

STAPLEFORD PARISH COUNCIL

MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL held on WEDNESDAY
14th October 2020 at 7.30pm by virtual meeting

Virtual meeting access:

<https://us02web.zoom.us/j/82578031363?pwd=OW9EbTBnSHYyTGFFMmd5NWxjekR5UT09>

PRESENT: Cllr Howard Kettel (Chairman), Cllr Jenny Flynn, 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 Cllr Peter Fane

MEMBERS OF THE PUBLIC: There were 4 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

139.2020 Apologies: Cllr Raphael

140.2020 Declaration of Member's Interest: disclosable pecuniary/ pecuniary/personal None.

141.2020 Minutes of the previous meeting: Due to an oversight, minutes of the 12th August were not circulated before the meeting and were not agreed at this meeting.

PROPOSAL: That Stapleford Parish Council herewith agrees the minutes of the Parish Council meeting held on 26th August 2020.

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

Minutes of the 12th August will be circulated for Councillors comments and uploaded as draft to the website. **ACTION: CLERK**

142.2020 Councillor vacancies: Co-option. Two applications have been received. One candidate telephoned the Clerk at the start of the meeting and advised that he couldn't access the meeting. The applicant will be asked to present to the November meeting.

Mrs Jenny Flynn gave an impassioned presentation, explaining her interest in highways including car parking and street lighting, planning, communications and diplomacy, and her growing interest in the green environment and protection of our local landscape.

PROPOSAL: That Stapleford Parish Council herewith co-opts Jenny Flynn as a Parish Councillor with immediate effect. PROPOSED: Cllr H Kettel, seconded Cllr McPhater. AGREED AND RESOLVED

UNANIMOUSLY. The Chairman welcomed Cllr Flynn to the meeting.

Cllr Flynn will attend the next new Councillor training opportunity provided by CAPALC.
ACTION: CLERK

143.2020 Public discussion and presentation: no comments received.

144. 2020 Reports from South Cambs District Council and Cambridgeshire County Council:
CCC Cllr Cuffley: by email:
Cambridgeshire Local Councils Conference 2020

The conference is aimed at local council Clerks and Parish Councillors. The event will be held on Friday 23rd October. Due to Coronavirus the event will be held virtually. The conference offers the opportunity for local councils to talk to other councils. The event has proved to help and offer ideas for running your council. The main talkers will be Gillian Beasley (CEO Cambridgeshire and Peterborough) Adrian Chapman (Service director of Cambridgeshire and Peterborough) There will topics on the following. Technology for the future, Future Emergency Planning, Strengthening your local Councils to its residents, Enabling & Supporting Volunteering, Improving Collaborative Working Between Clerks and Councillors, Managing and Maintaining Community Assets. You can find all details on the day including a link to book your places at <https://cambsparishes.wordpress.com/local-councils-conference-2020>.

E Scooter & E Bikes.

Back in May the Government announced Active Travel Fund £250 million, to deliver pop up cycle lanes and wider pavements to allow for social distancing. With safer junctions, cycle and bus corridors only. The trial project being launched on 15th October 2020. The phased approach for trials will be concentrated in Cambridge City.

Carbon Footprint.

The Cambridgeshire County Council is highly commended for the top Climate Emergency Award. The Cambridgeshire County Council Climate Change & Environment Strategy – underpinned by evidence from PHD students at Cambridge University was highly commended at the leadership in responding to the Climate Emergency Category.

The County Council is committed to reducing the Carbon Footprint to net Zero in Cambridgeshire by 2050. Back in May 2019 it was agreed by the County Council across all parties to make a declaration of Climate Emergency. Through its collaboration policy research exchange programme with Cambridge University. Two Carbon Footprints were developed one for Cambridgeshire and Peterborough, which included all Greenhouse gas emissions that occur in the county (excluding peatland). Broken down across key sectors such as Transport, Domestic Buildings, and Commercial services. The Second for Cambridgeshire County Council.

The council used this evidence with cross party support to develop its draft Climate Change & Environment Strategy.

The Cambridgeshire County Council also named East of England council of the year in 2019 Energy Efficiency Award. For action taken of plastic reduction strategy. To eliminate single use plastics to protect the biodiversity of our oceans and marine life.

Please stay safe. Remember Wear a Mask, Clean Hands, Distance.

Cllr Greenhalgh commented that it was unacceptable that the County Councillors did not attend the Parish Council meetings, and that action to highlight this fact needed to be taken. The Clerk had been asked to produce a summary of the attendance of County Councillors but this had not been supplied. Cllr H Kettel suggested that a letter be sent to Gillian Beazley, Chief Executive of Cambridgeshire County Council. Cllr Nightingale advised that County Councillors do not have a duty to attend Parish Council meetings.

Cllr Pepperell advised that he had reported potholes and received communication from CCC that they were not bad enough to be repaired, only for a CCC employee to attend and mark them and many others up for repair. There needs to be greater communication between departments and to the public.

SCDC Cllr Sample: by email:

Report for Stapleford Parish Council:

South Cambridgeshire District Council – October 2020

1. Planning

South Cambridgeshire is maintaining a 5-year housing land supply when about a third of District Councils cannot. Regrettably a PINs Planning Inspector recently made a mistake when reviewing a planning appeal and wrote that we did not have a 5-year supply. Thanks to very quick action by council officers this was withdrawn within a matter of hours.

You may recall some years ago in the previous administration, over 4,000 homes were given permission in villages where they had not been planned because housing delivery was not meeting the government set targets. We do not want that to happen again.

2. Covid 19

Patch update

As the Parish Council will be aware, the situation is fast-changing in Cambridgeshire. Preparations in South Cambs include re-establishing the Communities Covid response teams, which offer support to local volunteer coordinators in getting help to residents who need it. The officer looking after the patch that includes Stapleford is Becky Gane.

Covid Community Grant

South Cambs will shortly release details of a new grant of between £100 and £400 available for community groups supporting people with Covid-related issues. We understand that details will be shared with parish council chairs and clerks today.

Self-isolation payments

All the information you need to apply for a government grant should you officially be required to self-isolate and consequently experience a loss of income is on the South Cambridgeshire District Council website. There are a number of eligibility checks such as what benefits you are in receipt of but once you have made your application the process should be quick and you should receive your payment within 3 days. More than one person per household may apply and you can apply again if you are required to self-isolate again. <https://www.scambs.gov.uk/coronavirus/self-isolation-payment/>

3. Business support

South Cambridgeshire District Council is offering a series of workshops that will provide a chance for local businesses to engage with Council services. The first of these is an opportunity to learn more about the Business Support Team. Running from 12:30 - 13:30 on 20 October, this webinar is free to join. Details are available here: <https://www.scambs.gov.uk/business/latest-business-news-and-events/>

4. Investment partnerships

South Cambridgeshire District Council has appointed Hill Group and Balfour Beatty Investments as Investment partners following an extensive tender process. The two partnerships will acquire land for new homes, including Council and social rented properties, along with commercial developments and supporting services.

This forms part of the District Council's plans to manage the impact of reduced national funding by investing money to generate income. This income then supports the delivery of frontline Council services, and is one element of the Council's Investment Strategy which was approved in February 2019 in which up to £340 million will be invested to support local recovery through regeneration and development.

5. Street lighting

Chalk Hill/Magog Way streetlight

We are continuing to pursue the question of the streetlight with an officer at South Cambs, who has also been in contact with the County Council. We have been advised that the streetlight is not owned by an authority and that the light remains the responsibility of the developer. The officer is attempting to identify and contact the current landowner. We will provide further updates as we receive them.

Across the district

1,800 streetlights across South Cambridgeshire are being replaced with low energy LEDs by the District Council at a cost of £1.38 million. This is intended to cut energy bills and reduce light pollution as well as improving lighting.

Most streetlights across Cambridgeshire are the responsibility of the County Council. However, South Cambridgeshire District Council is responsible for maintaining around 1,800 lamps within 84 villages, while parish councils pay their electricity bills. These bills will come down because of the investment, saving parish councils money

Greater Cambridge local plan consultation:

Greater Cambridge Shared Planning Service in September published the 8,500 responses it received on how the new Local Plan should take shape. These responses include suggestions of sites for development and for green spaces across Cambridge and South Cambridgeshire, sent in by landowners, developers, communities and others.

The Councils will now be developing the spatial strategy for the Plan, taking into account the comments received in the consultation about the big themes. Sites will only be selected if they fit with the wider aims of the Plan and are shown to be sustainable. Far more land has been suggested by landowners than will be needed for new development. The Councils' suggested spatial approach and preferred sites will be put forward for full public consultation next year.

Comments were received from over 5,000 visitors to the Greater Cambridge Shared Planning Service website and over 6,000 people having conversations at pop-up events and The Big Debate in February. There were over 28,000 viewers on YouTube; and over 55,000 people engaged on social media.

Cllr Tumi Hawkins, Lead Cabinet Member for Planning at South Cambridgeshire District Council said: "some residents may worry about sites

in their villages that have been put forward through the Call for Sites process but no suggested sites have any planning status at this point in time. There is far, far more land submitted than will possibly be needed to meet the numbers of new homes we may need to plan for, and we won't be choosing any sites that don't meet strict tests for their suitability and sustainability."

"The whole purpose of creating a Local Plan is so that the homes that we do need can be built in a planned, balanced way, according to the policies and guidance we establish through the Local Plan process."

The responses and a summary report are available on the [Greater Cambridge Shared Planning Service website](#)

6. South Cambridgeshire Hall

Having just re-opened South Cambs Hall it has now been closed again as part of our efforts to do all we can to minimise the spread of Coronavirus locally. We feel this is the right and responsible thing to do following the latest Government announcements. Residents and businesses have been able to carry out the vast majority of transactions without visiting and for the small number of tasks that have required people to visit in-person, such as pension verification, we have made arrangements to continue delivering them in a safe way. Please check the website for further details.

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

Cllr Fane:

SCDC: 5 year land supply. The Planning Inspector mistakenly advised that SCDC did not have a 5 year land supply for development. This error has been rectified, as SCDC has a 5.4 year land supply.

Emerging Local Plan and Call for Sites: there have been 8,500 comments submitted about specific sites and all have been posted to the website. Local people have expressed concerns about the amount of land put forward for development. The process requires that all land put forward is considered. Ten times as much land has been put forward than is needed. Residents were urged not to worry unduly, but to make their comments known as soon as possible, as the Inspector may not consider late comments. Cllr Fane will provide a link to the sites affecting Stapleford. Cllr G Kettel will arrange a meeting for Councillors to discuss these sites. **ACTION: BK**

Neighbourhood Plans: The SCDC Planning Committee has given great weight to completed Neighbourhood Plans when considering planning applications. However, applications which already had outline permission could not be considered in the same way if the Neighbourhood Plan had not been made before the application was submitted.

Covid-19 Grants: The Community Grant provides up to £400 for support groups, and the Small Payment grant provides support for those who have to self-isolate. The new business support department commences on the 20th October and businesses are urged to become involved.

Gog Magog Way/ Chalk Hill Street Light: SCDC and CCC have denied the light belongs to either organisation, even though it is clearly marked as SCDC. Cllrs Fane and Sample committed to getting the situation resolved, but are unable to provide time frames.

145.2020

Cllr Kettel: Finance

- a) Signatories: update: Cllrs McPhater & Flynn to be added.
- b) Accounts summary: the Clerk has circulated the summary, Invoices are to be sent to signatories for authorisation once payments have been loaded to the system.

ACTION: CLERK/DP/GP

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

PROPOSED: Cllr H Kettel, seconded Cllr McPhater. Abstain: Cllr Flynn.
AGREED AND RESOLVED BY MAJORITY.

- d) Audit update: The Clerk advised that PKF Littlejohn will provide its report by the end of November.
- e) Zero Carbon Communities Grant: submitted for pavilion with assistance of 2G3S group: Cllr H Kettel worked with 2G3S to develop the grant application which, if successful, will enable a sustainability report to be carried out on the pavilion at no cost to the Parish Council.
- f) CPPF: request for match-funding zero carbon grant application to SCDC: refused: Stapleford PC does not have sufficient funds to contribute, and formally records this to enable CPPF to make application elsewhere.
- g) The Clerk advised that the Employer (Central Government) negotiates the annual cost of living increase with NALC and other bodies and the agreed increase is applied to all Local Government employees. The Clerk and Assistant Clerk are employed under the LJC agreement.

PROPOSAL: That Stapleford Parish Council herewith agrees to increase employees salary in line with the annual National Agreement confirmed by NALC backdated to April 2020.

PROPOSED: Cllr B Kettel, seconded Cllr Nightingale. Abstain: Cllr Flynn. AGREED AND RESOLVED BY MAJORITY.

146.2020

Planning: Cllr B Kettel

20/03568/FUL	80 London Road, Stapleford
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Permission refused	p. 2020.69 Demolition of existing bungalow and the erection of 1 no. Detached dwelling house and garage together with alterations to the highways access and new driveway and boundary wall to front
20/03734/HFUL	6 Poplar Way, Stapleford Single storey side and rear extensions: <i>no objection</i>

GCP busway proposal: Report from Cllr H Kettel: Transport assessment authorised: I-Transport was instructed jointly by Stapleford PC and Gt Shelford PC to assess viability of the railway alignment as an alternative to the GCP's chosen route. The report is due by the end of this week when Cambridge Connect and others will consider the report and advise the Parish Councils and this will be circulated. Cost for Task 1 is £7,500 to be equally divided between the two Parish Councils with the shortfall made up through CPPF crowd-funding donations.

PROPOSAL: That Stapleford Parish Council herewith agrees to progress Task One from I-Transport in the sum of £7,500 with Stapleford Parish Council to contribute £3,000. PROPOSED: Cllr H Kettel, seconded Cllr D Pepperell. Abstain: Cllr Flynn. AGREED AND RESOLVED BY MAJORITY.

Tasks have been split as the route needs to be viable to progress to the next task. Total anticipated cost is £28,500. Task 2 would consider the methodology and calculations carried out by Mott MacDonald which Cambridge Connect believes are questionable, and potentially factually incorrect. There is the opportunity for fund raising to assist with this Task should Task 1 report prove the rail route is viable. If Task 1 rail route is not viable, the Parish Council will need to reassess its strategy. The damage to the landscape, Green Belt, and the release of land for development needs to be made public. The GCP want to present to the Parish Council on the Environmental Impact Assessment currently being undertaken on the busway route. GCP was advised it could attend this meeting, but the time allowable was reduced due to the length of the agenda. Links to all documents are available on the GCP website. CPPF is closely engaged on this with the GCP. Councillors were asked to provide their comments once the report has been circulated. Cllr Fane will advise if Parish Councils are statutory consultees on Environmental Impact Assessments.

Cambridge South Infrastructure Enhancement: new station: 2nd consultation 19 – 31 October 2020: Cllr H Kettel advised he believed the proposals are appropriate and there is no further comment to make.

SCDC has changed its notification process to Parish Councils with a weekly advice update. Cllr B Kettel advised the Parish Council that the changes to the system meant the Parish Council may be unable to respond as the weekly advice has already been received late, and decisions have already been made. This was an unacceptable situation.

The Axis development decision had not yet been made by SCDC Planning Committee. Cllr Greenhalgh commented that it was unacceptable that SCDC had restricted the time scale for the Parish Council to comment on 80 London Road.

Cllr B Kettel had sent an email to the Head of Planning in response to a request for feedback.

Cllr Fane explained the significant issues SCDC had in the Planning Department, and offered to take this back to SCDC, which was supported by Councillors. He explained that extensions of time to respond requested by Parish Councils had to be agreed with the applicant, and any extension which went beyond the statutory time frame may mean the application could be challenged as out of time.

Planning for the Future White Paper: PC response: Cllr B Kettel will organise a meeting to discuss this important issue to ensure a robust response.

ACTION: BK

Neighbourhood Plan: Cllr B Kettel advised that a new person has been found who is able to write the Neighbourhood Plan based on the information available. Cllr Flynn will assist.

147.2020 Pavilion & Play Area: Cllr Pett

The Jubilee Pavilion re-opened on 1 September, to regular bookers only who could provide their own risk assessment, agreed to abide by the PC's Covid-19 Risk Assessment, and agreed to clean the surfaces touched by attendees before and after their sessions. The hirers will not be charged for the time they spend cleaning.

With cleaning costing £50 per week, it is considered economically viable to keep the Pavilion open, but this will be reviewed regularly.

Since the QR Code was introduced on 24 September we have displayed an NHS QR Code in the lobby and in the main hall of the Pavilion. All bookers have been asked to scan it and to ask their attendees to scan it also. All staff, contractors, cleaners, visitors and councillors are to scan the QR Code whenever they enter the Pavilion too, or if they are unable, to let the assistant clerk know the times and dates they were in the Pavilion, for track and trace purposes.

A vote of thanks was extended to Cllr Pett for her practical help at this time.

148.2020 S106 Stapleford Capital Projects Initiative: Working Party discussion update and actions:

a) Multi-Use Games Unit: Cllr McPhater:

Planning permission update: CCC Highways have objected to the Tweener lights on the basis that it may interfere with drivers visibility. Cllr McPhater commented it is clear no site inspection has been undertaken as the courts are some 15m away from the road, but the light shining towards the road is

some 60m way from the road, and set below the road level by approximately 1.0m. The Parish Council has stated that it will erect screening and has the option to install laurel hedging.

Tennis Club: terms of agreement: the agreement is proceeding.

Contractor: project update: dependent on planning permission decision.

b) Pavilion modification and shed project: Cllr H Kettel: A site meeting regarding the shed has been carried out with the Architect and an engineer under the supervision of Cllr Gatward, with a recommendation that it will be cheaper to stabilise and modify the existing building rather than start again. It will provide dry storage and shelving, and needs to be operational by the time the MUGA is installed.

Scoping needs to be undertaken regarding separate toilet facilities, as this impacts on the use of the pavilion.

c) Children's play area: Cllr G Pett showed a power point presentation developed by a parishioner, providing details of the quotes received, the type of new equipment and renovations needed. The S106 requested is £20,000 to cover the initial development. The total proposal is approximately £80,000, including replacement of the climbing frame with the funds to be achieved through fund raising.

Cllr H Kettel commented that the S106 fund is not able to pay for everything, therefore a list of priorities needs to be undertaken. The MUGA will cost £80,000, the Art Installation £25,000 plus renovation of the children's play area.

The pavilion public works loan will end in the next two years, and that the pavilion refurbishment may be best met by taking out another loan, with the full cost of the play area refurbishment covered by the S106. Further discussion will be needed to establish the priorities. The initial £20,000 for the play area was agreed. The power point presentation will be loaded to the website. Cllr Fane advised pre-application planning advice may be needed for installation of new equipment.

149.2020

Cllr H Kettel Asset Management

Parish Pit: the Clerk will contact the Magog Trust. **ACTION: CLERK**

Sports club terms and fees: Cllr H Kettel advised the meeting that the charge for the 2020 season was agreed with Gt Shelford Cricket Club at £1,100 and Phoenix Cricket Club at £400. The season was unable to be completed due to Covid-19. Cllrs Kettel has discussed the costs with George Rolls and Jon West. Mr West had advised that Phoenix Cricket Club was prepared to pay £10 per match only, which equated to £120. Mr Rolls has not yet responded.

Mr West of Phoenix Cricket Club was invited to join the meeting. Mr West advised the Club had no access to the Pavilion for the duration of the season. Phoenix had played 12 matches and carried out practice sessions on the recreation field, which was open to all users. It was unfair of the Parish Council to expect Cricket Clubs to pay for the use of the field when anyone can use it.

Cllr Geenhalgh commented that the £10 per match offered equated to £0.50p per player. The Parish Council had to cut the grass to the specification required for sport to take place, and each cut cost £80. Mr West countered that it was not necessary to cut the grass specifically for Cricket, as longer grass prevented the ball from rolling. Cricket had only been played for 1/3rd of the season.

Cllr B Kettel commented that she believed the fee payable was for the recreation field only and did not include the use of the Pavilion.

Mr West further commented that the 100% increase on 2019 was not morally right.

Cllr McPhater advised that there had been a reassessment following years without a proper review and annual increases should be the norm. The 1/3rd use calculation would be £133. Mr West agreed that was acceptable.

The Sports Facilities Hire Agreement was circulated in advance of the meeting. Hire fees needed further analysis, and were removed from the proposal.

PROPOSAL: *That Stapleford Parish Council herewith approves and implements the Stapleford PC Sports Facilities Hire Agreement.*

PROPOSED: Cllr H Kettel, seconded Cllr McPhater. Abstain: Cllr Flynn.
AGREED AND RESOLVED BY MAJORITY.

CPPF: Cambridge Nature Network: the aim of this ambitious proposal is to produce an integrated habitat across Cambridgeshire. Further discussion is to be undertaken with CPPF. **ACTION: HK**

150.2020

Clerk Updates:

Grounds Maintenance Contract to Tender for 2021 – 2024: Contractors have been contacted. No responses have been received yet. The Clerk will circulate the verge maps to Councillors. **ACTION: CLERK**

Management of website: the Clerk and Assistant Clerk have been uploading documents with the assistance of Cllr McPhater. Cllr H Kettel will provide a paper for the frontpage of the website on the busway and the retirement village which Cllr McPhater will load to ensure it stays on the front page. Further training for the Clerks is required.

151.2020

Correspondence:

Human Capital Department: report
CPPF: Cambridge Nature Network

CPPF: request for financial assistance
Anthony Browne MP: newsletter
Mrs Witt: Heffer Close signage missing: reported to SCDC
Mr Ayres: flooding at Mingle Lane: email forwarded to Cllrs Cuffley & Hickford

152.2020

Cllr B Kettel: Cemetery:

Cllr B Kettel advised the policy and protocol were circulated in advance of the meeting.

PROPOSAL: *That Stapleford Parish Council herewith adopts its Cemetery Management and Maintenance Policy and Protocol with immediate effect.* PROPOSED: Cllr B Kettel, seconded Cllr Gatward.
Abstain: Cllr Flynn. AGREED AND RESOLVED BY MAJORITY.

Gate to new cemetery: Cllr Gatward will undertake a site meeting with Butler Bros to establish the site of the posts, with the gates to be installed next week.

Bench in need of repairs: French of Stapleford report: awaited.

Record Books: Cllr B Kettel advised that a waiting list is developing of future interments in the new cemetery. It is important that the registers are now available to enable the Assistant Clerk to correctly record and track purchased graves and interments.

PROPOSAL: *That Stapleford Parish Council herewith agrees to purchase cemetery records ledgers from Shaw & Sons in the sum of £539 + VAT.* PROPOSED: Cllr B Kettel, seconded Cllr Pett. Abstain: Cllr Flynn.
AGREED AND RESOLVED UNANIMOUSLY. The Clerk will order the books.

ACTION: CLERK

Plaques: Cllr Kettel advised that the cost of metal plaques to delineate rows was not included in the current budget. Cllr Gatward confirmed a low-cost option could be achieved as an initial action by using timber post markers. This was agreed.

153.2020

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 ?

154.2020

HR: Review of Terms, Conditions and Contracts: Clerk

Cllr H Kettel commented that a detailed report had been provided with recommendations. However, following discussion between Councillors, the cost of implementing all the recommendations in the report was not deemed to be in the public interest, specifically the increase in the number of General Assistants which would add at least £9,000 to the salaries head. The significant reduction in income from the pavilion due to Covid-19, and the

potential for the Pavilion to be subject to lock-down going forward meant that the current letting regime did not cover the cost of the current General Assistant's wages. Councillors would need to manage items proposed within the new General Assistant roles as they were not deemed economically viable. The Clerk was instructed to work with Human Capital Department to progress changes which were agreed.

PROPOSAL: that Stapleford Parish Council herewith agrees the report provided by Human Capital Department Ltd and implements the recommendations immediately, including new contracts for all staff members. MOTION NOT CARRIED.

Alternative proposals:

PROPOSAL: That Stapleford Parish Council herewith agrees to increase the salaried hours for the Assistant Clerk commencing 1st November 2020. PROPOSED: Cllr Pett, seconded Cllr B Kettel. Abstain: Cllr Flynn. AGREED AND RESOLVED BY MAJORITY.

PROPOSAL: That Stapleford Parish Council herewith agrees to consider redundancy of the post of General Assistant and will commence negotiations from the 19th October 2020, utilising the services of Human Capital Department Ltd to oversee the process and ensure compliance with legislation. PROPOSED: Cllr Pett, seconded Cllr B Kettel. Abstain: Cllr Flynn. AGREED AND RESOLVED BY MAJORITY.

The Clerk will contact Human Capital Department Ltd to work through the necessary processes. **ACTION: CLERK**

155.2020 **Date of Next Meeting:** Virtual meeting at 7.30pm
PC Meetings: 2nd Wednesday of each month
11th November 9th December

Meeting closed at 10.30pm