

# STAPLEFORD PARISH COUNCIL

**MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL held on WEDNESDAY 9<sup>th</sup> JUNE 2020 at 7.31pm by virtual meeting**

<https://us02web.zoom.us/j/89494452695?pwd=WVN1Z0NmR0NxeGI5QzJCUCk0zNGZlQT09>

**PRESENT:** Cllr Howard Kettel (Chairman), Cllr Michael Gatward, Cllr Colin Greenhalgh, Cllr Barbara Kettel, Cllr Mark Lusby, Cllr Charles Nightingale, 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

South Cambs District Cllr Nick Sample

**MEMBERS OF THE PUBLIC:** There were 10 members of the public on line

**76.2020** Apologies: none

**77.2020** Declaration of Member's Interest: disclosable pecuniary/ pecuniary/personal  
Cllr Greenhalgh: Member of Stapleford Tennis Club: personal

**78.2020** Minutes of the previous meeting: 13<sup>th</sup> May 2020  
**PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the Parish Council meeting and the Annual Parish Meeting both held on 13<sup>th</sup> May 2020. PROPOSED: Cllr H Kettel from the chair. AGREED AND RESOLVED UNANIMOUSLY.**

**79.2020** Councillor vacancies: Co-option: The Chairman commented that he has spoken with some members of the public on line for this meeting, and that he hoped they would seriously consider becoming a Councillor.

**80.2020** Public discussion and presentation:  
S106: The prioritisation of the projects was queried, as it did not appear to be in accord with the results of the public consultation. Provision of a MUGA was not included in the consultation.  
The Chairman advised that a major proposal which received significant support could not go ahead (The Tree PH), and when aggregated with the Pavilion it was clear that a community hub was strongly supported. The priority was for energy efficiency and sustainable projects. The pavilion refurbishment could fulfil both requirements.  
Improved sporting facilities was the second place result. A fully covered sports centre could not be achieved due to cost, and site size. The proposed MUGA would provide all-weather provision, which had been previously agreed. Given the previous S106 Consultation and the formation of a village Working Group there was no justification for delaying proposals by introducing yet another full public consultation.

Phase 1 Local Liaison Forum: proposal for underpass under the A1307 at Wandlebury removed from scheme with no reference back for consultation. The junction is dangerous for all users. An action group has been formed. Will the PC support this group?

The Chairman responded that the GCP seemed to have made this decision unilaterally, but have now committed to reassess. The PC will put this as an agenda item for the next PC meeting. **ACTION: CLERK**

**81. 2020**

Reports from South Cambs District Council and Cambridgeshire County Council. (put in written report)

Cllr Fane reported that SCDC had approved permission to the Parochial Charity (Gt Shelford) to erect 21 houses, which will contribute to the documented housing need in Gt Shelford.

Cllr Sample commented that SCDC had received £1m to support businesses affected by CV19. Businesses were urged to review the information on the SCDC website.

Cllr Sample also commented that local volunteers had been diligent in their service to the local community and provided a fantastic level of support for those shielding due to CV19

Cllr McPhater raised the issue of the poor condition of the footway surfaces in Stapleford. Cllr Fane responded that he had been progressing this with Cambridgeshire County Council (CCC), and would continue liaison if provided with details. The Chairman commented that he had repeatedly tried to obtain action from CCC, with no results or information being forthcoming.

**82.2020**

**Cllr Kettel: Finance**

The Clerk updated the meeting on actions to date:

- a) Signatories: update: Cllr McPhater to be added
- b) Accounts summary: The Clerk has provided a summary of the current financial situation within the payments report circulated to Councillors prior to the meeting, by email. The payments for agreement had also been circulated to all Councillors prior to the meeting by email. Payments have been uploaded to the banking system for authorisation. The Clerk was unable to show the accounts through the Zoom system.
- c) **PROPOSAL: That Stapleford Parish Council herewith agrees the payments shown attached and authorises payment.** PROPOSED: Cllr H Kettel, seconded Cllr Gatward. AGREED AND RESOLVED UNANIMOUSLY.
- d) Budget review: A budget review document has been circulated to all Councillors in advance of the meeting.

The projected year end to 2021, based on anticipated expenditure, is

Brought forward:	£292,340.27
Plus anticipated income:	£87,177.12
Less anticipated expenditure:	£117,374.48
Less Ring-fenced S106	<u>£215,552.00</u>
Total reserves at year end 2021	<u><b>£46,590.91</b></u>

It is therefore imperative that all expenditure is agreed by Council in advance of any contract being agreed or awarded. There is a potential for grant funding to support schemes.

It must be noted that the ring-fenced S106 includes £25,000 specified for an Art installation, which is still subject to discussion.

e) Audit update: The accounts have been balanced:

Brought forward:	£313,536.70
Plus income:	£100,943.38
Less anticipated expenditure:	£122,139.81
Less Ring-fenced S106	<u>£215,552.00</u>
Total reserves at year end 2020	<u>£76,788.27</u>

The variation spreadsheet and associated letter have been completed are with the Chairman for review, before being circulated to all Councillors for any further comment. Once agreed, all documents will be sent by email to the internal auditor for checking and report. It is hoped this part of the process will be completed in order for the PC to review the internal audit report at the next meeting in July. Completed documents will then be sent to the external auditor, PKF Littlejohn. It is hoped the public inspection will take place across the summer months. All relevant documentation will be uploaded to the PC website.

83.2020

**Planning:** Cllr B Kettel

20/02108/HFUL	13 Hawthorne Road, Stapleford 2 storey side extension: <i>no objection</i>
20/02352/S73	9A Haverhill Road, Stapleford Variation of Conditions 2 (Plans), 3 (Materials) and condition 13 (first floor terrace screen) pursuant to planning permission S/2142/17/VC

GCP busway proposal:

The Chairman reported that he and Cllr B Kettel had made strong presentation to the Local Liaison Forum, chaired by Mr Tony Orgee, which were then fed into the Joint Assembly discussion. Officers reports failed to include reference to objections submitted from Parish Councils, and misled the GCP. It was believed that this has resulted in a potential case of maladministration. No environmental impact assessment has been carried out, and is not planned to be undertaken until after the GCP Executive Board decision on 25<sup>th</sup> June 2020. The position of the proposed bus stop appears to encourage development on green field land on the outskirts of Stapleford village, a concept that seemed to be endorsed by the officers. The current route of the busway was considered to be a 'developers charter' for development within the Green Belt.

Councillors generally supported the proposal, commenting that rural and built environmental impact including on-street parking was not fully considered, and that pollution levels will increase as a direct result of more people driving to the villages to take the bus. The usefulness of the bus to parishioners was questioned as it is already admitted that buses will be full by the time they reach the village.

The GCP position is that there is insufficient space on the existing rail route for buses to use it. The PC challenged this assumption.

Cllr Raphael expressed reservations on the PC position, should the GCP go ahead with its proposal. What position will the PC take if it is granted? Will the PC resort to law and fight to the end, given some parishioners had commented that they are not concerned about the route?

The Chairman responded that the GCP had not consulted on the choice of an offroad route and was misrepresenting the predicted benefit to local people. The Mayor is currently in contention with the GCP as its proposals are claimed not to be compliant with CAM. The previous PC was opposed. The destruction of the Green Belt has not been assessed. The effect of CV-19 has not been considered. The rail option was dismissed.

**PROPOSAL: *That Stapleford Parish Council herewith objects to the proposed Greater Cambridgeshire Partnership busway in favour of an alternative light rail option along the railway alignment through Stapleford and Great Shelford, to reduce the environment impact of the initiative and the likelihood of extensive development around***

**Stapleford.** PROPOSED: Cllr H Kettel, seconded Cllr Greenhalgh.

AGREED: Cllrs Greenhalgh, B Kettel, H Kettel, Lusby, Nightingale, Pepperell, Pett. ABSTAIN: Cllrs Gatward, McPhater, Raphael. MOTION CARRIED BY

MAJORITY.

**84.2020**

**Tennis Club:** lease: update: Cllr H Kettel & Cllr Greenhalgh: Cllr Greenhalgh abstained from discussion. He had carried out liaison on behalf of both parties to seek a way forward.

The Chairman commented that this item had been under discussion for some years, with no resolution. Families had taken advantage of the courts being opened as part of the CV-19 promotion of family sports, and this was an excellent use of the facilities. The letter of surrender had been with the Tennis Club for more than a month, and has not been signed and returned. There was no evidence of a thriving club in terms of current coaching and Juniors. Whilst the PC had no appetite to spend money statutory procedures, it could not continue to hold up the scheme it had now prepared whilst waiting for the Tennis Club to relinquish its control of PC owned facilities.

A member of the Tennis Club responded that it was waiting for a confirmed lease offer, and it was in a position to conclude negotiations with the PC. The Chairman agreed to provide members with the correspondence evidencing the Council's Heads of Terms offered 12 months ago.

Discussion was undertaken between members of the Tennis Club and the PC, resulting in the Chairman recommending the proposal be agreed, but put on hold for one month pending discussion with the Tennis Club, as the S106 presentation may provide a better understanding of the PC recommendations.

*The Chairman changed the running order of the meeting, and Cllr McPhater gave his powerpoint presentation at this point. See item 85.2020 for full details.*

**PROPOSAL: That Stapleford Parish Council herewith agrees to serve Stapleford Tennis Club with a Section 25 Notice under the Landlord and Tenant Act 1954 terminating the old lease and notice of non-renewal of a new lease.** PROPOSED: Cllr H Kettel, seconded Cllr Gatward. AGREED AND RESOLVED UNANIMOUSLY.

**85.2020**

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

- a) priorities for expenditure: MUGA and pavilion
- b) Multi-use Court where Tennis Court is: Cllr McPhater: presentation and discussion: this powerpoint presentation was well received by the Council, and moving to the next stage of the process was agreed. Provision of outdoor table tennis was discussed with contractors and was not recommended. Indoor provision would be more appropriate. Removal of trees was discussed, and not considered in line with environmental enhancement. Hedging can be planted to screen the area from Haverhill Road. Tweener lighting would be sited on the perimeter fence and act as downlighting. Online 'chat' asked for Colliers Rec to be an alternative site. Cllr McPhater commented that cost soar if a greenfield site is used. The current proposal utilises the existing base work to the Tennis courts. Colliers Rec is also in the ownership of Anglian Academy, not the PC.  
**PROPOSAL: that Stapleford Parish Council herewith agrees that Cllr McPhater moves to the second phase in the process, and advises two contractors to provide detailed quotes using Tweener lighting, a surface suitable for Tennis and other sports, provide disabled access, and references.** PROPOSED: Cllr McPhater, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY. Cllr McPhater will progress. **ACTION: PMcP**

*The Chairman reverted to Item 84.2020 above.*

- c) Pavilion modification: Cllr H Kettel: next agenda.

**86.2020**

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

The Chairman circulated a brief before the meeting to Councillors, advising progress:

- a) Pavilion maintenance: entrance: raising land to entrance pathway; guttering; windows: ongoing

- b) Brick shed & container: update: Shed being cleared, and shelves being installed in the container.
- c) The Slaughterhouse: electrics completed
- d) Grounds Maintenance: Basil's Piece: Cllr Nightingale to make recommendations & Villedomer/ Slaughterhouse Garden: Cllr Pepperell to make recommendations
- e) Perimeter fencing to Recreations Ground: decision: next agenda.

**87.2020**      **Pavilion:** Clerk  
**PROPOSAL:** *That Stapleford Parish Council herewith agrees that the Jubilee Pavilion will remain closed with review at the July PC meeting and anticipated to remain closed until 2<sup>nd</sup> September.* PROPOSED: Cllr H Kettel, seconded Cllr McPhater. AGREED AND RESOLVED UNANIMOUSLY.

**88.2020**      **Cllr B Kettel:**      Cemetery:  
A report was circulated before the meeting updating on progress:  
Burial ground pathway: Progress report from Cllr Gatward: top surface to be laid on Friday.  
Layout & numbering system: Assistant Clerk recommendation: next agenda  
Headstone safety: Assistant Clerk update: Cllr Pett, the Clerk, Assistant Clerk carried out a detailed review of headstones and established, where possible, the stonemasons. The Assistant Clerk has written asking the respective stonemason contact the families to make safe the headstones. The PC will need to take a decision should families be unable to be found, or there are no family members available to take action.  
Headstone safety: notices on entrance gate, grave and in the media: completed.  
Rabbit holes: proposal to make safe: Cllr Gatward: quotes are to be sought.  
Cement-topped graves: proposal to make safe: Cllr Gatward: quotes to be sought.  
Gate to new cemetery: update: Cllr Gatward: next agenda with quotes.

**89.2020**      **Cllr Raphael:** web site update  
Councillors needed to provide support to update the new website with news and events. News and articles need to be provided to keep the website refreshed.

**90.2020**      **Governance:**  
**PROPOSAL:** *That Stapleford Parish Council herewith adopts its Complaints Procedure and Form with immediate effect.* Next agenda.

**91.2020**      **Cllr Pett:**  
Covid-19 Volunteer Group update: volunteers are needed less, and mainly for prescription collection.

**92.2020**      **Correspondence:**

Mrs L Warth Fencing between Recreation Field and Ms Warth's property: complaint  
Mr S James: traffic survey on Church Street: purpose questioned  
SCDC: delegation re planning applications and variation to hours of operation

**93.2020**      **Exclusion of Press & Public:**  
**PROPOSAL:** *That Stapleford Parish Council herewith agrees to invoke Standing Order 10.a.xi to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest.* PROPOSED: Cllr H Kettel, seconded Cllr Pett. AGREED AND RESEOLVED UNANIMOUSLY.

The Chairman closed the Zoom meeting to the public and resumed a Zoom meeting for Councillors at 9.43pm

**94.2020**      **HR: Review of Terms, Conditions and Contracts:** Clerk  
Following criticism of the PC by the public for the amount of public funds spent on salaries, a recommendation was put to the Councillors that an independent, professional review of all staff be undertaken for transparency purposes, and compliance with Employment and National Joint Council terms and conditions.  
**PROPOSAL:** *That Stapleford Parish Council herewith agrees to appoint Human Resources Department to carry out a staffing review including terms and conditions and salary and make recommendations in the sum of £1,000 (one thousand pounds).* PROPOSED Cllr H Kettel, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY.

**95.2020**      **Date of Next Meeting:** Virtual meeting at 7.30pm  
PC Meetings: 2<sup>nd</sup> Wednesday of each month except August  
8<sup>th</sup> July      9<sup>th</sup> September      14<sup>th</sup> October      11<sup>th</sup> November  
9<sup>th</sup> December

*Meeting closed at 10.07*