# STAPLEFORD PARISH COUNCIL

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

**held at Stapleford Jubilee Pavilion on 9 October 2019 at 7.30 pm**

**Present:** Councillors H Kettel (Chairman), Cllr M Gatward, Cllr B Kettel, Cllr Lusby, Cllr Nightingale, Cllr D Pepperell, Cllr G Pett, Cllr Raphael.

Clerk & RFO: Belinda Irons

Assistant Clerk: Kerry Byne

SCDC: Cllr Sample

PUBLIC: 9

*The Chairman announced to the meeting that Cllr Sayer had resigned from the Parish Council. A vote of thanks was extended to Cllr Sayer for her hard work and dedication to the Parish Council during her time as a Councillor, and the Chairman wished her well for the future. A vacancy for Vice-Chairman now exists and Councillors.*

**88.2019** Apologies: Cllr Garden, Cllr Greenhalgh

**89.2019** Declaration of Member’s Interest: disclosable pecuniary/ pecuniary/personal

 None

**90.2019** Minutes of the previous meeting: 11th September 2019

**PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the meeting held on 11th September 2019.** PROPOSED: Cllr Raphael, seconded Cllr Nightingale. AGREED AND RESOLVED UNANIMOUSLY

**91.2019** Public discussion and presentation:

Shelford and Stapleford Youth Initiative (SSYI): a presentation was received which advised the charity, which helps vulnerable and disadvantaged children between the ages of 11 and 18 and runs the local youth club, has been running for 23 years, and Stapleford PC has provided financial support for the bulk of this time period.

The charity supports 110 young people, including 28 from Stapleford. Gt Shelford has provided a permanent home, and funds for support. SSYI has submitted an S137 application for £3,000 to Stapleford PC and hoped the application would be supported. The Chairman thanked SSYI for its support of youngsters in need of life transforming assistance, which should be supported.

‘The Snicket’ off Sternes Way: the snicket surface needs to be cleared of moss which is a slip hazard.

Villedomer Garden maintenance: The Chairman of the Stapleford Twinning Association pointed out that Stapleford PC had committed to maintain the Villedomer Garden some years previously, and this had not happened. Some funding was provided by Stapleford PC to the Twinning Association to bring the garden to a condition suitable for the summer twinning event, but it had been neglected since.

Villedomer Garden maintenance: The land needs an overhaul as it is uneven and messy. S106 funds could be used under the community project heading.

Parish Council financial situation: clarification is required: is there an overspend on the budget or a decrease in income?

Councillors contact details removed from Stapleford online: Councillors should be available to residents with direct contact details available. Residents should not have to go through the Clerk.

Councillors contact details removed from Stapleford online: Councillors should be a conduit between residents and the Parish Council. Gt Shelford Councillors details are freely available. The office at Cox’s Close is closed which enabled the opportunity to meet with Councillors. There needs to be trust and informal contact with Councillors. It was dictatorial to go through one person for access to Councillors.

GDPR and Parish Council filing: this was an unnecessary expense. The History Society has not been included.

S106: Expenditure could enhance facilities for youngsters by installation of a climbing wall with an art installation on one side or practice tennis. A History Maze had been planned for the Villedomer Garden to go around the time capsule.

S106: Recreation facilities are needed for teenagers.

Warden Scheme: This was agreed in June 2018 for 3 years in the sum of £4,000pa, with a minimum of 12 people. There are now 13 people registered, with a likely 15 people shortly.

Busway and parking: There is no parking provision within the consultation for the level required. It is naïve to believe that people will not drive themselves to connect with the busway.

Phoenix Cricket Club: no official contact has been made by the Parish Council.

Agenda: The agenda needs to be posted well in advance of the meeting for public consultation.

**92.2019** Assistant Clerks Reports: Kerry Byrne:

Pavilion: Rental update:

Following a meeting of Councillors and Clerks, a proposal had been development to amend the hiring rates to a flat rate, and to amend the terms and conditions of hire.

**PROPOSAL: *That Stapleford Parish Council herewith agrees to amend the hiring rates for the Jubilee Pavilion to £15 per hour for group hire, £15 per hour for resident hirers, £20 per hour for non-resident hirers and £40 per hour for corporate hirers, with setting up and breaking down charges to be included in the hire time period***. PROPOSED: Cllr Pepperell, seconded Cllr Gatward. AGREED AND RESOLVED UNANIMOUSLY. The Assistant Clerk will amend the hiring agreement.

 **ACTION**: **KB**

**PROPOSAL: *That Stapleford Parish Council herewith agrees to amend the Jubilee Pavilion hire terms and conditions which will include removal of current clause 22.*** PROPOSED: Cllr B Kettel, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY. The Assistant Clerk will amend the terms and conditions. **ACTION: KB**

Cemetery: update

Cemetery Mapping Services has been appointed and provided a topographical survey. Councillors and the Clerks will attend a site meeting with a representative of the company to discuss layout, in the near future.

Cemetery rates will continue to be reviewed with specific reference to more local parish charges. **ACTION: KB**

Mr Challis: removal of bench: Cllr Pett advised permission had been granted, but there was no knowledge of when the bench was removed or by whom. Advise on benches will be sought from Cemetery Mapping Services. Councillors agreed that once a bench is installed on Parish Council land, it becomes the property of the Parish Council. The Clerk will advise Mr Challis.

**93.2019** Reports from South Cambs District Council and Cambridgeshire County Council:

Report from Cllr Sample**:** full report provided by email

 Southern Parishes meeting will take place next week.

 The Local Plan is progressing.

 Maintenance of Vicarage Lane: clarity surrounding responsibility needs to be established and maintenance carried out.

 Trees removal: the Chairman advised that parishioners were concerned that trees were being removed on Authority owned land. The Parish Council did not have the resources to replant.

**94.2019 Finance: income and expenditure: Cllr Garden & Clerk**

a)Financial Reports: The Chairman read the following statement:

*STAPLEFORD PARISH COUNCIL HAS UNDERTAKEN A REVIEW OF ITS FINANCIAL SITUATION IN LINE WITH ITS FINANCIAL REGULATIONS AND LEGISLATION*

*THE PARISH COUNCIL HAD UNBUDGETED EXPENDITURE IN THE FIRST SIX MONTHS OF THIS FINANCIAL YEAR WHICH HAS IMPACTED ITS RESERVES.*

*TO ENSURE THE PARISH COUNCIL REMAINS COMPLIANT IT WILL UNDERTAKE ONGOING REVIEW OF ITS FINANCIAL SITUATION WHICH WILL INCLUDE PRODUCTION OF A DETAILED BUDGET FOR 2020/21.*

*THE AUDITED ACCOUNTS FOR 2018/2019 ARE ON THE STAPLEFORD ONLINE WEBSITE FOR PARISHIONERS TO REVIEW. THERE WILL BE AN OPPORTUNITY FOR PARISHIONERS TO FORMALLY REVIEW THE ACCOUNTS FOR 2019/2020 IN JULY 2020.*

*THE PARISH COUNCIL HAS A VACANCY AND THIS IS AN IDEAL OPPORTUNITY FOR A CONCERNED PARISHIONER TO VOLUNTEER.*

The Chairman further commented that it was prudent to continuously monitor the financial situation. Unbudgeted expenditure had emerged, which the Parish Council had committed to fund. An example is the 20mph on-road signage. The Parish Council listened to the comments made by residents, instructed CCC, and was then criticised for the installation. The costs are just now being applied and an invoice is imminent for £5,500. All expenditure must be fully costed in line with Financial Regulations. There is no surplus to carry out ad hoc projects.

The Parish Council is accessible, it is listening, and it takes all comments made to it very seriously. The Parish Council must be compliant with legislation. An example is the S106 public questionnaire which is the community’s opportunity to advise the Parish Council what it wants the funds to be spent on. This must be compliant with S106 stipulations.

Further, the Parish Council is expected to pick up items which the County and District Councils are no longer funding. If the community wishes and the Parish Council pick up these items, there will be an impact on the public purse.

The Parish Council has a heavy workload which includes attendance at planning meetings, managing the public purse, compliance with Central Government legislation and Parish Council regulations, and trained professionals are needed to support the Councillors in working on behalf of the community.

i) bank reconciliation: The Clerk has provided an Excel spreadsheet to all Councillors and advised that an accountant had developed it free of charge to Stapleford Parish Council. The Clerk needs to check the unpresented cheques to iron out anomalies.

ii) budget update 2019: SSYI application: Many of those present at the meeting expressed a desire for specific projects to receive financial support from the Parish Council. Quotes will be required for any item to be entered onto the Parish Council budget, and careful scrutiny for compliance with Parish Council Powers and Duties, Standing Orders and Financial Regulations compliance. No item which is not compliant will be financially supported.

b) Signatories: update: ongoing.

c) Transfer of funds: update: subject to change of bank signatories.

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

e) Accounting Systems: Quotes have been received from Scribe, Edge, and PAS. Cllr Raphael will fully investigate each system and make recommendation to the next meeting.

f) Village weekend: financial report/ feedback: The Chairman requested a breakdown of costs which Cllr Pett provided to the Clerk a summary of which is shown below:

Income from event £4,795.65

Sponsorship £350.00

PC contribution £2,500.00

Less expenditure £6,091.08

**PROFIT £1,454.13**

g) S106 Stapleford Capital Projects Initiative questionnaire***:*** update: the accompanying leaflet is being produced and will be delivered as soon as possible. The leaflet will be needed to enable questions to be answered.

**95.2019 Planning:**

Planning applications

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| --- | --- |
| **S/4329/18/OL** | **Welcome Genome Campus, Hinxton****Outline planning permission with all matters reserved for a phased, mixed use development comprised of up to 150,000 square metres of Gross External Area (GEA) of flexible employment uses including research and development, office and workspace and associated uses falling within Use Classes B1 (office, laboratories, light industry), B2 (general industrial) and B8 (Storage) uses; up to 1,500 residential dwellings (Use Class C3); supporting community uses and social infrastructure including a nursery (Use Classes D1); conference facility (Use Class D1) and associated hotel (Use Class C1); retail uses including shops (Use Class A1), restaurants and cafes (Use Class A3) and bars (Use Class A4); leisure uses (Use Class D2); landscape and public realm, including areas for sustainable urban drainage and biodiversity enhancements; energy centre and utilities; site access (vehicular, cyclist and pedestrian), car and cycle parking and highways improvements; early landscape and enabling works; and associated works. (This application is subject to an Environmental Impact Assessment)***Cllr B Kettel will attend a joint PC meeting to be held next week to consider this application.**Councillors reiterated that a summary of the changes was required to enable a detailed response, which Cllr Fane had said he would obtain.* |
| S/3537/19/TP | 1 Dukes MeadowRemove tree: no objection |

Other Planning Matters:

 Greater Cambridge Housing Trajectory and Five Year Housing Land Supply Consultation: comments by 14th October:. Cllr B Kettel will co-ordinate a response.

 SCDC: Local Plan consultation

 Newbury Farm: an application for 330 dwellings has been submitted to Cambridge City Council. There are significant implications to Gt Shelford highways particularly the B1307/ Granhams Road junction The Parish Council will respond on highways implications. **ACTION: BK**

**96.2019** Neighbourhood Plan: Cllr B Kettel: update: the NP has stalled.

**97.2019** Asset Management Cllr H Kettel

Pavilion & Recreation Areas: reports and updates

1. Pavilion redevelopment consultation: update
2. Play area inspection: update: repairs completed.
3. Defibrillator: maintenance/ servicing/ signage/ access: Cllr Lusby to progress. **ACTION: ML**
4. Boundary fencing: £3k + £2k for pav woodwork staining + repair to door seals as water is coming in. The ownership of all boundaries will be established before works are instructed. Quotes are needed for all works. There is an opportunity for small item expenditure under £500 to be undertaken with the agreement of the Chairman and the Clerk. All maintenance items will be reviews and included in the 2020 budget.

A key for the height barrier will be kept in the pavilion to enable emergency service access should it be needed. **ACTION: KD/ KB/BI**

 The Slaughterhouse:

1. electrical test & upgrade
2. Roof repairs
3. Future of building: discussion
4. Structural survey

All items for the 2020 budget.

**98.2019** Cemetery: Cllr B Kettel

 a) Mapping updating: works instructed: topographical report received

b) Appointment of contractor: subject to the mapping report.

c)Review of burial costs: recommendation that cost is increased: under review by the Assistant Clerk

1. Review of terms: under review by the Assistant Clerk

**99.2019** Highways: updates and reports

a) street lighting: the light on Chalk Hill is still not working. The meeting was advised that no cabling was installed to the light when it was erected. The County Councillors will be asked to investigate. **ACTION: CLERK**

i) installation of new lights: Clerk: each light will cost in the order of £2,500 to £3,000 per unit. A profession company is required to produce a whole parish design. For consideration when the 2020 budget is developed.

ii) transfer of energy supplier to PC: update: The Clerk has sought quotes from 3 companies. The Assistant Clerk will analyse the costs once received.

 **ACTION: BI/KB**

 b) Speed signage:

Cambridgeshire County Council: Proposed Speed Limit Changes - A1307 Cambridge to Babraham: Stapleford proposal to extend a new 50mph Speed Limit on Haverhill Road, Stapleford from 35m south-west of A1307 Babraham Road south-west for 200m: PC request to extend to 40mph limit: Letter submitted

Bridge Cottage: a meeting with the County Councillors is required to discuss this very dangerous national speed limit road which is a pinch point and used by cyclists. **ACTION: HK**

c) GCP: Busway: update: The Chairman advised Heidi Allen MP will walk the route with Parish Councillors and members of the GCP. An environmental professional has volunteered to produce a response to the consultation. It is important that as many responses as possible are submitted in response to the consultation. The proposed route would intersect the Magogs and leave the lower area vulnerable to development. The height of the proposed route would be highly visible and increase pollution as it is longer than necessary. Cost comparisons with light rail have not been made public. Stapleford Parish Council agreed it will submit a ‘Freedom of Information’ application to establish all cost comparisons. **ACTION: CLERK**

d) Rights of Way: Gog Magog/ drift track: Clerk: The Chairman will assist.

 e) Robert Heap plaque: Clerk: Cllr Lusby will assist the Clerk.

f) parking issues: The busway does not have adequate parking provision. The Parish Council may consider utilising some of its land to provide parking which would increase revenue.

**100.2019** Governance & Legal:

Other policies and procedures: ongoing

Tennis Club: legal agreement: Cllr H Kettel: ongoing

Cricket Club: legal agreement: Cllr J Raphael: onging. Extensive discussion took place and a broad agreement regarding cost for the season were established with one cricket club. A meeting will be arranged with both clubs.

 **ACTION: JP/ HK**

Sports Clubs: scale of fees comparisons: discussion/agreement: ongoing.

**101.2019** Grounds Maintenance: Cllr Gatward

 Tender and Contracts: discussion: ongoing.

 Villedomer Gardens: Gardening: discussion: ongoing

**102.2019** IT: PC Website: discussion: Cllr Raphael will progress.

**103.2019** Community:

Village Weekend: Cllr Pett: see also item 94.2019: Stapleford Parish Council agreed that the profit from the Village Weekend would be used to provide the deposit for the marquee for 2020. Cllr Pett requested that all profit from the Village Weekend funds would be ring-fenced for use for the 2020 Village Weekend only.

**PROPOSAL: *That Stapleford Parish Council herewith agrees to book a marquee for the 2020 Village Weekend community event.*** PROPOSED: Cllr Raphael, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY.

**104.2019** Correspondence:

Villedommer Twinning Assoc: Villedomer Gardens & gardening: The Chair of Stapleford Twinning Association and a parishioner made further presentation on this subject. There was further comment that Councillors need to be accessible to the public. Cllr Raphael explained the requirement for compliance with GDPR, which was not acknowledged.

Mr Challis: removal of bench from cemetery

Mrs L Warth boundary fence: request for replacement

**105.2019** Date of Next Meeting: Jubilee pavilion at 7.30pm

 PC Meetings: 2nd Wednesday of each month except August

 13th November

 *Meeting closed at 10.15pm*