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# STAPLEFORD PARISH COUNCIL

**NOTICE OF PARISH COUNCIL MEETING**

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

**held at Stapleford Jubilee Pavilion on 8th January 2020 at 7.30 pm**

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

Clerk & RFO: Belinda Irons

Network Rail: Ms S Moeng & Mr M Smith

PUBLIC: 3

**01.2020** Apologies: none

**02.2020** Declaration of Member’s Interest: disclosable pecuniary/ pecuniary/personal:

 Cllr H Kettel: Finance: Reimbursement of travel costs: disclosable pecuniary

Cllr G Pett: Finance: Reimbursement of pavilion consumable costs: disclosable pecuniary

**03.2020** Minutes of the previous meeting: 11th December 2019

**PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the meeting held on 11th December 2019:** PROPOSED: Cllr H Kettel, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY

**04.2020** Councillor vacancy: co-option: Some interest has been expressed but no formal applications have been received as yet.

**05.2020** Presentation: Network Rail: new rail station for South Cambs

Mr Smith gave an overview of the proposal for a new destination rail station which is planned to be built in the vicinity of Nine Wells, Addenbrookes and Astra Zenica, Cambridge along the existing rail track.

The three proposals are Northern, Central and Southern Schemes, but there is only some 100m distance between each scheme on the same site.

 The proposal is for a reconfigured track, four platform station with step free pedestrian access via footbridge and lifts. The proposal includes waiting facilities, taxi and passenger drop off, cycle and blue badge parking, retail and catering.

 The Northern Scheme has better pedestrian access and potential integration with the existing guided busway. The Northern Scheme has a greater area of land in the ownership of Network Rail and would therefore reduce the amount of land needed for compulsory purchase compared to other schemes.

The Southern Scheme has a shorter route for vehicular access for disabled, taxi and bus access only but no integration with the busway.

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The Central Scheme sits between the two.

 No scheme has any public car parking associated with it.

 The public consultation runs from the 20th January to 2nd March 2020, and includes an open consultation session in the Jubilee Pavilion on the 17th January between 1 and 5pm. A second consultation will be held in the autumn.

 A formal planning submission will be made in 2021 along with the Transport Order.

 Councillors questions and comments included the following:

 Q: Will the ticket office be properly manned?

A: This would be the concern of the franchisee.

Q: A two platform station has the potential for faster delivery.

A: The delivery time for two is little different to delivery of four, and would increase difficulties associated with train timetabling.

 Comment: there is no need for a new rail station if the busway(s) was correctly utilised and timetabled.

 Comment: the nearest housing estate to the Southern Scheme does not have double yellow no parking marking to prevent on-street parking.

 Comment: Stapleford and Shelford currently suffer from extensive on-street parking causing great congestion in the villages. Many people parking in the villages only use the train for one stop as human nature is to take the easiest travel option.

 Comment: The area of consultation needs to be widened to the outer villages.

**06.2020** Public discussion and presentation:

The speed indicator devices are not working correctly. The Chairman responded that the PC has been in contact with the contractor and will progress. There was a general consensus that the batteries have not received sufficient solar gain to charge correctly.

**07. 2020** Reports from South Cambs District Council and Cambridgeshire County Council: no report supplied.

**08.2020 Cllr Kettel: Finance**

**a**) Signatories: update: Documents were present at the meeting for Councillors to complete signing.

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

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**09.2020** S106 Stapleford Capital Projects Initiative questionnaire***:*** results, feedback and next steps:

The Chairman advised that his review of the report was not concluded, and that the comments associated with the responses needed careful consideration as they impact the analysis.

 The next step will be to complete the review, and discuss the outcomes with Councillors. **ACTION: HK**

**10.2020 Budget & Precept:**

The budget was displayed on the screen for all Councillors and members of the public to view, and had been uploaded to the website before the meeting took place.

Following comments from Councillors at the December meeting, the budget has been reviewed and revised in line with the District Council recommendations.

There were a number of ‘one-off’ expenditures in the current financial year which will not be repeated in the forthcoming financial year.

Cllr Lusby commented that whilst the Public Works Loan will terminate in 2021, the Council must continue to be mindful of the assets it has to maintain, and also that there may be future schemes which will need to be funded.

The minimum recommended reserve is £50,000, and the increase has been capped at 3%.

The proposed precept would increase the Parish Council element of Council Tax for a Band D property by £2.27 per annum.

**PROPOSAL: *That Stapleford Parish Council herewith agrees to adopt the budget and sets the precept at £72,100 (seventy two thousand, one hundred pounds).*** PROPOSED: Cllr Raphael, seconded Cllr Greenhalgh. AGREED AND RESOLVED UNANIMOUSLY. The precept application form was signed in the meeting and will be submitted to South Cambs District Council for implementation.

**11.2020 Planning:** Cllr B Kettel

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| --- | --- |
| S/4339/TC | 7 Gog Magog Way, StaplefordProposal: T1 Ash Reduce crown by 1.5-2m to maintain size of tree T2 Ash Reduce crown by 1.5-2m to maintain size of tree T3 Weeping Ash Reduce top by 1.5m to reshape T4 Beech Reduce crown by 1.5-2m to maintain size of tree  p. 2020.04T5 Sorbus Fell, tree leans into hedge and over public area, willing to replant*PROPOSAL: That Stapleford Parish Council agreeds to ask the South Cambs Tree Officer to inspect the trees to ensure proposed works are necessary, and to ensure the proposed removed Sorbus is replaced. PROPOSED: Cllr B Kettel, seconded Cllr Pepperell. AGREED AND RESOLVED UNANIMOUSLY.*  |
| S/3528/19/FL | 37 Bar Lane, StaplefordProposed garden room: *no objection* |
| S/4509/19/TC | St Andrews Church, Mingle Lane, StaplefordHorse Chestnut - reduce over-extended limb in upper crown on southwest side only by 3m, remove ivy at base. Minor ivy coverage at base of main stem, evidence of previous limb reduction on southwest side of main stem, over extended limb in upper crown on southwest side, increased risk of structural failure Common Ash - reduce damaged crossing branch above entrance by up to 3m: *no objection* |

**12.2020 Cllr B Kettel**:

 Cemetery:

Appointment of contractor(s) to commission burial ground: next agenda.

Cllr B Kettel provided a detailed summary of the works required to conform with the cemetery mapping documents, and also for compliance with Health & Safety legislation.

Headstones: Cllr Pett will test the headstones for safety. Where headstones fail the pressure test, the families of the deceased will be contacted and asked to secure the headstone. Should no family be contactable, the Parish Council will make every effort to publicise its intentions to either lay the headstone down, or take an alternative approach to management yet to be decided.

The new cemetery will require that a concrete pad is installed at the head of each grave, and the headstone bolted to it to ensure that issues with toppling are minimised.

Spoil: it was proposed that the area in the new cemetery beneath the mature trees is to be cleared of vegetation, and the spoil spread beneath the trees.

Interment of Ashes area: this is proposed to be beneath the trees where tree roots will prevent burials taking place.

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Children’s Area: this is to be near to the entrance to the new cemetery, and adjacent to the contemplative area opposite the brick shed.

Gates: new gates are to be installed to match existing.

Fencing: existing fencing is to be repaired.

Pathway: it is proposed that the path is installed closer to the central tree line and the ashes interment area rather than centrally, as this will allow more full burials in the new cemetery. Cllr Gatward outlined his proposal for path type, with quotes to be sought for discussion at the next meeting.

Regulations: the new cemetery will be subject to revised regulations which will prevent installation of kerb sets, and will require conformity of headstone style and designs. The revised regulations will be brought to the next meeting for agreement.

Marking out: Metal stakes are to be installed to mark out each grave.

 **ACTION: BK/GP**

**13.2020** Cllr H Kettel Asset Management

Pavilion & Recreation Areas:

1. Review of Booking Regulations: next agenda
2. Pavilion maintenance: a review of all assets will be undertaken and a work plan developed for the next meeting. **ACTION: HK/MG**
3. Brick shed & container: Cllr Gatward has kindly offered a short term of loan of a container to enable the removal of the contents of the sports shed prior to demolition. It will be sited on the concrete pad, and organisations with equipment in the shed will be advised once it is on site and asked to move their respective property into the container.

The Parish Council agreed to pay transportation costs.

**PROPOSAL: *That Stapleford Parish Council herewith agrees to pay specialist transportation costs for the delivery of the shipping container on loan from Cllr Gatward to a maximum of £300 (three hundred pounds).*** PROPOSED: Cllr B Kettel, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY.

Quotes will be sought for demolition which will include specialist asbestos removal. **ACTION: MG**

 The Slaughterhouse:

Structural survey: £350

**PROPOSAL: *That Stapleford Parish Council herewith agrees to appoint Westley & Huff to carry out a full structural and insurance valuation on the Slaughterhouse, and to carry out an insurance valuation on the Jubilee Pavilion in the respective sums of £350 (three hundred and fifty***

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***pounds each building).*** PROPOSED: Cllr H Kettel, seconded Cllr Gatward. AGREED AND RESOLVED UNANIMOUSLY. **ACTION: CLERK**

**14.2020 Cllr Pett:**

Village Weekend: update re bank account: Cllr Pett advised that the balance of account from the Village Weekend is required to open the account. A cheque will be raised for the next meeting. **ACTION: CLERK**

VE Day 8th May 2020: proposed street party update: Cllr Pett is in discussion with residents with an intention to manage an event.

**15.2020 Clerk’s reports & updates**

CCC: Climate Change and Environment Strategy and Action Plan. Public Consultation: 20th December 2019 to 31st January 2020: Cllr Lusby will review for Parish Council comment by email. **ACTION: ML**

**16.2020** Correspondence:

TWM Traffic Signs Photo needed of sign and send to TWM for assessment **ACTION: CN/MG**

Mr Jackson re burial plot E39 and proximity of a ‘new’ grave

Ms Trower : dogs loose on recreation ground: complaint: The Clerk will investigate whether a bylaw is in place requiring dogs to be kept on leads on the recreation ground. **ACTION: CLERK**

**17.2020** Date of Next Meeting: Jubilee Pavilion at 7.30pm

 PC Meetings: 2nd Wednesday of each month except August

 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

 *Meeting closed at 9.42pm*