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# STAPLEFORD PARISH COUNCIL

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

**held at Stapleford Jubilee Pavilion on 11th March 2020 at 7.30 pm**

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

Clerk & RFO: Belinda Irons

South Cambs District Councillors P Fane & N Sample

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**39.2020** Apologies: Cllr Greenhalgh, Cllr Lusby

**40.2020** Declaration of Member’s Interest: disclosable pecuniary/ pecuniary/personal

 Cllr Gatward: Butler Bros: personal non-pecuniary

Cllr Pett: FEOFFEE: PC representative

Cllr Raphael: FEOFFEE: PC representative

**41.2020** Minutes of the previous meeting: 8th January 2020

**PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the meeting held on 12th February 2020.** PROPOSED: Cllr H Kettel, seconded Cllr Gatward. AGREED AND RESOLVED UNANIMOUSLY.

**42.2020** Councillor vacancies: Co-option: no further applications have been received.

**43.2020** Public discussion and presentation:

The Slaughterhouse: The Magog Trust and the History Society currently store items in the Slaughterhouse. Will the Parish Council continue this long term arrangement?

**44. 2020** Reports from South Cambs District Council and Cambridgeshire County Council: Cllrs Sample and Fane.

 **South Cambs – more greenery**

Proposals have been put forward to make the Council offices less dependent on fossil fuels, including installing a solar car port, which will generate more than 20% of the electricity for the entire building, and installing a ground source heat pump to reduce the amount of gas used on site by at least 80%

**South Cambridgeshire District Council Budget**

£5 million has been pledged in South Cambridgeshire to tackle the global climate emergency. The money will go towards improvements linked to the District Council’s ‘green to the core’ priorities. This includes improving the Council’s offices to cut carbon emissions and energy bills, providing communities with grants for projects that cut carbon emissions in their areas, making Council houses more energy efficient and helping people cut the amount of food they waste.

In 2018 the Council declared a climate emergency and pledged to reach net zero carbon by 2050. To help move toward that goal the Council plans to invest in 2020-21a further £100,000 on Zero Carbon Community grants for community initiatives to cut carbon

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emissions and tackle climate change, £1.9 million ‘greening’ of its offices to cut energy bills and show others how they could go green and a further £1.3 million on improving energy efficiency of Council homes. In addition £1.3m will replace 1,800 District Council owned streetlights with LEDs to reduce energy consumption by 60% and £400,000 on an electric bin lorry to see whether it is viable to shift from a diesel to an all-electric fleet.

In 2020-21 the Council expects to generate over £3.5 million from investments which will be spent on local services and help offset cuts to their funding by central Government. The Council’s budget also proposes investing an extra £200,000 in expanding the mobile warden scheme in the district. Local Mobile Warden groups support older people to live independently by carrying out practical tasks such as making light meals, shopping, making appointments, filling in forms and collecting prescriptions.

A further £200,000 is also planned to be invested in increasing support for local businesses so that villages remain vibrant and new jobs are created close to where people live.

The revenue account expenditure for the council shows a generally positive picture on expenditure, which will mean a surplus vs £400k deficit in May 2018:

<https://scambs.moderngov.co.uk/documents/s115456/Appendices.pdf>

**South Cambs operational performance – call answering**

There has been a marked improvement in South Cambs’ call answering time, which is now down to 1m 10s:



The graph can be viewed here: https://scambs.moderngov.co.uk/documents/s115434/Appendix%20A%20- %20Operational%20Key%20Performance%20Indicator%20Report.pdf

**New taxi licensing policy will see CCTV installed as standard and improve air quality across South Cambridgeshire**

A new taxi licensing policy for South Cambridgeshire aims to improve air quality and increase the safety of passengers and drivers. South Cambridgeshire District Council will adopt the new policy from 1 April 2020.

CCTV will need to be installed in all vehicles as standard, to provide a consistent safeguarding approach. Meanwhile, a number of changes have been approved that will ensure taxis are greener, supporting the Council’s commitment to become a net-zero carbon district before 2050.

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They key points to highlight from the new policy are:

* From 31 March 2021, CCTV will be a mandatory requirement for all Hackney Carriage and Private Hire Vehicles without exception.
* From 1 December 2021, new licences will only be granted to taxis that are ultra-low or zero emission.
* From 1 December 2021, licences will not be granted for taxis older than nine years.
* From 1 December 2028, renewed licences will only be granted to taxis that are ultra- low or zero emission.

The initial consultation on the draft policy took place from July to September 2019. In November a decision was taken to run a further consultation to consider additional issues raised by members of the trade.

**New Electric Buses**

Stagecoach have purchased 2 electric buses to run in Cambridge using £400,000 of funding from the Greater Cambridge Partnership which South Cambs and the County Council are partners in. They can travel 160 miles on one charge and will be running the Citi 6 route. We are anticipating that this will be the beginning of a much larger electric fleet serving South Cambridgeshire in the near future.

**Complaints (and compliments!) to South Cambs**

As reported recently, we have now launched our Open Process portal, which allows customers to create an account where complaints can be raised and tracked throughout the investigation, until resolution. There is the facility for supporting documents to be uploaded and messages can be sent between investigators and customers, which will help to speed up the process. All complaints need to be made through: https://www.scambs.gov.uk/your-council- and-democracy/feedback/compliments-complaints-and-suggestions/ (selecting the option for the “Online Complaints Form”).

**Annual Survey of Councils**

Some of the key findings from all UK Councils:

* Nearly all councils (97%) plan to increase council tax in 2020/21, with most (93%) planning to raise it by more than 1.5% and nearly all councils (97%) plan to increase fees and charges.
* 12% say they are in danger of being unable to fulfil statutory duties this year with Children’s Services & Education the top immediate pressure, while Adult Social Care remains the top long-term pressure.
* There was near universal disappointment in the Government’s progress delivering a sustainable funding system for local government (97%) and a long-term social care strategy (98%).

Please contact District Councillors Nick Sample or Peter Fane if we can help with local council matters.

Cllr.sample@scambs.gov.uk Mob. 07706 990833

Cllr.fane@scambs.gov.uk Mob. 07802 256861

Street Sweeping: Vicarage Lane has been cleaned. However, difficult to clean areas are

problematic. There is also a responsibility split between District and County dependent upon

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the level of action needed to rectify the issue. Residents were urged to report issues on the

website with photos.

Cllr B Kettel commented that whilst the initial telephone call may be answered within one

minute, transference to someone who could resolve an issue has taken a considerable

amount of time, with the operator unable to ascertain the correct department or person.

Cllr McPhater advised that Mingle Lane to the station was poorly lit, with uneven footway

and potholed highway.

Cllr Pepperell advised that the footway between Sterns Way and Vine Close has moss which

is a slip hazard. This has been reported repeatedly to CCC with no action taken.

Cllr H Kettel commented that he has been pressing CCC Highways for action on a number

of items including the light on Gog Magog Way, with no apparent action.

Cllr Fane commented that all tiers of Local Government must work together. He further

commented that the Chancellor has limited the amount of money Councils can invest, and

this limit will impact the amount of funds available for use by the District Council.

**45.2020 Cllr Kettel: Finance**

 **a**) Signatories: update: Cllr McPhater to be added as a signatory.

 b) Accounts summary

c) **PROPOSAL: That Stapleford Parish Council herewith agrees the payments shown attached and authorises payment.** PROPOSED: Cllr H Kettel, seconded Cllr Raphael. Abstain: Cllr Pepperell. AGREED BY MAJORITY.

d) **PROPOSAL: That Stapleford Parish Council herewith agrees to appoint LGS Services to complete the Internal Audit for the financial year 2019/2020.** PROPOSED: Cllr H Kettel, seconded Cllr Raphael. AGREED AND RESOLVED UNANIMOUSLY.

e) Cllr McPhater: Revenue generation: discussion:

Cllr McPhater provided a projected revenue increase document to all Councillors and explained that all hire costs could be increased by the Consumer Price Index plus a ‘kicker’ which he suggested may be 1%. This could provide an increase of £1,500 over 10 years on the current rates of hire. Cllr McPhater commented that small increases across time would pre-empt the big rises which have taken place recently. The proposed increases will be discussed at the budget preparation meeting in November.

**46.2020 Planning:** Cllr B Kettel

|  |  |
| --- | --- |
| 20/01053/HFUL | 26Church StreetSingle storey rear extension: *Extension to time scale to respond submitted* |
| S/2142/17/NMAS/2142/17/VC |  9A Haverhill Road Stapleford revised materials to pitched roof areas (from black zinc to natural slate roof covering). revised cladding to rear box dormer (from black zinc to stained larch cladding).  p. 2020.22revised rear box dormer roofing (from black zinc to single-ply membrane). revised privacy screen to first floor balcony (form obscure glazing to blockwork wall with render finish) and additional rooflight to the front elevation: *Extension to time scale to respond submitted* |
| 20/01506/PRI01A | 1 Gog Magog Cottages Haverhill Road StaplefordSingle storey rear extension |

Axis exhibition: Cllr H Kettel urged Councillors to respond to the consultation as individual parishioners. No planning application has as yet been submitted. The PC will formally respond once the application is received.

SCDC: Local Plan consultation: PC response: the big debate was a great event and demonstrated how consultation should be done. Unfortunately the short timescale was not highlighted and the PC missed the deadline. Cllr Fane commented this was the first in a series of consultations and the PC will be asked to comment again.

Proposal for Cambridge Great Park: request for support: Whilst the development of the Great Park was supported in principle, how it would be achieved was unclear, as the land in question was not in the proposers ownership. Cllr H Kettel will attend a briefing. The PC will invite the proposer to the APM. **ACTION: HK: APM**

CCC: Local Enforcement Plan for Minerals and Waste Development in Cambridgeshire: consultation: 26 February 2020 to 8 April 2020: Dernford Quarry is now closed.

 Babraham Clean Energy: feedback: a letter of support will be sent.

 **ACTION: CLERK**

 East/West Railway: feedback: Cllrs H Kettel and D Pepperell commented that they were impressed by the presentation and the knowledge of the presenters. Cllrs H & B Kettel met with Anthony Brown MP, with Cllr P Fane, Cambridge Connect and Rail Future to discuss South East Transport. Mr Brown was well informed of the issues and provided a helpful response. Cllr H Kettel will write an article for The Messenger. Cllrs H & B Kettel have a meeting scheduled with James Palmer, Cambridgeshire and Peterborough Mayor, to discuss multimodal transport through the villages which will bring financial benefit, rather than the proposed busway across the Gogs.

**47.2020** S106 Stapleford Capital Projects Initiative questionnaire***:*** Working Party formation: Councillors will meet to work on relevant projects with all quotes supplied as necessary. Potential schemes will be presented to full Council for consideration.

**48.2020 Cllr H** **Kettel & Cllr Gatward**  Asset Management

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1. Pavilion maintenance: decoration; entrance: raising land to entrance pathway; guttering; windows; internet access.

Decoration will take place by the end of the month.

Internet access: Cllrs Gatward and Pett will progress. **ACTION: MG/GP**

**PROPOSAL: *that Stapleford Parish Council herewith appoints Tomlinson Steel Ltd to supply and install safety barrier to the pavilion in the sum of £648:*** NO PROPOSER, NO SECONDER. MOTION NOT CARRIED. Cllr Gatward will progress yellow warning lines as discussed.  **ACTION: MG**

1. Brick shed & container: update: quotes

Asbestos removal:

**PROPOSAL: *That Stapleford Parish Council herewith appoints Mick George contractors to remove the asbestos roof in the sum of £1,200 under controlled conditions.*** PROPOSED: Cllr H Kettel, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY.

Shed removal:

Quotes:

C Butler: £3,260 + slab remove

A Mead: £2,000 + slab remove

Mick George: £6,216 inc remove slab

CB Groundworks: £8,000 + slab removal

**PROPOSAL: *That Stapleford Parish Council herewith appoints A Mead contractors to remove the shed only.*** PROPOSED: Cllr H Kettel, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY

It was agreed at the meeting that works would not commence until after the Village Weekend had taken place. Cllr Gatward will liaise with the contractors. The base slab will remain and a decision will be taken on whether to remove once the S106 proposals are agreed. **ACTION: MG**

1. The Slaughterhouse: roof; electrics; decoration:

Storage issues will be considered in discussion with the Magog Trust and the History Society outside the meeting.

**PROPOSAL: *That Stapleford Parish Council herewith agrees to lease the Slaughterhouse to French of Stapleford for five years***: agreement not finalised. **NEXT AGENDA**

1. Grounds Maintenance: hedge cutting and associated works: the Clerk will contact the contractor regarding tree work in the Slaughterhouse gardens.

**ACTION: CLERK**

**49.2020 Cllr B Kettel**: Cemetery:

Appointment of contractor(s) to commission burial ground pathways: Progress report from Cllr B Kettel

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**PROPOSAL: *That Stapleford Parish Council herewith agrees and adopts the Cemetery Regulations and Conditions with immediate effect*** PROPOSED: Cllr B Kettel, seconded Cllr Nightingale. AGREED AND RESOLVED UNANIMOUSLY.

Quotes for pathways:

Butler Bros: £14,760 – car park not included

A Mead: £16,200 plus £5100 for car park area

CB Groundworks: £15,358.35 – car park not included

**PROPOSAL: *That Stapleford Parish Council herewith appoints Butler Bros contractor to install the pathway in the new cemetery in the sum of £14,760.*** PROPOSED: Cllr B Kettel, seconded Cllr Pett. Abstain: Cllr Gatward. AGREED BY MAJORITY.

Headstone safety: The PC has identified some headstones which are unstable. Advice has been received from Ivett & Reed stonemasons that best practice is to lay headstones down and put notices onto headstones, on the entrance gate, and in the public domain, advising families why the headstones have been laid down and advising that headstones and their safety are the responsibility of the family of the deceased. The Assistant Clerk has a list of wobbly headstones. The stonemasons will be contacted to make safe. Ivett & Reed will be asked to quote to lay down and set headstones where ownership cannot be confirmed.

 **ACTION: ASSISTANT & CLERK**

Cemetery: closure of gates to increase security of site: discussion: Councillors did not agree to closure of the gates unless volunteers come forward to carry out this duty.

Entrance drive railings: the railings have been damaged and a quote has been sought to repair.

**PROPOSAL: *That Stapleford Parish Council herewith agrees to appoint Keith Tomlinson to repair the cemetery entrance drive railings in the sum of £367.*** PROPOSED: Cllr Gatward, seconded Cllr Pepperell. AGREED AND RESOLVED UNANIMOUSLY. Cllr Gatward will seek quotes for painting the railings. **ACTION: MG**

Cllr Pett advised that no volunteers have come forward to take the bins to the road. The Clerk will ask the Caretaker if he will be able to do this on a bi-weekly basis. **ACTION: CLERK**

**50.2020 Cllr Raphael:** web site update: Cllr Raphael will work with the Stapleford Online manager to transfer information to the new website.

Councillors needed to provide support to update the new website with news and events

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**51.2020 Cllr Lusby:** report by email

3 free trees: planted on verge at Haverhill Road

Litter pick: 29th March 10.30am at the Pavilion

Defibrillator to school completed

Defibrillator cabinet fitted to pavilion

Defibrillator training: date to be arranged

Disabled Parking Bay application: Bar Lane: no objection.

SCDC: Climate Change consultation re what PC is doing: reported by email.

A vote of thanks was extended to Cllr Lusby for his hard work on a wide variety of initiatives and his perseverance in achieving resolution.

**52.2020 Cllr Pett:**

VE Day 8th May 2020: proposed street party update: Cllr Pett advised the History Group will provide a history presentation commencing 6pm Friday, 8th May which will also be open on Saturday 9th May. Each village child will receive a commemorative book funded by the Village Estate Fund. Each street in the village was urged to hold its own street party. The PC may wish to hold a music event on the evening of Saturday 9th May.

Little Shelford will hold a street party on Friday 8th May in the afternoon.

There will be a service on Sunday, 10th May.

The Clerk has submitted an application for funding to SCDC. A decision is awaited.

Cllr Pett expressed concern there was a lack of communication from the chairmen of the three PCs with the History Society when discussing this item.

* 1. **Cllr Pepperell:**

The Chalk Pit: approach by Magog Trust to sell Pit. Cllr Pepperell provided an overview of the history of the chalk pit, and the ongoing works of the Magog Trust to restore it as a wildlife habitat.

**PROPOSAL: That Stapleford Parish Council herewith agrees to transfer ownership of Stapleford Chalk Pit to the Magog Trust subject to Charity Commission approval.**  PROPOSED: Cllr H Kettel, seconded Cllr Pepperell. Abstained: Cllrs Pett & Raphael. AGREED AND RESOLVED BY MAJORITY. The Clerk will investigate the process for transferring The Chalk Pit to the Magog Trust. **ACTION: CLERK**

**54.2020 Clerk’s reports & updates**

Operation London Bridge: update: a photo and table cloth have been obtained. A condolence book will be purchased. **ACTION: CLERK**

 Governance:

**PROPOSAL: That Stapleford Parish Council herewith approves the reviewed Financial Regulations and Risk Assessment documents**

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

Street cleaning: resolved: See Cllrs Sample & Fane report.

CCC: Health & Wellbeing consultation

**55.2020 Correspondence**:

 Mr Howe: Cemetery security

 Mrs Fyfe: street cleaning complaint

**56.2020** **Date of Next Meeting**: Jubilee Pavilion at 7.30pm

 PC Meetings: 2nd Wednesday of each month except August

 8th April 13th May (APCM) 10th June 8th July

9th September 14th October 11th November 9th December

 Annual Parish Meeting: 6th May: SCDC Planning & CCC Highways: contact

 *Meeting closed at 9.35pm*