

STAPLEFORD PARISH COUNCIL

MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL held on WEDNESDAY
12th August 2020 at 7.30pm by virtual meeting

Virtual meeting access:

<https://us02web.zoom.us/j/84612846125?pwd=OFIPSkhPcINEZHVzbU1mQUcyRzZFQT09>

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.

Stapleford Parish Council Clerk: Belinda Irons - Minutes

South Cambs District Cllrs Peter Fane & Nick Sample

MEMBERS OF THE PUBLIC: There were 14 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

114.2020 Apologies Cllr Jez Raphael

115.2020 Declaration of Member's Interest: disclosable pecuniary/ pecuniary/personal

Cllr Greenhalgh: Planning: 57 Bar Lane: neighbour: personal

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

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

116.2020 Minutes of the previous meeting: 8th July 2020

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 McPhater. AGREED AND RESOLVED UNANIMOUSLY.

117.2020 Councillor vacancies: Co-option: There are two vacancies and two expressions of interest.

118.2020 Public discussion and presentation:
Clerk's Piece: littering including broken glass and debris in the river.

Busway: the busway will destroy the environment and the village surroundings. The PC should make the GCP stop and reconsider before development starts. The community needs to be heard.

Busway: people need to rally. A strong letter for people to sign individually could be developed and circulated.

Andrew Adams, Axis Partnership: Axis will attend the virtual public meeting regarding the retirement village on the 26th August. Mr Adams commented that he wanted the PC to consider the application fairly as there was a mix of public comments for and against. The mechanics of the proposed country park will be dealt with by a management company under a S106 agreement. This is a special circumstances application as it is in the Greenbelt, but the whole site would retain its Greenbelt status. Lack of retirement accommodation is a District wide problem. It is difficult to find sites outside the Greenbelt. The proposed development would bring community benefit.

Chalk Hill, Haverhill Road: pre-application notification by householder, who was asked to return when the application has been submitted.

Highways and footpaths: emailed comment received pointing out various defects.

119. 2020

Reports from South Cambs District Council: Cllrs Fane and Sample:

Cllr Fane:

Duxford Hotel remains unresolved due to an error in the process.

Government White Paper: Planning for the Future: this is a public consultation which appears to protect Greenbelt. However, it is unclear how planning applications will be decided, as District Council would have limited input.

Government White Paper on Devolution: All Councils will be Unitary Authorities, but the divisions are not clear at present. SCC may be combined with CCC under a whole County approach. The GCP is a partnership of SCDC, CCC and City Council. It cannot be sustainable as a single body entity. The Mayor leads strategic transport, and the GCP role may transfer to him. His proposal is for the 'OneCam' scheme to go ahead as a complete project. A lot will change if the reforms go ahead.

Cllr Sample:

Planning: Hill Top application for car sales: Cllr Sample has registered an objection.

Planning: proposed retirement village: Cllr Sample has registered an objection. There is a need for more retirement homes to free up larger properties. The objection is the use of the Greenbelt and the application is not consistent with the SCDC Local Plan. The site could only be used as an exception site for affordable homes. Alternative sites for retirement homes are needed which are consistent with SCDC policies.

Wandlebury and Gog Magog Downs: SCDC will provide more refuse containers to Cambridge Past, Present and Future to assist with the increased number of visitors litter.

Cllr Greenhalgh proposed that the Clerk check through the minutes to the last election and record how many times Cambridge County Councillors have attended a meeting as he has never seen attendance by either County Councillor in his time as a Councillor.

Cllr Pepperell commented that the highways and footways were in poor condition. County Councillors did not attend Gt Shelford or Little Shelford PC meetings.

Cllr McPhater commented that the GCP may try to circumvent devolution and act faster to install the busway. Cllr Fane responded that may happen, or it may progress in a different form. The Parish Council would be able to respond through the Environmental Impact Assessment consultation and the Transport and Works Act Order. The Parish Council needs the support of the MP and the public.

120.2020

Cllr Kettel: Finance

- a) Signatories: update: Cllr McPhater to be added to account.
- b) Accounts summary: the Clerk shared the spreadsheet document with those present and explained points raised by Councillors. Cllr H Kettel queried the Cemetery rates charge. Cllr Pett advised the previous Chairman repeatedly raised this issue with SCDC and was advised it was correct.

c) **PROPOSAL: That Stapleford Parish Council herewith agrees the payments schedule shown attached and authorises payment.**

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

- d) Audit update: Documents have been uploaded to the website and sent to PKF Littlejohn by email.

e) Zero Carbon Communities Grant open 1st July to 30th September: tree planting/ cycling/ community buildings/ other nature-based projects: The local green group has made representation to the Parish Council with an offer of practical assistance to make an application. The Chairman asked for a Councillor to lead the initiative. No Councillors volunteered. Cllr Fane commented that there is limited time to apply. The pavilion could be assessed for an energy efficiency certificate which could be funded and commissioned by SCDC if the Parish Council wished. Cllr H Kettel will liaise with Cllr Fane.

ACTION: CLLR H KETTEL

121.2020

Planning: Cllr B Kettel

20/02513/HFUL	80 London Road, Stapleford Proposed garden annex: <i>no objection</i>
20/02929/OUT	Land Between Haverhill Road And Hinton Way Stapleford

p. 2020.55

	<p>Outline planning for the development of land for a retirement care village in Use Class C2 comprising housing with care, communal health, wellbeing and leisure facilities, public open space, landscaping, car parking, access and associated development and public access countryside park with all matters reserved except for access.: <i>Virtual public meeting to take place on the 26th August.</i></p> <p><i>Councillor comments: Outline application: should permission be granted, there is no guarantee what would be built; community needs affordable housing; releasing large houses to market would be unlikely to be affordable; Gt Shelford already has 2 retirement villages – do we need more?; local properties blighted by proposed development; large scheme not restricted to local residents; Greenbelt; retirement home concerns re CV19; size of development; questions over delivery of country park, impact on local businesses. The decision will be based on the result of the public meeting.</i></p>
S/0022/20/FL	<p>Hill Trees, Babraham Road, Gt Shelford Change of use from public house car park to parking for car sales: <i>Objection: hasn't been a public house for 40 years therefore cannot be change of use; access; question over ownership</i></p>
20/1638/TTPO	<p>26 Mingle Lane, Stapleford Horse Chestnut: raise crown on the north and north-west side to 4 meters in height to allow vehicular and pedestrian access: <i>no objection</i></p>
20/1614/TTCA	<p>26 Mingle Lane, Stapleford (G1) 4x Western Red Cedar - remove to ground level and grind. These trees are now far too large for the area and are being removed to replant with a more suitable species. (G2) 5x Western Red Cedar - remove 8x laterals/ wolf branches within this group of trees to improve form and appearance of this group of trees. (T4) Lime - remove to ground to allow space for better specimens either side. (T5) Lime - crown raise over driveway to 4 meters in height to improve form and allow for vehicular access. Related to TPO App 20/1638/TTPO: <i>no objection</i></p>
20/02888/HFUL	<p>24 Aylesford Way, Stapleford Conservatory to the rear: : <i>no objection</i></p>
20/1660/TTPO	<p>Chalk Hill, Stapleford</p>

p.2020.56

	T1 Twin-stemmed Beech: Fell: compression fork: <i>no objection</i>
20/1658/TTPO	9 Sternes Way, Stapleford Small leafed lime. Crown reduce height by approximately 2.5m. Crown reduce spread on all sides by approximately 2-2.5 m to previous pruning points. Crown lift to clear, approximately 4m high. Remove epic or growth from main stem. (Previous work done on tree in 2015) A qualified tree surgery company will be employed to carry out this planned work. : <i>no objection</i>
20/03084/HFUL	4 Aylesford Way, Stapleford Single storey side/rear extensions: : <i>no objection</i>
20/03071/HFUL	57 Bar Lane, Stapleford Loft and garage conversion: : <i>no objection</i>
20/1694/TTPO	35 Bar Lane, Stapleford Proposal: Horse Chestnut (T15 on TPO) (T001 on Haydens plan) Remove deadwood and Ivy. Crown lift to 2.5 metres over footpath Horse Chestnut (T14 on TPO) (T002 on Haydens plan) Remove deadwood and dropping limb at top of crown on south eastern side over footpath. Crown lift to 2.5 metres over footpath: : <i>no objection</i>
20/1706/TTPO	2 St Andrews Close, Stapleford T1 (TPO 2/06) Copper Beach in need of crown reduction by 1.5 metres and crown lift by 1 metre. Tree has been regularly pruned in the past as to not let it get too big. Copper Beach is also overhanging neighbouring properties and shading neighbouring gardens. Crown reduction by 1.5 metres will allow sunlight to reach surrounding trees and plants allowing them to thrive: : <i>no objection</i>
20/1723/TTPO	8s Gog Magog Way, Stapleford Willow adjacent to pond – fell due to disease: : <i>no objection</i>
20/1744/TTPO	5 Sternes Way, Stapleford Sycamore (T1) - fell. The tree was heavily pollarded in the past. One side from the from the main union has now died and I suspect that the dark patches on the trunk may be Sooty Bark Disease: : <i>no objection</i>

GCP busway proposal: Report from Cllr H Kettel and discussion on the appropriate way forward: Terms of Reference have been developed by a Traffic Consultant. The alternative route needs to be demonstrably viable if the Parish Council wants to fight the busway. Cambridge Connect has established inconsistencies in the GCP report. There are three leading firms being considered. Gt Shelford PC wants Stapleford PC to match fund and jointly

instruct. Costs are unknown at this time. Cambridge Past, Present, and Future will set up a Crowdfunding Page, and many parishioners have commented they are prepared to financially support the project. The proposal that Stapleford PC provide £10,000 would enable both Parishes to go forward united.

Councillors discussed the amount requested, that there were no quotes available at this time, the division of funding between the Parish Councils given Gt Shelford has a significantly higher precept than Stapleford, and that funds should be taken from reserves as that is what they are there for. Cllr Gatward recommended an extraordinary meeting take place once quotes had been received.

Additional comments were that the GCP process was undemocratic; correct consultation had not taken place; the long term impact of the development needs to be considered; the MP and the Mayor were supportive of Stapleford position; Stapleford PC had made strong opposition to the route at every opportunity over the past three years which had been ignored.

Cllr Greenhalgh commented that the GCP should review its proposals in light of Covid 19, the reduction in travel into Cambridge as people work from home. Not progressing at this time was a sensible option.

Cllr H Kettel advised that the Chairman of the GCP, Cllr Roger Hickford, had advised that if there was a viable alternative route it would be considered.

PROPOSAL: That Stapleford Parish Council herewith agrees to provide up to £10,000 (ten thousand pounds) towards the cost of retaining a consultant or consultants to investigate the viability (or otherwise) of taking the GCP CSET route along the railway alignment as an alternative to the current GCP proposal to drive a busway through the Greenbelt adjacent to the Magog Downs on the edge of Stapleford village using provision contained within Local Government Rating Act 1997. NOT CARRIED.

PROPOSAL: That Stapleford Parish Council herewith agrees to hold an extraordinary meeting once quotes have been received from transport consultants. PROPOSED: Cllr H Kettel, seconded Cllr Greenhalgh. AGREED AND RESOLVED UNANIMOUSLY.

Cambridge South East Transport: A1307 consultation 21.7.2020: no update

SCDC: Online Planning: consultation: no response update

Greater Cambridge Green Infrastructure Opportunity Mapping Project: consultation open to 27th July: no update

122.2020

Pavilion: Cllr Pett

Covid-19: Report and recommendation for reopening
Cllr Pett read the recommendations to the meeting which, if agreed, will be uploaded to the website. Cllr Pepperell asked what sanctions would be applied if the building was not left in a clean condition for the next hirer, and how would the Parish Council check after each hire? Cleaning charges will be invoiced to those failing to adhere to the terms of hire. The Clerk will ask the caretaker to do the necessary checks.

ACTION: CLERK

PROPOSAL: that Stapleford Parish Council herewith agrees the Covid-19 Risk assessment and special conditions of hire in advance of the Jubilee Pavilion opening on the 1st September. PROPOSED; Cllr H Kettel, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY.

PROPOSAL: that Stapleford Parish Council herewith agrees the Covid-19 Risk assessment and special conditions of hire in advance of the Jubilee Pavilion toilets opening for Sports Club use on the 22nd August 2020. PROPOSED; Cllr H Kettel, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY

Play area: now open. The grass needs to be cut as a matter of urgency.

123.2020

Pavilion: Cllr Pett

Recommendations: documentation will be uploaded to the Parish Council website.

Advice

Cleaning

Liaison with clubs and fees

124.2020

Covid-19: volunteering update: Cllr Pett

There is a greatly reduced need in the community for assistance. Many volunteers have returned to work. A vote of thanks was offered to Cllr Pett and the team of volunteers for undertaking this vital role.

125.2020

Cllr B Kettel: Cemetery:

Headstone safety: Cllr B Kettel reported that she had spoken with the Vicar, who commented that Churches passed graveyards to Parish Councils due to the high costs associated with headstone and grave safety.

Headstone safety: Clerk update: Cllr Pett, the Clerk and Assistant Clerk check the stability of headstones. The Assistant Clerk has produced a list of loose headstones and the Clerk will produce a letter to go to the families where the addresses are known. Notices have been posted at the Cemetery. Abbey Memorials are able to install a ground locking mechanism for £175 per headstone. Ivett & Reed quoted £250 per headstone to make safe. Cllr Gatward recommended laying the headstones down on the grave, and then fencing off to prevent a trip hazard. Cllr Gatward was asked to make a recommendation on how best to manage. **ACTION CLLR GATWARD**

Rabbit holes: quotations to make safe: Next agenda.
HCGM Ltd: £25 per hour
French of Stapleford: £100

Cement-topped graves: Coroner's Office advice to make safe: awaited.
PROPOSAL: That Stapleford Parish Council herewith appoints Herts and Cambs Grounds Maintenance Ltd to fence off the cement-topped graves in the sum of £310 (20 graves) PROPOSED: Cllr B Kettel, seconded Cllr Gatward. AGREED AND RESOLVED UNANIMOUSLY.

Gate to new cemetery: Cllr Gatward: A vote of thanks was extended to Cllr Gatward for his detailed proposal and work obtaining the gates.
PROPOSAL: That Stapleford Parish Council herewith agrees to appoint Butler Bros to provide and install two second hand gates to the new cemetery entrance road in the sum of £760. PROPOSED: Cllr B Kettel, seconded Cllr Gatward. AGREED AND RESOLVED UNANIMOUSLY.

Neighbourhood Plan: update: Cllr B Kettel advised that there are insufficient volunteers to take the process forward. Landscape and traffic assessment have been completed. The constitution requires a minimum of 9 volunteers are needed. Cllr B Kettel will write a piece for the Messenger.

ACTION: B KETTEL

126.2020

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

a) Multi-Use Games Unit: Cllr McPhater: Cllr McPhater shared a document on screen.

Planning permission has been applied for.

Tennis Club: terms of agreement have been jointly agreed and will go the solicitor for finalisation. A schedule of use has been agreed for Year 1. Any changes will result from feedback. Tennis has 3.5 days exclusive use, plus ad hoc sessions across 2.5 days. Saturday is reserved for team sports use. A press release will be provided to the Messenger.

PROPOSAL: That Stapleford Parish Council herewith approves the draft agreement between Stapleford Parish Council and Stapleford Tennis Club and agrees to progress this with the Parish Council solicitor.

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

Contractor: the project cannot proceed until planning permission has been obtained.

b) Pavilion modification: Cllr H Kettel: funds are more restricted than planned, therefore improvements to the kitchen and small hall will recommended, plus improvements to the brick shed and outside toilets for sports use. Mr Smalley of Blue Ink recommended a modest extension be built to improve the social aspect of the building. It may be possible to utilise the Arts element of the S106 into either the proposed toilets or the shed. A paper and plan will be provided in due course. Cllr Gatward commented that he still considered the

shed was not fit for purpose. Cllr H Kettel commented that an engineer would need to inspect it.

c) Children's play area: Cllr G Pett: The working party will meet next week to discuss proposals.

127.2020 **Cllr H Kettel** Asset Management

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

a) Pavilion maintenance: entrance: raising land to entrance pathway; completed. Cllr Gatward installed 3.5 tonnes of topsoil. A vote of thanks was extended to Cllr Gatward for his hard work.

b) Grounds Maintenance: Villedomer/ Slaughterhouse: Cllr Pepperell: The contractor will be asked to ensure vegetation is stimed.

ACTION: CLERK

c) Complaint: Slaughterhouse Garden trees not pruned: in bird nesting season and outside pruning season. Two quotes have been received (shown below), with a recommendation that the Cherry can be cut now, but the Hornbeam cut later in the year. Cllr B Kettel commented that any landowner can trim back overhanging branches to the boundary line. The Clerk will respond to Mrs Talbot with timescales.

d) Quotes to prune Slaughterhouse trees:
Acacia: Cherry: £240, Hornbeam £525: recommendation works are repeated every 4 – 5 years at similar costs.
HCGM Ltd: Cherry: £60, Hornbeam: £340

PROPOSAL: That Stapleford Parish Council herewith agrees to appoint HCGM Ltd to carry out pruning work to a Cherry and a Hornbeam in the Slaughterhouse Gardens in the sum of £400 (four hundred pounds). PROPOSED: Cllr H Kettel, seconded Cllr Pepperell. AGREED AND RESOLVED UNANIMOUSLY.

Cllr Pepperell commented that a Lime tree is overhanging the pub carpark. He has spoken with the landlord, who advised customers like to park under it for shade.

128.2020 **Clerk Updates:**

web site update: the Clerk uploaded documents to the website.

Cllr H Kettel advised that a parishioner had difficulty sending emails to the Parish Council email addresses. This was reported to the provider, who advised there was an issue, now rectified, with the server.

129.2020 **Governance:**

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

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

PROPOSAL: That Stapleford Parish Council herewith approves the Grounds Maintenance contract document and agrees it will go to tender

on the 1st September 2020 for commencement 1st April 2021

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

PROPOSAL: That Stapleford Parish Council herewith approves and adopts the Disciplinary and Grievance policies with immediate effect

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

130.2020

Correspondence:

Mrs Talbot: complaint: Slaughterhouse trees shading the garden have not been pruned.

Ministry of Housing, Communities and Local Government:

Consultations:

Transparency & Competition: a call for evidence for data on land control: open to the 30th October 2020

Changes to the current planning system: open to the 17th September

White Paper: Planning for the Future: open to 15th October

131.2020

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 B Kettel. AGREED AND RESOLVED UNANIMOUSLY.

132.2020

HR: Review of Terms, Conditions and Contracts: Clerk

An interim report has been received from Human Capital Department with recommendations which Councillors agreed should be progressed. A detailed report will be produced. Human Capital Department will meet with the HR committee and all employees in the week commencing 24th August.

133.2020

Date of Next Meeting: Virtual meeting at 7.30pm

PC Meetings: 2nd Wednesday of each month

14th October 11th November 9th December

Meeting closed at 10.45pm