **ACTION: CLERK**

Cllr Garden will continue to provide financial analysis going forward. Items for future consideration included the Warden Scheme: it was highlighted that the minimum level of take up has not been reached.

All projects must have a minimum of three quotes or go to tender to ensure transparency of operations.

Overall it appears that last year there was a deficit of £4384 and care was needed on expenditure going forward with various unbudgeted commitments

k) Stapleford School: request for a donation for fencing at The Collier: the land is not owned by SPC. No further action.

l) Villedomer gardens: twinning event: emergency £500 for gardening: further funds for 40th Anniversary of twinning event. Costs associated with ongoing maintenance, funding and invoicing issues.

m) PAYE, NICs and pension: impact on budget needs to be assess.

n) Financial Regulations update: draft FR have been circulated to Councillors by email for consideration before the September meeting.

61.2019 Neighbourhood Plan: Cllr B Kettel: update:

Cllr b Kettel advised volunteers from the community are urgently needed to progress the Plan and this must be advertised. The survey is being analysed.

62.2019 Councillors Portfolios: suggested allocations and items for consideration:

<u>Cllr H Kettel:</u>	Chairman
<u>Cllr Sayer:</u>	Vice-Chairman Legal
<u>Cllr Nightingale</u>	
<u>Cllr Peperell</u>	Village Estates, Parish Pit
<u>Cllr B Kettel:</u>	Cemetery & Neighbourhood Planning
<u>Cllr Gatward</u>	Grounds Maintenance
<u>Cllr Pett:</u>	Assets Management, FEOFFEE, Village Estates, Parish Pit
<u>Cllr Garden:</u>	Finance
<u>Cllr Lusby:</u>	Highways
<u>Cllr Raphael:</u>	FEOFFEE
<u>Cllr Grenhalgh:</u>	Governance

PROPOSAL: *That Cllr Raphael is appointed as the Stapleford Parish Council representative on the FEOFFEE charity with immediate effect.*

PROPOSED: Cllr Pett, seconded Cllr Peperell. AGREED AND RESOLVED UNANIMOUSLY.

Suggestions for portfolios:

Planning: All Councillors for transparency purposes. Code of Conduct applies.

Finance: includes insurance, asset management, risk assessment, budgetary control, scrutiny of income and expenditure, contracts, compliance with Financial Regulation (FR), S106, grant funding applications. Suggest 5 Councillors. Recommend scheduled additional quarterly meetings.

Highways: includes reporting highway and rights of way faults, chasing outstanding works, public transport, street lighting, potential speed surveys and lead volunteer speed monitoring groups, liaison with CCC

Health, Safety & Welfare including School liaison, sports & social groups

Governance & Legal: includes compliance with Standing Orders (SO), Code of Conduct, GDPR, and all governing documents and Central Government legislation, legal issues including compliance with insurance requirements.

Human Resources Committee: includes managing all staff and compliance with governing documents and employment legislation; training for Councillors and staff, contracts of employment; grievance, disciplinary. 3 councillors. Specialist advice may be necessary. The Clerk will seek advice.

ACTION: CLERK

Asset Management Committee: all land and property: includes grounds maintenance, contract management, audit of works, liaison with contractors, compliance with FR and SO, Assets of Community Value (The Tree PH) – can include volunteers. Must be compliant with Finance Committee recommendations agreed by full PC

Would include:

The Cemetery

The Slaughterhouse

The Pavilion

The main recreation grounds

Play areas & sporting facilities

The Villedomer Garden

Basil's Piece

The Parish Pit

Clerk's Piece

Benches, notice boards, village signs, bins, fencing etc.

IT and Comms: including assessment of computing systems and software with recommendations to Council, website, newsletter contributions

Community safety: Police liaison, Neighbourhood Watch

Charity Representation:

Parish Pit

Village Hall Estate Fund

63.2019 Pavilion, Recreation Areas, & Grounds Maintenance: reports and updates:
Assistant Clerk Lesley Watts:

a) Pavilion redevelopment consultation:

NEXT AGENDA

b) Play area inspection recommendations & expenditure: all remedial works are in hand.

c) Tennis Club: discussion/decision: Lease: Cllr H Kettel advised the Tennis Club accepted the offer but would not fully reimburse the legal costs of the PC. Cllr H Kettel will instruct the PC solicitor. **ACTION: HK**

d) Height Barrier: padlock: COMPLETED

e) Sports Clubs: Scale of Fees comparison: further comparison is required

f) Slaughterhouse garden: report

g) grounds maintenance: general

h) SAWRUG: pavilion hire: this is a local group campaigning on behalf of the rail travelling public.

PROPOSAL: That Stapleford Parish Council herewith agrees that the SAWRUG Group is able to hire the pavilion free of charge for public meetings which take place outside regular user sessions: PROPOSED: Cllr Pett, seconded Cllr B Kettel. AGREED AND RESOLVED BY MAJORITY. Cllrs H Kettel and Garden abstained.

j) Gt Shelford Cricket Club: Licence/ access to building/ equipment:

NEXT AGENDA

h) Grounds Maintenance: tennis court boundary: It was agreed that this area would be left as wildlife habitat.

i) Grounds Maintenance: risk assessment from contractor: **NEXT AGENDA**

j) Granta Terrace: Laurel Hedge: overgrown: report to CCC

k) The Green: trees died: Croudace to replace within 5 years: SCDC enforcement. **ACTION: CLERK**

l) The Green: bench: Potential for memorial bench site.

64.2019 Cemetery: Assistant Clerk Lesley Watts:

a) Records updating: report: some further updating is required. There are records which may be of use to the History Society. Further records are in the Slaughterhouse. There are green forms which need to be returned to the Registrar.

b) Land use **NEXT AGENDA**

c) **PROPOSAL: that Stapleford Parish Council herewith agrees to pay £240 (two hundred and forty pounds) for the Clerk and Cllr B Kettel to attend the CAPALC the Cemetery training day which takes place on the 29th October 2019 unless a cheaper option is available. PROPOSED: Cllr**

H Kettel, seconded Cllr Garden. AGREED AND RESOLVED UNANIMOUSLY. The Clerk will explore options or book the course.

ACTION: CLERK

d) Cemetery shed: roof, doors, guttering repairs: quote agreed. Commenced 4/5th July 2019.

e) Investigate firms offering planning and project management services for new area: Cllr B Kettel to progress.

ACTION: BK

65.2019

Highways: updates and reports

a) street lighting: report from Balfour Beatty: light levels acceptable: See 60.2019.j above.

b) Speed signage: SIDs placement: Cllr Nightingale advised the SID had been received. Cllr Lusby agreed to progress the site placement with the assistance of Cllr Gatward.

ACTION: ML

c) GCP: Busway Cllr Garden had attended and submitted a question to the GCP Executive Board Meeting, and the response was that no alternative route would be considered. This contrasts with an earlier informal conversation Cllr BK had had with the GCP Chair that no decision would be made before discussion with Parish Councils.

d) GCP: meeting with Parish Council representatives: agenda for meeting: Cllr H Kettel has emailed the affected Parish Councils and invited them to a meeting on the 24th July to discuss potential options to challenge.

e) Rights of Way: Gog Magogs/ drift track: An application has been made and the Parish Council has been asked to support to protect and improve this important Right of Way. The Clerk will make contact with the applicant.

ACTION: CLERK

f) Fingerpost: Robert Heap plaque: text required for resolution:

Agreed wording: ***FINGER POSTS ERECTED IN 2019 ON THE RECOMMENDATION OF THE ENVIRONMENT GROUP TO COMMEMORATE THE WORK INITIATED BY ROBERT HEAP***

The Clerk will order the plaque which will go on the Johnson Memorial Hall finger post.

ACTION: CLERK

g) Church Street: pedestrian crossing at St Andrews Close: local highways improvement application: feasibility study: the proposal is to install on a double blind bend. NOT AGREED.

66.2019

Governance:

Standing Orders

Code of Conduct

Other policies and procedures

All documents to be reviewed by Councillors for agreement at the next meeting.

67.2019

Correspondence:

Speeding complaints via newsletter/website: recommend invitation to PC meeting to discuss: Councillors agreed that:

- a) all Highways complaints should be directed to CCC;
- b) the PC should have a right of reply to any correspondence directed at the PC through the Messenger: Cllr Pepperell to contact the Vicar.

ACTION: DP

- c) Potential for a local speed watch group

CCC: street lighting energy: devolvement to PC

CCC: Local Highway Improvement Fund 2020/21: closing 4.8.2019:
application for Haverhill Road: **ACTION: ML**

Mrs J Nettleton: Stapleford Wardens Scheme: Christmas Tree Festival: NOT AGREED

Mr R Ransom: tree planting raised at APM: **ACTION: HK**

GCP: rail discussion: potential PC involvement in development of scheme.

68.2019

Date of Next Meeting: Jubilee pavilion at 7.30pm

GCP: 24th July

PC Meetings: 2nd Wednesday of each month except August

11th September 9th October 13th November

ACCOUNTS: