# STAPLEFORD PARISH COUNCIL

**MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL** **held on** **WEDNESDAY 8th JULY 2020 at 7.31pm** **by virtual meeting**

Virtual meeting access:

<https://us02web.zoom.us/j/87066169414?pwd=UC9hckZWR3FldzJoK0NXMGtwZ0ZYdz09>

**PRESENT:** Cllr Howard Kettel (Chairman), Cllr Michael Gatward, Cllr Colin Greenhalgh, Cllr Barbara Kettel, 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

**MEMBERS OF THE PUBLIC:** There were 8 members of the public on line

*The Chairman advised those attending the meeting that it will be recorded and anyone who objected to being recorded should leave the meeting. The recording will be uploaded to the Parish Council website.*

**96.2020** Apologies: none

(Cllr Gatward had IT problems which resulted in intermittent interruption to attendance)

**97.2020** Declaration of Member’s Interest: disclosable pecuniary/ pecuniary/personal

Cllr Nightingale: Finance: payments: disclosable pecuniary: reimbursement for products purchased on behalf of the Parish Council

**98.2020** Minutes of the previous meeting: 10th June 2020: correction to be made to date. The Clerk will make the amendment from the 9th to the 10th June and replace the inaccurate minutes on the website. **ACTION: CLERK**

**PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the Parish Council meeting held on 10th June 2020.** PROPOSED: Cllr H Kettel, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY.

**99.2020** Councillor vacancies: Co-option: there is one vacancy for co-option. Following the meeting held on the 10th June, Cllr Lusby resigned. A vote of thanks was extended to Cllr Lusby for his hard work during his time on the Council. This vacancy has been advised to SCDC.

**100.2020** Public discussion and presentation:

 Greater Cambridge Partnership: CSET busway: a member of the public asked, given the scheme has been agreed, how the community could obtain the best outcome for the village? Should a community group be formed and if so, what should it press for? What would be the most useful action – lobbying? Cllr H Kettel advised he had reached out to supportive individuals to engage and explore options.

Greater Cambridge Partnership: CSET busway: two members of the public commented that, whilst delivering Parish Council leaflets advising of the busway progress and final decision meeting date to all households across Stapleford and Gt Shelford, many parishioners had commented to them that they (parishioners) had objected to the busway but that their comments appear to have been ignored by the GCP. Some parishioners were unaware of the busway project. The Parish Council was urged to keep fighting and lobbying for the rail option.

 Greater Cambridge Partnership: CSET busway: A member of the public commented that she had been present on the GCP Zoom meeting, and was greatly concerned that Cllr Roger Hickford commented that he had received many emails of objection, but that a greater number of people had not written or emailed, who may be in favour so he supported the proposal. There was also no response from the Cambridge County Councillors who have not attended a Stapleford Parish Council meeting for many months.

**101. 2020** Reports from South Cambs District Council and Cambridgeshire County Council.

No report from Cambridge County Councillors**.**

Cllr Fane, SCDC, reported that the Zero Carbon Community Grant worth £15,000 is open to improve cycling, energy efficiency and tree planting, and he hoped the Parish Council would liaise with local green groups to put in an application. One suggestion could be provision of electric car charging points.

 A major initiative is reopening High Streets and other streets with shops and facilities ensuring safe pedestrian access.

 Affordable homes: a first step in providing the identified 130 units across Stapleford and Gt Shelford was taken with the granted application in Gt Shelford. He expressed thanks to Cllr B Kettel, the planning committee of SCDC, and the landowner for providing the site.

 Huawei: the application has been approved. The organisation is keen to work with local communities which may include public access as the site covers approximately 550 acres.

 The new hotel at Duxford has been approved.

 Stapleford: Cllr Fane supports the MUGA and also the improvement of the bund around the recreation field.

 Cllr H Kettel advised that he and Cllr B Kettel attended the SCDC/Parish Council Liaison Meeting which was an excellent exercise in communications. Cllr H Kettel further commented that he hoped a Councillor will progress the Zero Carbon Communities grant applications.

**102.2020 Cllr Kettel: Finance**

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

b) Accounts summary: Councillors were provided with a quarterly bank reconciliation by email in advance of the meeting. The payment schedule was also provided by email to all Councillors in advance of the meeting. A late invoice has been received for installation of the cemetery path, and it was agreed this would be added to the payment schedule.

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

d) Audit update: Internal Audit report and recommendations were received in advance of the meeting.

The internal auditor raised the following items of concern:

1. Salary details must be removed from the public domain as publication is contrary to Financial Regulations.
2. The Parish Council should consider their use of S137. The S137 criteria (including total limit, commensurate to benefit and direct parish benefit) must be considered for all S137 payments. The payments to the Warden Scheme and SSYI do not appear to be commensurate to benefit. For example, the Warden Scheme would need approximately 500 residents in the scheme to make the scheme proportionate to benefit (£4,000/ £8.12) which appears to be significantly different to the actual number. Guidance and training on S137 should be sought from CAPALC.
3. Asset register figures don’t appear to match AGAR at the time of IIA, Clerk is investigating. Some items do not have values recorded and could be assigned a nominal value to prevent loss.

**Actions:**

Payment schedule will be reviewed and amended to ensure salaries are not shown. **ACTION: CLERK**

S137: The current Chairman was advised by the former Clerk that the total amount of S137 could be used as both the Warden and SSYI schemes were open to all qualifying residents. The Power is shown below:

**137Power of local authorities to incur expenditure for certain purposes not otherwise authorised.**

(1)A local authority may, subject to the provisions of this section, incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants, but a local authority shall not, by virtue of this subsection, incur any expenditure—

(a)for a purpose for which they are, either unconditionally or subject to any limitation or to the satisfaction of any condition, authorised or required to make any payment by or by virtue of any other enactment; nor

(b)unless the direct benefit accruing to their area or any part of it or to all or some of the inhabitants of their area will be commensurate with the expenditure to be incurred.

SSYI may be payable under ‘Entertainment’ as it provides opportunities for young people to engage in activities not ordinarily open to them.

No comparable power has been identified to cover the Warden Scheme, which, at the time of writing, was advised to be 15 residents.

The current Clerk questioned these payments at the budget setting stage and was advised by Council that the payments were legitimate expenditure.

The Parish Council will fully explain how the payments came to be made to the external auditor.

The Clerk will check the Asset Register and amend as necessary.

 **ACTION: CLERK**

**PROPOSAL: *That Stapleford Parish Council herewith agrees to accept the findings of the internal auditor and agrees to take appropriate action to ensure any recommendations are implemented.*** PROPOSED: Cllr H Kettel, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY.

The Clerk advised the meeting that the Council had adopted the NALC model Financial Regulations which will be reviewed at the October meeting, had a risk assessment and asset register in place, had internal authorisation measures in place for online payments where the Clerk or Assistant Clerk were able to load payments, and the payments were authorised by 2 different Councillors (Cllr B Kettel is not a signatory) which provided a good degree of independent separation and inspection. The payment schedule with the invoices were circulated to all Councillors in advance of the meeting for transparency purposes. All audit documents were circulated prior to submission to the internal auditor for transparency purposes. All documents sent to the external auditor will be circulated to all Councillors and will be loaded to the website again for transparency purposes. The PC website is accessibility compliant.

**PROPOSAL: *That Stapleford Parish Council herewith review the effectiveness of the system of financial controls and make recommendations to ensure all risk is minimised***. PROPOSED: Cllr H Kettel, seconded Cllr Raphael. AGREED AND RESOLVED UNANIMOUSLY.

**PROPOSAL: *That Stapleford Parish Council herewith agrees by resolution to ensure the electorate is able to exercise its public right to inspect the Parish Council accounts for a single period of 30 working days commencing Monday 13th July to Friday 21st August 2020 inclusive in compliance with Covid-19 legislation.***  PROPOSED: Cllr B Kettel, seconded Cllr Nightingale. AGREED AND RESOLVED UNANIMOUSLY. The Clerk will ensure the notice is placed prominently in the Parish and uploaded to the website. **ACTION: CLERK**

The Annual Governance Statement was circulated to all Councillors in advance of the meeting to ensure all Councillors had the opportunity to review independently.

**PROPOSAL: *That Stapleford Parish Council herewith review and agrees by resolution the Annual Governance Statement for 2019/20*** PROPOSED: Cllr H Kettel, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY.

The Accounting Statement was supplied to the internal auditor – no issues were raised. It was also circulated to all Councillors with the payments and receipts spreadsheets for transparency in advance of the meeting.

**PROPOSAL: *That Stapleford Parish Council herewith agrees by resolution the Accounting Statement for 2019/20***: PROPOSED: Cllr H Kettel, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY.

The Clerk will ensure all relevant and signed documentation is provided to the external auditor, PKF Littlejohn, before 13th July and redacted forms will be uploaded to the website. **ACTION: CLERK**

The Chairman thanked the Clerk for producing robust statements.

e) Zero Carbon Communities Grant open 1st July to 30th September: tree planting/ cycling/ community buildings/ other nature-based projects: Councillors were asked to volunteer to progress this item.

**103.2020 Planning:** Cllr B Kettel

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| CCC/20/033/FULWithdrawn: **see narrative below** | Junction of A1307 Babraham Road With Haverhill Road / And The AccessTo Gog Farm Shop Heath Farm Shelford CB22 3AD, (within The Parish of Stapleford)Construction of a new staggered junction, footway / cycleway; an at grade unsignalised crossing point for pedestrians and cyclists at the A1307 / Haverhill Road / Gog Farm shop junction; a new right turn filter lane and upgraded crossing point for pedestrians and cyclists at the Gog Farm Shop entrance, including associated engineering and landscape works |
| S/3562/19/FLAppealAPP/W0530/D/20/3250109Appeal Start Date: 29th June 2020:**PC to attend. Clerk to ensure place booked.** | 1 Gog Magog Cottages Haverhill Road StaplefordTwo storey side and rear extension single storey front porch and a one storey annex extension to the north west side (resubmission of S/4219/18/FL)The appeal will be determined on the basis of a **hearing**. The procedure to be followed is set out in The Town and Country Planning (Hearings Procedure) (England) Rules 2000, as amended. |
| 20/02952/PRIO1A | 40 Bury Road, StaplefordSingle storey rear extension |

 Junction of A1307 Babraham Road with Haverhill Road / and the Access

To Gog Farm Shop Heath Farm Shelford CB22 3AD, (within The Parish of Stapleford): Cllr B Kettel advised that a Local Liaison Forum will take place on the 21st July by Zoom regarding a redesign of this project. Councillors were urged to attend. The Clerk will ensure that if places need to be booked, Cllr B Kettel will attend. **ACTION: CLERK**

GCP busway proposal: Report from Cllr H Kettel and discussion on the appropriate way forward: Cllr H Kettel provided a 2 page report to Councillors prior to the meeting for consideration. The GCP Board met last week. Cllr H Kettel commented that the alternative rail alignment would avoid damage to the Gogs, agricultural land and landscape, and provide economic benefit to Stapleford and Gt Shelford, and asked the GCP to pause the scheme to fully evaluate all aspects of the proposed scheme. The GCP refused to pause.

Officers had misrepresented information to the GCP as it was stated there was no opposition to the scheme.

Cllr H Kettel and the Chairman of Gt Shelford PC met Cllr R Hickford (Chairman, GCP) and Cllr H Kettel and Councillor Peter Fane met counsellor Aidan Van de Weyer (previous chairman GCP) in advance of the meeting for robust discussion. Landscape and environment impact had not been considered in the 65 page report. Whilst the proposal to use the existing rail line may cost more, the impact on the environment and loss of potential economic benefit to the villages had not been assessed. The rail alignment was proven to be feasible and the supposition that the route would need to be shared with roadway was incorrect. There was sufficient space to accommodate the busway on the existing alignment route with no need to encroach the green environment.

The voting process required the vote to be unanimous. Those voting were representatives of Cambridgeshire County Council, Greater Cambridge Partnership, Cambridge City Council, South Cambs District Council. A complaint has been made to the GCP and to the MP that the process was opaque and undemocratic. The Mayor of Cambridgeshire and Peterborough has called for the route to be CAM compliant.

The Environmental Impact Assessment of the route is still to be commissioned on the proposed route. However, concern was expressed that an independent inspection was needed to provide objectivity. A statutory Public Enquiry will take place next year. Given the level of public support for opposition, Cllr H Kettel commented he would expect the Parish Council to retain the services of a solicitor and a specialist consultant during the process. The economic benefit and environmental impact of using the rail alignment have not been assessed and the cost/benefit analysis produced by the GCP appears to be weak. The C2C project has been paused but the GCP is pushing ahead with the CSET. The Parish Council can then assess the potential costs. This is an economically weak scheme which will be an environmental disaster.

The destruction of the environment would be an unwarranted and unwanted legacy inflicted on the community which will last for an indefinite time.

Cllr Fane commented that Anthony Browne MP had made representation to the GCP.

Cllrs Greenhalgh, Pepperell and Pett supported the Chairman’s comments. Cllr Greenhalgh highlighted lack of consultation, misrepresentation of objections by officers, and that environmental factors should have been considered earlier in the process. Green Belt will be impacted. Haverhill Road and Hinton Way will have 16 buses every hour which will merge with the hold-ups at the rail stations, thus transferring rural issues of increasing pollution and congestion to residential areas. This is an officer driven scheme. Why is Cllr R Hickford using non-existent comment from people who have not responded as evidence for progressing this scheme? The Parish Council should survey the population and ask if they support opposition or not. The Parish Council can then assess the potential costs. This is a weak economical scheme which will be an environmental disaster. If the scheme is designed to stop cars entering Cambridge, an all-route system needs to be introduced which could be a Cambridge congestion charge. The busway only goes to Addenbrookes, not to the City centre.

Cllr Raphael commented there is no money in the budget to support legal costs.

The Clerk advised that there is some £1,400 in the Legal budget head. There is also £3,000 in the Planning Defence budget.

Cllr B Kettel commented that the Parish Council could undertake Crowdfunding.

Cllr Pepperell asked which legal team would be retained. Cllr Fane commented that the Parish Council should work with Coton Parish Council as C2C has been paused following the Mayor’s intervention and his stated intention is to include the Cambridge to Haverhill route (through Stapleford and Gt Shelford). The Environmental impact Assessment should be independent and objective which may not be the case if the GCP undertakes to do it. The Transport Act assessment may consider alternatives.

Cllr Greenhalgh commented that officers had removed the proposed new junction of the A1307 with Haverhill Road without consultation. Officers were therefore not infallible.

Cllr Pett commented that if the busway goes ahead, there will be more traffic and on-street parking in Stapleford.

Cllr H Kettel commented that a ‘helicopter’ view needed to be taken rather than putting a big park and ride on the A11 and the busway to the Biomedical Campus.

 **SCDC: Online Planning: consultation**: response: Cllr B Kettel commented that Cllrs Kettel and the Assistant Clerk attended the Planning Liaison meeting which aimed to be transparent and resolve issues. New officer teams were appointed in March, at the same time as the new portal, which created a number of issues for users. Feedback on SCDC decisions is being received. Cllr Fane commented that the reorganisation into the Greater Cambridge Planning Services provided an improved service.

 **Greater Cambridge Green Infrastructure Opportunity Mapping Project**: consultation open to 27th July : Cllr Fane commented that a response should focus on local green spaces and the corridors connecting them. This is one of a number of consultations which will be carried out including the Cambridge Fringe Action Area to improve green infrastructure, and the Great Park initiative. Cllr Fane is suggesting a ‘Community Forest’ utilising the original ‘forest’ concept with up to 20% tree cover.

**104.2020 S106 Stapleford Capital Projects Initiative*:*** Working Party discussion update and actions:

Cllr McPhater provided a comprehensive power-point presentation via Zoom screen-share which detailed the procedure so far, negotiation with 2 preferred contractors, and included photos of sites visited with members of the working party.

a)Multi-use Court where Tennis Court is: Cllr McPhater:

 Decisions to be taken:

 Appointment of contractor: preferred contractor is Firm C as it is able to provide a comparable product to Firm A, but at a considerable price reduction.

 Is planning permission required? A planning pre-application will be submitted as advised by SCDC.

 Cllr McPhater recommended an £80,000 budget to include provision of a Clubspark booking system and ‘PIN gate’ for access, agree contractual terms with the Tennis Club, reach out to other sports groups. Budget provision for resurfacing should be implemented across the next 10-15 years. Routine (quarterly or annual) maintenance programme also needs to be considered with costs quoted currently considered too high so further negation needs to take place to secure the best price.

 Cllr B Kettel questioned whether the dividing net was substantial enough to prevent, for example, a football crossing into tennis. This was confirmed.

 Cllr Pett asked if a shelter was planned. Cllr McPhater responded this will be covered by Cllr H Kettel as part of the pavilion refurbishment.

A vote of thanks was extended to Cllr McPhater for his hard work on this professional proposal which will provide an exciting facility at excellent value for money and will be a trailblazer in this area.

 Tennis Club: terms of agreement: Cllr McPhater recommended the lease conclusion remain on hold for a further month as he will seek formal appointment of the contractor and a finalised contract, with a booking system for both courts at the proposed August meeting.

 **PROPOSAL: *That Stapleford Parish Council herewith agrees that Cllr McPhater proceed to commence contract negotiations with Firm C and proceed with the planning pre-application.*** PROPOSED: Cllr H Kettel, seconded Cllr Gatward. AGREED AND RESOLVED UNANIMOUSLY.

 b) Pavilion modification: Cllr H Kettel: consultation is ongoing with a surveyor resident, with a cheaper modular systems for changing rooms. The cricket shed may be refurbished rather than removed which again may be the cheaper option.

 c) Children’s play area: Cllr Pett is working with 2 members of the Working Group to update the play area. A questionnaire has been developed and permission was granted for this to be circulated to school children.

**105.2020 Cllr H** **Kettel**  Asset Management

Reports by Cllrs H Kettel, M Gatward, C Greenhalgh, C Nightingale and D Pepperell

1. Pavilion maintenance: entrance: raising land to entrance pathway; guttering; windows. Cllr Gatward: windows and guttering completed.
2. Grounds Maintenance: Basil’s Piece: Cllr Nightingale: Cllr Nightingale has purchased plants and paid a nominal fee to a local person to remove weeds and install plant.
3. Grounds Maintenance: Villedomer/ Slaughterhouse: Cllr Pepperell:

Cllr Pepperell has met with the ground maintenance contractor and the tree surgeon to discuss a way forward for tree management. He has also met the Parish Council contractor on site and arranged the removal of ivy from the boundary fence.

1. Perimeter fencing: decision: Cllr Greenhalgh: the revised quote for £250 was agreed at the meeting.
	1. **Pavilion & Play Areas: Cllr Pett**

Covid-19: Report and recommendation for reopening: The recommendation to Council was to keep the pavilion closed due to the high level of cleaning instructed by Central Government. The toilets will also remain close.

The playground will be opened in line with the Parish Council insurance recommendations. A risk assessment has been produced by the Assistant Clerk. The annual inspection has taken place. The caretaker will undertake an inspection. Notices advising users of the new regulations around social distancing and use of sanitiser and wipes will be posted at key points on all sites.

**107.2020 Cllr B Kettel**: Cemetery:

Burial ground pathway: Progress report from Cllr Gatward: The pathway is now completed.

Layout & numbering system: Assistant Clerk recommendation: Cllr B Kettel reported that the immediate purchase of numbering plaques was not necessary as burials can take place without them, provided detailed measurements and burial details are kept.

Cllr B Kettel highlighted the need to purchase new ledgers in the sum of £583 plus VAT as soon as the new cemetery is used.

Headstone safety: Assistant Clerk update: stonemasons have been contacted in relation to the respective headstones. Hibbit & Son have rectified the issues with their headstones free of charge. Other stonemasons have yet to respond. The Parish Council will need to take action if the stonemasons or families fail to make safe.

Headstone safety: notices on entrance gate, grave and in the media

Rabbit holes: proposal to make safe: Cllr Gatward: further quotes are required. **ACTION: MG**

Cement-capped graves: proposal to make safe: Cllr Gatward: concern has been raised regarding the cement capped graves. The Clerk and Assistant Clerk will seek professional advice. **ACTION: ASSISTANT/CLERK**

Gate to new cemetery: pricing update: Cllr Gatward: further quotes are required. **ACTION: MG**

**108.2020 Cllr Raphael:** web site update

Councillors need to provide support to update the new website with news and events. There have been issues with the user interface. Foreign phishing has taken place. There isn’t an easy ‘Councillor use only’ section.

**109.2020 Governance:**

**PROPOSAL: *That Stapleford Parish Council herewith adopts its Complaints Procedure and Form with immediate effect***: next agenda

**110.2020 Correspondence**:

Gt Shelford PC: Cllr Ashurst suggestion that a joint Highways mowing regime is implemented.

**111.2020 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 kettle, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY.

The date of the next meeting was agreed for the 12th August 2020.

The public Zoom meeting was closed and a private meeting was commenced.

*Closed at 9.45pm*

**112.2020 HR: Review of Terms, Conditions and Contracts**: Clerk

The Clerk advised that the HR company will host a meeting on Friday, 10th July to explain the process that will be undertaken. Individual meetings will then take place with either the Clerk or a Councillor present. Recommendations will be made to the Parish Council at the conclusion of the process.

**113.2020** **Date of Next Meeting**: Virtual meeting at 7.30pm

 PC Meetings: 2nd Wednesday of each month

12th August 9th September 14th October 11th November 9th December