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

**held at Stapleford Jubilee Pavilion on 12 June 2019 at 7.30 pm**

**Present:** Councillors H Kettel (Chairman), Garden, Gatward, B Kettel, Lusby, Nightingale, Pett and Pepperell

Anne Rudge – Clerk & RFO

5 residents

1. **Apologies**

County Councillors Cuffley & Hickford

 District Councillors Fane & Sample

1. **Declarations of Interest**

Councillor Garden Item 44.2019 (h) as he is a member of the Tree Action Group (non-pecuniary interest)

Councillor Pett is receiving a cheque (pecuniary interest)

Councillor Pett – Planning item 33.2019. Lives close to the applicant. (non-pecuniary interest)

1. **The minutes of the meetings held on 08 May 2019 were read, approved and signed.**
2. **Matters arising from the minutes of 08 May 2019**

**a. S/3739/18/PO** Modification of planning obligations contained within Section 106 agreement. 1-5 (odd), 15, 21 and 2 – 8 (even) Chalk Hill, and 57-61 (odd) Gog Magog Way for Metropolitan Housing Trust Ltd. The Chairman reported that following the meeting on 08 May he found out from District Councillor Fane that there were no grounds for objecting to this application as the Housing Society is using this method to leverage funding to build more affordable houses elsewhere.

**b. Grass cutting risk assessments**

Still waiting for these from the contractor. The Clerk will chase.

**ACTION: The Clerk**

**c. Transfer of street lighting energy charges to Parish Council**

 The Chairman said that it appears Parish Councils are being handed a ‘fait accompli’. The administration will fall to the Clerk.

**d. Village Hall Estate fund (GP)**

Nothing to report.

**e. De-fibrillator update (The Clerk)**

The Clerk is meeting the electrician on 24 June to check the defibrillator battery and discuss the feasibility of putting it onto the Slaughterhouse.

 **ACTION: The Clerk**

1. **Vice-Chair Declaration of Acceptance**

Councillor Sayer signed the Declaration of Acceptance for Vice-Chair.

1. **The meeting was called off at 7.40 pm to take matters of public interest**

Colin Ross – Mass Rapid Transport route. Mr Ross expressed concern about the plan for Strategy 1 cutting through the green belt on the Gog Magog side of the village. Of particular concern is the fact that there will be development along both sides of the route. Councillor Sayer informed Mr Ross that the Council is aware of developers who are considering the opportunities Strategy 1 may bring and the Parish Council has to listen to all sides. The Chairman informed Mr Ross that the Parish Council is advocating changes.

Bill French (BF) raised objections to the planning application [**S/1782/19/FL**](http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/1782/19/FL) to be discussed at item 33. He said the plans will mean the loss of sensible visitor accommodation and there is no disability access included.

BF also informed Councillors that the hedge in Vicarage Lane is in a poor state.

Wendy Elsbury asked the Parish Council to reconsider the development of the Slaughterhouse as a History Museum. She informed Councillors that the building, built in 1840, is listed and therefore cannot be developed.

Lynda Warth presented information about the drift track.

1. **To receive reports from County Councillors and District Councillors**

The District Councillor report was taken as read.

No report was received from County Councillors

1. **To call the meeting back on to consider planning matters**

The Chairman called the meeting back on at 7.50 pm to consider planning matters.

[**S/4329/18/OL**](http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/4329/18/OL)Wellcome Genome Trust, Hinxton. This is an amendment to the Outline planning permission with all matters reserved.

Councillor B Kettel will prepare an objection to these amendments supporting the comprehensive document provided by Hinxton Parish Council and also emphasising the impact the development will have on Stapleford village with particular reference to traffic and infrastructure. **ACTION: Cllr B Kettel**

[**S/1529/19/FL**](http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/1529/19/FL) 32 Priams Way. Single storey rear extension and single storey porch for Mr & Mrs Clark

Councillors had no objections to this development however will ask the planning team to ensure restricted working times and parking conditions for works vehicles are imposed.

[**S/1782/19/FL**](http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/1782/19/FL) 9 Bar Lane. Demolition of existing outbuilding and construction of 3bed detached dwelling, retention of existing public house, and alterations to the internal layout at ground and first floor for Mr Steve Bell

Councillors discussed the timing of this application i.e. just before the Tree goes before the Scrutiny Committee regarding the Compulsory Purchase Order (CPO). They unanimously agreed to object to the application based on the fact the site is an Asset of Community Value (ACV); there are also issues around disabled access, car parking and the viability of a public house under these conditions.

**Tree Application**

[**S/1671/19/TP**](http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/1529/19/FL) 40 Bury Road T1 - Sycamore - This semi mature specimen is situated in the front garden and over the road. The crown currently interferes with both traffic and BT lines. In conjunction with this, the tree is also swamped with ivy and causes excessive shading for both owners and neighbours. The owner was also concerned with the excessive sway in recent high winds and dropping of branches on the car and proposed a sympathetic 25% (4m) crown reduction to appropriate growth points and a crown lift to 6m. The aim of these works is to eliminate the problems presented by the tree and reduce the sail, whilst at the same time improving the overall form.

Councillors agreed this tree work.

**Councillors noted the following ‘for information only’ planning reports**

[**S/1648/19/DC**](http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/1648/19/DC) 57-61 London Road Discharge of conditions 8 (site management) and 10 (airborne dust management plan) of planning permission [**S/2338/18/OL**](http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/2338/18/OL)

[**S/1557/19/DC**](http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/1557/19/DC) 13 Gog Magog Way Discharge of conditions 3 (Materials) 5 (Traffic management plan) 8 (Aboricultural impact assessment) of planning permission [**S/0042/17/FL**](http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/0042/17/FL)

[**S/1543/19/DC**](http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/1543/19/DC) Discharge of Condition 3 (Materials), 4 (Hard and Soft Landscaping Details), 5 (Hard and Soft Landscaping Works), 6 (Screens), 7 (Contractor Access, Storage and Parking), 9 (Arboricultural Method statement and Tree ProtectionStrategy), 10 (Surface and Foul Water), 12(Contamination Phase 1 desk study), 13 (Biodiversity enhancement), of planning permission [**S/4226/17/FL**](http://plan.scambs.gov.uk/swiftlg/apas/run/WPHAPPDETAIL.DisplayUrl?theApnID=S/4226/18/FL)

1. **Staffing Matters**
2. Appointment of New Clerk

The new clerk, Belinda Irons, joins the Council on 01 July.

1. Councillors agreed to the current Clerk extending her notice period to 05 July to allow a handover with the new Clerk.
2. Assistant Clerk vacancy

It was suggested the Clerk contacts the unsuccessful candidates for the Clerk’s role to see if they would be interested in the position. **ACTION: The Clerk**

Interviews will be scheduled in the week commencing 01 or 08 July.

 **ACTION: The Clerk**

1. Councillors agreed payment for the additional hours worked by the current clerk from 01 October 2018 to 31 May 2019 amounting to 81.2 hours
2. **Annual Governance & Accountability Return (AGAR) 2018-19**

 **Approval of Annual Governance Statement**

The statement was read, approved and signed off by the Chairman and Clerk/RFO

1. **AGAR - Approval of Accounting Statements 2018-19**

 Councillors approved the accounting statements which were signed off by the Chairman.

1. **Internal Auditor report**

Councillors noted the points made by the Internal Auditor:

* Invoices should be initialled to show they match the payment list. Councillors agreed this would be done.
* Councils should not have joint-Chairs. Noted
* Declarations of interest should state whether it is pecuniary or non-pecuniary interest. Councillor Garden stated that Councillors can vote on items in which they have a non-pecuniary interest. The Clerk will check. **ACTION: The Clerk**

The Chairman thanked the Clerk for her work on the audit.

1. **For information – AGAR accompanying documents –**

Noted.

1. **Finance**

a. To receive the financial reports – bank reconciliation & budget up to 24 May 2019. All noted.

b. Authorise payments – Councillors agreed the payments.

c. Signatures on Building Society accounts and transfer of funds. The Clerk issued Building Society documentation to Councillor Pepperell to start the registering of new signatories.

1. **Neighbourhood Plan update**

Councillor B Kettel reported that 409 responses had been received to the survey which was considered a good number. The job of analysis will now begin.

1. **Councillor responsibilities**

This item was deferred to the next meeting.

1. **Pavilion & Recreation Ground**

a. Progress on consultation re development of the pavilion and recreation ground

Councillors agreed with the Chairman’s recommendation that the development of the pavilion and recreation ground should be put on hold. All agreed it was important to have residents on board for any such change and extensive consultation needs to take place before any plans are progressed.

b. Playground inspection report with recommendations to note and agree expenditure

Councillors agreed the work to be carried out and the quotes received from Bill French were accepted. **ACTION: Asst Clerk**

c. Tennis Club update (HK)

Due to the sensitive nature of this topic relating to the lease, Councillors agreed to have this discussion in camera at the end of the meeting.

d. Security – padlock for height barrier. Councillors agreed with the recommendation of the Assistant Clerk i.e. to keep the existing padlock. **ACTION: Asst Clerk**

e. Comparison of fees with other local venues with recommendations whether to increase our charges.

 Councillors deferred a decision on fees. More information is required from Great Shelford and the Johnson Hall regarding hiring a hall. In addition, information is required about costs for sports club hire i.e. cricket and football from surrounding villages. **ACTION: Asst Clerk**

f. Approval of purchase of baby changing table for the pavilion

Councillors agreed to the purchase of a free standing baby changing table at a cost of £60. **ACTION: Asst Clerk**

g. To agree to withhold an amount from Total Play invoice to see if the grass seed takes

 Councillors agreed to withhold £500 from the total amount.

 **ACTION: The Clerk**

1. **Cemetery**
2. To agree a process for updating the records and getting the new land usable as quickly as possible

Councillor Kettel expressed the view that the design and development of the extension to the cemetery should be delayed until the new Clerk is in post. Councillors agreed that the Assistant Clerk should be asked to check and update the cemetery records during her notice period. **ACTION: Asst Clerk**

The Chairman requested that when designing and developing the site advice is sought regarding consecration.

 Councillors agreed to bring forward item 50.

1. **Reports from meeting attended and information about upcoming meetings**
* Cambridge South East Transport Local Liaison Forum

Councillor H Kettel reported on a recent meeting of the Local Liaison Forum. Three issues were debated

- A1307 upgrade between Addenbrookes and Haverhill (on the Cambridgeshire side only) which includes safety improvements at the Gog Magog Shop farm shop entrance. This will be implemented in the next 2.5 years

- Siting of a Park and Ride at Little Abington. All 4 sites being considered are on green field sites. There is a site at Four Wentways which is on a brown field site which had been discounted and the Greater Cambridge Partnership (GCP) were asked to reconsider

- Linking the Park and Ride with Addenbrookes – this route initially used the route of the old Haverhill railway line but then tracks Mingle Lane through open fields around the two villages with environmental areas to ‘compensate’. GCP have now agreed to take a look at the railway route through the villages and we await their response.

- The Chairman is keen to set up discussions with Great Shelford & Little Shelford to discuss the funding and associated outputs of Shelford & Stapleford Youth Initiative (SSYI) **ACTION: Chairman**

- The Chairman wants to have collaborative meetings with Councils in the area that will be affected by the busway. **ACTION: Chairman**

1. **Village Matters**
2. Village weekend update

Councillors Gatward and Pett reported that the plans were moving along well and it is hoped a good profit will be made.

1. Street lighting

Councillors Pett & Pepperell met with Balfour Beatty representatives for a walk round the village to show the badly lit areas. A full report is awaited from Balfour Beatty. The clerk will chase this up. **ACTION: The Clerk**

1. Speed signage

The Clerk informed Councillors that the signs have been ordered and they are expected shortly. In addition, she reported that Highways will have to approve the siting of the signs John O’Brien is the officer dealing with this.

Balfour Beatty have quoted for the supply and installation of the posts for the signs. Councillor Gatward will seek another quotation. **ACTION: Cllr Gatward**

1. Request from Stapleford School for donation towards fence at the Collier

Deferred until the next meeting in order for further information to be gathered.

1. Commemorative plaque to go on fingerpost

Councillors Pett & Pepperell to follow up on this. **ACTION: Cllrs Pett &**

 **Pepperell**

1. Slaughterhouse gardening

All going well at the moment.

1. Church street pedestrian crossing at St Andrews Close

The Clerk will contact Highways to establish the feasibility of this suggestion.

 **ACTION: The Clerk**

1. The Tree – CPO consideration by SCDC

It was noted that the Council had previously supported in principle the Save The Tree Group but had made no financial contribution save funding a leaflet drop. It was reported that the proposal is for a community facility not simply for reopening a public house. Whilst there was concern expressed over the possible impact on other businesses in the village, there was a majority for maintaining this approach.

1. **Standing items to be reported on monthly as appropriate**
2. Health and Safety – nothing to note this month.
3. Planned maintenance and hedge cutting

The state of hedges in Vicarage Lane and at Granta Terrace was discussed. The Clerk informed Councillors that the best way to proceed is to report these matters using the Highways reporting tool at <https://highwaysreporting.cambridgeshire.gov.uk/>

1. **To confirm a Parish Council representative for the Feoffee charity**

Deferred to the next agenda.

1. **Document retention policy to be agreed**

Councillors agreed acceptance of this policy.

1. **Health & Safety –** covered at 45.2019
2. **Correspondence –** communications from residents noted

**Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings Act 1960 – it is resolved that because of the confidential nature of the business to be transacted, the public and press are asked to leave the meeting during consideration of the sensitive items in reserved matters.**

1. **Co-option**

Councillors discussed individuals who had expressed an interest in becoming Councillors..

1. h. Tennis Club update. Councillors discussed a recent meeting held with Tennis Club representatives.

 *The meeting closed to the public at 10.10 pm*

1. **Co-option**

The Chairman stated he had met with George Rolls of the Cricket Club however he has too many commitments to apply at the moment. In addition he has met with Jeff Wilson who works in the village; he is still considering his position.

Councillor Garden said that he has been in conversation with a resident too.

1. h. Tennis Club update

The Chairman reported on a recent meeting held with Erica Dawe from the Tennis Club and Tim Arthur from the local Lawn Tennis Association (LTA). The recently circulated Heads of Terms were discussed. Councillors agreed the following recommendations made by the Chairman to be sent to the Tennis Club:

‘1. We note that car parking is granted as a right but can’t be delineated because it’s the grass verge. We agreed it would be a right to park within the area indicated on the plan but not on a delineated basis and can be moved if necessary as the area is a grassy bank with trees with one dropped kerb access off the highway.

2. We agreed a service charge to cover our costs of insurance and maintaining the areas around the courts of £200pa subject to annual RPI increase.

3. Use: It is agreed that public access would be on condition of pre-booking and may be restricted at times for organised club activities including the playing of tournaments and formal coaching.

4. We agreed to withdraw the requirement that fees charged and access arrangements will be subject to the written approval of SPC.

5. Hours of use: we agreed no play after 10pm

6. Repairs and Maintenance: we agreed to covenant to keep in good repair and maintenance the adjoining areas

7. Signage: Please let us have documentation (or a photograph) of the signage that you have or would require so that this can be documented.

8. Alterations: We agreed to give you a side letter permitting in principle the erection of lighting subject to normal consents and a facility for limited storage (but not your own hut).  Please let us have a note of your requirements in this respect. We would also be prepared to make access available to the Pavilion on SPC’s usual terms.

9. Refurbishment: We agreed that STC will refurbish the courts to LTA approved standard. It was agreed that we would not formally approve the refurbishment works but we would need to see plans and specifications. The works will be completed within 3 years.

Lease documentation: We agreed to not require an Agreement for Lease which will reduce the legal fees originally proposed. For the grant of the lease, legal fees would be discounted by Burkett’s to £1500-2000 plus VAT (plus disbursements).

We note that SPC have not yet demanded the last 5 year’s rent at £200pa, so accordingly SPC are effectively making a contribution of £1000 towards the Club’s refurbishment cost. SPC are not offering to contribute further towards the cost of refurbishment.

SPC will ask Birketts to provide as you requested a comfort letter confirming a new lease will be granted on these terms as July 2nd is now imminent.

If you are able to recommend these amended terms to the Cub then I will arrange to instruct Birketts without delay, and please also let me have a note of the solicitor acting on behalf of the Club.’