

STAPLEFORD PARISH COUNCIL

MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL held on WEDNESDAY
13th MAY 2020 at 7.31pm by virtual meeting

<https://us02web.zoom.us/j/87475413760?pwd=RVA2MzBoNEVydFZ5WW9UVjBjZmU3Zz09>

PRESENT: Cllr Howard Kettel (Chairman), Cllr Michael Gatward, Cllr Colin Greenhalgh, Cllr Barbara Kettel, Cllr Mark Lusby, Cllr Paul McPhater, Cllr David Pepperell, Cllr Gillian Pett, Cllr Jez Raphael.

Stapleford Parish Council Clerk: Belinda Irons - Minutes

Stapleford Parish Council Assistant Clerk: Kerry Byrne

South Cambs District Cllr Peter Fane

MEMBERS OF THE PUBLIC: There were 9 members of the public on line

57.2020 Apologies: Cllr Nightingale

58.2020 Declaration of Member's Interest: disclosable pecuniary/ pecuniary/personal
Cllr H Kettel: Finance: pecuniary: reimbursement for travel for 2019/2020

59.2020 Minutes of the previous meeting: 11th March 2020
PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the meeting held on 11th March 2020. PROPOSED: Cllr H Kettel from the chair. AGREED AND RESOLVED UNANIMOUSLY.

60.2020 Councillor vacancies: Co-option: no volunteers have come forward.

61.2020 Public discussion and presentation
S106: sports facilities: a group of local sports enthusiasts have offered their services to the Parish Council to assist on a working group to progress the S106 sports facilities.

Parish Council website: will the PC website be the only forum for PC business? Cllr Raphael confirmed this will be the case once the transition period has been achieved. People need to use the PC website to ensure it goes up the Google listing.

62. 2020 Reports from South Cambs District Council: Cllr Fane provided a full report for the Annual Parish Meeting and was available to answer questions. Cllr Pepperell offered a vote of thanks to the waste operatives for their hard work during the lock-down and particularly with the green waste collection.

63.2020 **Cllr Kettel: Finance**
a) Signatories: update: Cllr McPhater is to be added as a signatory.

b) Accounts summary: the summary was circulated to Councillors in advance of the meeting and uploaded to the online screen during the meeting for all to view.

There was concern that SCDC would not have sufficient funds to pay the precept, but this situation has been resolved with half the precept now being received. If all expenditure currently budget is spent, it is projected the PC will hold £30,000 as a reserve at the end of the financial year 2020/2021, which is significantly below the recommended minimum of half the precept plus a quarter of the expenditure which equates to £66,500. The Parish Council will need to carefully review the budget for 2021/22 and the level of precept it requires to service the parish.

The Parish Council will continue to carefully consider the financial situation through the forthcoming year with particular adherence to the budget, and reviews of the budget undertaken through the year

c) **PROPOSAL: That Stapleford Parish Council herewith agrees the payments shown attached and authorises payment.** PROPOSED: Cllr H Kettel from the chair. AGREED AND RESOLVED UNANIMOUSLY.

d) Village Weekend: marquee deposit discussion: Cllr Pett confirmed that some £200 would be retained by the marquee company as an administration charge, but the remaining deposit would be transferred to the next year's hire.

e) SSYI: grant funding application £3,000: Cllr H Kettel advised that Councillors had discussed SSYI funding at length earlier in the year and budgeted £2,500. There are no additional funds available. Therefore £2,500 will be available. Councillors present were in agreement.

f) Audit: To be agreed by 31st July 2020. The Clerk advised that the internal auditor was furloughed, however, she has another internal auditor if necessary. All documentation will be processed as a priority.

64.2020 Planning: Cllr B Kettel

| | |
|------------------------------------|--|
| 20/01245/FUL Permission refused | 80 London Road, Stapleford Demolition of existing bungalow and garage and construction of a new detached house and garage. Alterations to highways access and new driveway and boundary wall to front. Construction of log cabin in rear garden. https://applications.greatercambridgeplanning.org/online-applications/PLAN/20/01245/FUL |
| 20/02125/PRIO1 A | 1 Gog Magog Cottages, Haverhill Road, Stapleford Single storey rear extension: prior approval application |
| 20/1313/TTPO | 2 Bury Road Stapleford CB22 5BP Lime - L1 (T8) - reduce branches overhanging property and BT cables by 2m, remove lower epicormic growth and thin epicormic growth on trunk wood in the crown. |

Proposal for Cambridge Great Park: request for support:

Cllr H Kettel advised that a virtual meeting between Councillors and BCR Architects had taken place, following on from a presentation last year. The

objective is to protect the chalk downland, woodland, and open spaces within the 'Great Park' proposed area, from creeping development. It would also provide a counter land use to the GCP busway which is planned to cut across the Magog Downs, and the Axis Partnership development proposed for the Rural Area Beyond the Green Belt. There is support for the Great Park from the MP, and Local Authority Councillors and Officers. Cllr Fane commented that the proposal would protect the Green Belt, which is often inaccessible to the public, and not easily identified. The Parish Council also agreed that it would provide general support.

GCP busway proposal: Stapleford and Gt Shelford Councils have met with the Mayor and the MP regarding this issue. The Covid-19 lock down has prevented further progress.

65.2020

Tennis Club: lease: update: The Parish Council has sent a letter to the Tennis Club advising the lease will not be renewed, and is awaiting its letter of surrender to be signed and returned. This will ensure the Parish Council takes overall responsibility for the courts.

Cllr Greenhalgh reiterated his comments that it would be worthwhile considering adding concrete table tennis tables and Cllr McPhater has agreed to have those added to the quotes.

* It was suggested that Flood Lights also be including within the specifications and Cllr McPhater confirmed that this will be the case.

* Cllr McPhater asked that Cllr Gatward, given his experience with building quotations, be willing to review the estimates once they are received and Cllr Gatward agreed to assist.

* A request for a discussion/consultation group including representatives of sports clubs in the community was requested and Cllr McPhater agreed to begin that soon working closely with Rebecca Trigg.

66.2020

S106 Stapleford Capital Projects Initiative: Working Party discussion update and actions:

The Parish Council is very mindful of the strong indication from the public through the survey of its requirements. The focus will be improvements to the Pavilion including energy reduction and insulation whilst improving facilities, and a multi-games area to be sited on the Tennis Courts to increase use and thus sustainability.

Pavilion modification: Cllr H Kettel

In summary, the Parish Council have a recommendation to improve the Pavilion (at a minimum a larger kitchen, more toilets and better social space) and to create an enlarged multi-play area on the tennis courts. Adequate storage needs to be included with the Pavilion, also replacing the shed. Green initiatives would be part of the Pavilion development. And not forgetting outside table tennis.

Three architects had been invited to propose ideas last year and a meeting will now be held with one of them, David Masters of Infinity-BCR.

The Parish Council has to limit its ideas given the restricted funds available and needs to look for income generation going forward. The Pavilion needs to be attractive and needs to be attractively furnished. Acoustic issues need to be addressed. The car park also needs grasscrete or equivalent to ensure it serviceable through the winter.

Multi-use Court on the Tennis Court: Cllr McPhater

Several sports ground contractors have been contacted and two have so far responded:

Trevor May Contractors - Based in Kent but who work up to and including Cambridgeshire.

Nova Sports - based out of Derbyshire.

The following requirements have been detailed:

A quote on resurfacing the existing tennis courts area with:

Hard core Surface (similar to now)

Hard wearing astro-turf (artificial grass)

Polymer based soft play surface.

Included in the quote will be the lines for 6-aside football and tennis and provision of goals for football and overhanging nets for basketball/ netball. It is anticipated that the existing tennis nets will be reused.

There is a significant range in the price of the different surfaces so the PC may not be able to afford the Polymer. The new surface will be laid on top of the existing one with drainage improved and the edges weeded.

A separate quote has been requested to replace the existing fencing as it may not be suitable for football. This is an optional improvement. The PC have asked for contractors to provide references for similar style projects in the past. The rough guideline for completion is 2 weeks from the start of work.

67.2020

Cllr H Kettel & Cllr Gatward Asset Management

- a) Pavilion maintenance: entrance: raising field level to entrance pathway; and any minor are in hand for actions once the lock down is lifted and contractors are allowed to work in closer proximity.
- b) Brick shed & container: update: on hold apart from the installation of shelving.
- c) The Slaughterhouse: roof; electrics; decoration: on hold.
- d) Grounds Maintenance: continuing to ensure sports and leisure is accommodated in line with Government recommendations.
- e) Grass verges: to be mown as normal but leaving the grassland along the Haverhill Road
- f) Cricket Club: erection of mobile netting: completed.
- g) Pavilion letting: The Assistant Clerk advised that the pavilion is closed for bookings. The planned wedding has been postponed to next year. The Parish Council agreed that the hire charge would remain the same.

68.2020

Cllr B Kettel: Cemetery:

Burial ground pathway: Progress report from Cllr Gatward:

Discussion at the Parish Council meeting resolved that the pathway design was changed to an 'L' rather than a 'T' design given the tight financial situation. The lower area of the new cemetery will be developed as a wildflower meadow to increase biodiversity and reduce mowing costs. The contemplative area will be landscaped to increase biodiversity and provide a tranquil retreat at a future time.

Butler Bros will commence work within the next two weeks, being mindful of any funerals which may take place.

A vote of thanks was extended to Cllr Gatward for his hard work in this area.

Layout & numbering system: the two potential systems are to affix plaques to the fencing to match the existing system, or to apply plaques to the pathway kerbstones. Prices have been achieved for the fence-affixed system which is:

Tomlinson's Quote:

| | | |
|-------------------------------------|-------|-----------|
| Painted black zinc phosphate finish | 20 no | @ £ 16.90 |
| Galvanised finish | 20 no | @ £ 19.40 |
| Painted black zinc phosphate finish | 50 no | @ £ 13.12 |
| Galvanised finish | 50 no | @ £ 16.17 |

Quotes have not yet been achieved for the kerbstone system.

Headstone safety: update: Ivett & Reed quote required to lay headstones down :

The Clerk advised that a quote was received from Ivett & Reed which was approximately £250 per grave to lay down the headstones and sink into the top of the grave to prevent trip hazard. On discussion with Ivett & Reed, an option would be for the Parish Council to seek to establish the stonemason and the stonemason will contact the families. The Parish Council agreed this was the cheapest option going forward. Any stones where ownership cannot be established will need to be managed once the lock down is over to enable people to work together which is necessary for Health & Safety and Risk Assessment compliance with the Parish Council insurance.

ACTION: BI/KB/GP

Headstone safety: notices to go on the noticeboard affixed to the shed, the entrance gate, the grave affected and in the media: The Clerk and Assistant Clerk will work up the documents. **ACTION: BI/KB**

Burial Books: new books are required for the new cemetery. These will cost £585 plus VAT. Whilst they are not needed immediately, the cost will need to be borne in mind for the next budget. **ACTION: BI**

69.2020

Cllr Raphael: web site update: Cllrs Raphael and McPhater are able to resolve any email issues Councillors have. The website is operational. Cllrs Raphael and McPhater continue to work to refine it.

Councillors, organisations and members of the public were asked to provide articles and photos to enable updates for the website with news and events

- 70.2020** **Governance:** Cllr Greenhalgh:
Cllrs Greenhalgh, H Kettel and Pett have reviewed in detail documents provided by the Clerk presented for adoption. Cllr McPhater commented that in his professional opinion, the documents are excellent.
PROPOSAL: *That Stapleford Parish Council herewith agrees and adopts the Grievance Policy, the Disciplinary Policy and the Redundancy Policy with immediate effect.* PROPOSED: Cllr Greenhalgh, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY.
- 71.2020** **Cllr Pett:**
Covid-19 Volunteer Group update:
Cllr Pett offered a vote of thanks to The Three Horseshoes, which has provided meals to the elderly and vulnerable at cost price, and supported the community with take-away meals from the start of the lock down.
Cllr Pett further commented that the volunteer group mainly collects prescriptions and shopping for those in social isolation. There are two groups; the over 70 volunteers provide telephone support, and the under 70 volunteers do collections and deliveries. These services may become more difficult if volunteers have to work.
- 72.2020** **Cllr H Kettel:**
The Chalk Pit: approach by Magog Trust to sell Pit: update: The Clerk has established that the Charity Commission would require a merger of the two charities. The Magog Trust is exploring options.
- 73.2020** **Clerk's reports & updates:**
The Clerk advised that the Year End documentation and Audit is being progressed. The Parish Council appointed internal auditor is furloughed. This may be a problem if the company has not returned to work in time to comply with external audit. The Clerk has an alternative company which is working if this is necessary.

Other policy documents are in the process of review and will be presented to the Parish Council once completed.
- 74.2020** **Correspondence:**
Ms Hale: recommendation for additional dog bins due to littering
Tennis Club: correspondence re lease
SSYI: application for grant funding
PKF Littlejohn: audit requirements
Came & Co: PC insurance review re container: no additional charge.
- 75.2020** **Date of Next Meeting:** Virtual Meeting at 7.30pm

The Chairman thanked all attending the meeting for their participation, and in particular for help with information and respectful attitude when speaking to others.

PC Meetings: 2nd Wednesday of each month except August

10th June 8th July 9th September 14th October

11th November 9th December

Meeting closed at 9.09pm

DRAFT