

# STAPLEFORD PARISH COUNCIL

MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL held on WEDNESDAY  
11<sup>th</sup> November 2020 at 7.30pm by virtual meeting

Virtual meeting access:

<https://us02web.zoom.us/j/89329910359?pwd=WnNJeFh4b1QrUHVHZ0hSQ0paRitXZz09>

**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, Cllr Jez Raphael.

Stapleford Parish Council Clerk: Belinda Irons - Minutes

South Cambs District Cllr Nick Sample

Greater Cambridge Partnership: Andrew Munro, Michael Payne, Jane Osayimwen, Michaela Headwynn.

**MEMBERS OF THE PUBLIC:** There were 18 members of the public on line

*There were technical issues with Zoom and difficulties for some people trying to access the meeting. Hosting was passed to the GCP, which meant some people were left in the 'waiting room' at the start of the presentation.*

**156.2020** Apologies: none

**157.2020** Declaration of Member's Interest: disclosable pecuniary/ pecuniary/personal  
Cllr Pett: planning application 11 Dolphin Way, Stapleford: neighbour adjacent to development site: personal declaration.

**158.2020** Minutes of the previous meeting:  
**PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the Parish Council meetings held on 12<sup>th</sup> August & 14<sup>th</sup> October 2020.**  
PROPOSED: Cllr H Kettel, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY.

Cllr Pepperell commented that the amended agenda had been loaded to the website but not circulated to all Councillors. The Chairman instructed the Clerk to ensure the final version of the agenda was circulated with the minutes for the previous meeting. **ACTION: CLERK**

**159.2020** Councillor vacancies: Co-option: there is one vacancy.

**160.2020** Public discussion and presentation: no comments received.

**161. 2020** **Planning:** Cllr B Kettel

GCP CSET busway proposal: Report from Cllr H Kettel:  
a) **PRESENTATION: GCP/Mott MacDonald**

Mr Payne of the GCP used the SPC Zoom system to present a slide show of the proposals to all those logged on, which showed a 'birds eye' view of the proposed busway route which included two major bridges across the River Granta, three bus stops which have vehicle drop-off points and disabled car parking, the extensive land take of the route across green fields, and the 2000 space car park off the A1307/A11 intersection. He showed that the view of the busway from Mingle Lane would be minimised through the use of cuttings and screening, but other properties along the route would, in some cases, be badly affected, particularly the properties closest to the route and junctions. Given the proposed route south of the proposed Cambridge South station runs on the existing busway, guided track equipment would be fitted to buses.

The single deck electric buses, which are road ready, would travel at up to 50mph and the vehicles could be used on existing roads in bad weather.

It was stated that light and noise pollution would be minimal.

No mention was made of landscape impact.

Operating hours have the potential to be from 5am to 1am the next day. Whilst it was stated there would be 16 bus movements per hour, they will not be run at a loss and will be integrated into the shift patterns of those working at the biomedical campus.

The environmental scoping report has been completed and submitted to the Department for Transport, and CPPF and the Parish Council have submitted their comments on this.

The Environmental Impact Assessment consultation is open to the general public until 14<sup>th</sup> December and all interested parties are encouraged to submit comments.

Members of the public and Councillors raised a number of questions which included:

**As the buses are fully road compatible, why not use the existing roads now?** GCP responded that growth predictions would mean longer road queues and bus operatives would not invest in the project if they could not have unrestricted travel on a dedicated route which would be more economically viable for them.

**If buses were used on the existing roads, there would be less traffic and less queuing – get people on the buses now. Public transport should be about the public, not profits.**

**The level of noise generated by vehicles travelling at 50mph on the highway has not been reported.**

**The pollution levels generated by vehicles waiting for the bus to cross at junctions has not been reported.** GCP responded that the information has been modelled and was not considered to be outside allowable parameters.

**The lack of car parking will lead to on-street parking, local congestion and increased levels of pollution.** The GCP responded that 2019 peak-flow modelling has taken place at all junctions where routes cross highways. Queuing will not be the same as at rail crossings as buses will operate every 3 – 4 minutes. The analysis is on the website.

**What is the specification and aesthetics of vehicles to be used?** GCP commented this has not been established and will be up to the operator to supply.

**The Chairman commented that at the consultation stage in 2018, there were no consultation options provided for alternative off-road routes, and that the two alternative on-road routes were not compliant with the Mayor's CAM, so that left no alternatives.** The GCP responded that off-road routes were restricted and the alternative on-road routes were compliant at the time. It was implied this off-road route was the only viable option available. The Chairman's further comment that public consultation had not been sufficient were refuted by GCP, stating public consultation had taken place in 2016, 2018, and 2019.

The Chairman thanked members of the GCP for presenting.

- b) Update on independent report: This is due by the end of the week and reports on the viability of the alternative rail alignment. A new leaflet will be circulated using Cambridge Past, Present and Future crowd-funding support. Substantial funds will be needed to commission a full report.
- c) GCP Environmental Impact Assessment: public consultation open to 14.12.2020. The public are urged to record their view.

20/04318/HFUL	11 Dolphin Way, Stapleford Single storey garden room/office: <i>no objection</i>
20/04373/HFUL	11 Church Street, Stapleford Single storey rear extension: <i>no objection</i>
20/04384/HFUL	8 Collier Way, Stapleford 2 storey front and rear extensions: <i>no objection</i>
20/04341/FUL	Meadow Farm, Sawston Road, Stapleford Construction of conservation pond and associated earthworks: <i>Sawston, not Stapleford</i>
20/04170/FUL	Chalk Hill, Haverhill Road, Stapleford

	Single storey replacement dwelling: <i>recommendation for tree protection.</i>
	59-61 London Road, Stapleford: Removal of Yew tree: <i>consultation already closed</i>

Planning for the Future White Paper: PC comments submitted 28.10.2020  
Neighbourhood Plan: Cllr B Kettel and the Clerk produced a response which needed to be submitted within the time frame. The Clerk will circulate the document.

**ACTION: CLERK**

It was accepted that planning applications submitted after the circulation of the Agenda would be discussed but that would be taken note of in the discussion. This was preferable to holding more frequent meetings.

**162.2020** Reports from South Cambs District Council and Cambridgeshire County Council:

**Report for Stapleford Parish Council**

**South Cambridgeshire District Council – November 2020**

**1. Planning**

*Government planning white paper response*

The Council has now submitted its response to the government Planning White paper proposing radical changes to the planning system. You can read it in full here:

<https://scambs.moderngov.co.uk/ieDecisionDetails.aspx?ID=11457>

*Pre-application Service*

The Greater Cambridge Shared Planning Service has launched a new Pre-application service with revised charges. This is a single, aligned pre-application charging scheme across the Cambridge City and South Cambridgeshire District Council areas. Applicants are encouraged to use this optional service for advice at the outset of a project. This can help simplify and speed up the progress of getting planning permission. The service will offer a pick and mix menu to tailor the level of detail and advice to each applicant, which will then be reflected in the charge applied.

More information on this is available at <https://www.scambs.gov.uk/aligned-planning-service-pre-application-charges-take-effect-across-greater-cambridge/>

1 Gog Magog Cottages appeal has been dismissed.

**2. Covid 19**

### *Community support*

South Cambs Communities Team is supporting the local volunteer groups that operated during the first lockdown. The South Cambs Coronavirus page <https://www.scams.gov.uk/coronavirus/> will be updated as we get more information.

### *Covid Community Grant*

South Cambs have released details of a new grant of between £100 and £400 available for community groups supporting people with Covid-related issues. The Council has written to Parish Councils, community groups and lead volunteers inviting them to apply for the grants.

### *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.scams.gov.uk/coronavirus/self-isolation-payment/>

*Co-ordinator:* Samuel Roebuck is the temporary patch lead.

### **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 webinars are free to join – the next is on November 12<sup>th</sup>. Details are available here: <https://www.scams.gov.uk/business/latest-business-news-and-events/>

Business grants worth up to £3,000 per month have been announced for businesses required to close in England due to local or national restrictions. Details of the scheme have just been released by central government and the District Council is waiting to hear how much funding it is being allocated. Please direct business grant queries to [openforbusiness@scams.gov.uk](mailto:openforbusiness@scams.gov.uk)

### **4. Street lighting**

#### *Chalk Hill/Magog Way streetlight*

Further to my previous update, I have continued to pursue the problem of the non-functioning streetlight with an officer at South Cambs. Today (Tuesday), I was advised that the County Council has confirmed that the streetlight is the responsibility of the developer

of the Chalk Hill site, 'Hill'. I understand that the County Council has contacted the developer directly and included the Parish Council in the email.

### **5. Green Homes Grant Scheme**

Government funding is now available to make homes more energy efficient, helping homeowners do their bit to move to net zero carbon by 2050 while saving money on household bills.

The grant could help the cost from to two thirds to full cost of improvements, from £5000 to £10,000 depending on your circumstances. Find out more if you are eligible at <https://www.scambs.gov.uk/climate-change/sustainable-living/funding-for-household-energy-saving-measures/> The scheme closes on 31 March 2021.

### **6. Green electric waste vehicle**

South Cambridgeshire and Cambridge City have taken delivery of their very first all-electric bin lorry. The lorry is the first all-electric addition to the Greater Cambridge Shared Waste Service – a partnership between South Cambridgeshire District and Cambridge City Councils. The Dennis Eagle 'eCollect' is now being used to collect residents' recycling. It is the Council's first electric bin lorry and marks the start of a drive to replace all the waste service's 55 collection lorries with electric or hydrogen vehicles as their existing trucks come to the end of their working lives.

The new vehicle has cost around £400,000. While this is more than a traditional diesel bin collection lorry, the Councils expect the whole-life cost to be the same or less than a diesel vehicle due to reduced servicing, fuel and general running costs.

Note – Green Bin collections will carry on as usual during Lockdown

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No report was provided by Cambridgeshire County Councillors.

#### **163.2020 Cllr Kettel: Finance**

- a) Signatories: update: documents provided. The Clerk will action.
- b) Accounts summary: Due to the personal content on the spreadsheet, it was not shared on Zoom. The Chairman highlighted the payment to the Warden Service. Total payments this month are £7,168.39.
- c) **PROPOSAL: That Stapleford Parish Council herewith agrees the payments schedule shown attached and authorises payment.**

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

d) Audit update: External Audit report:

*On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.*

*Other matters not affecting our opinion which we draw to the attention of the authority: None*

e) Zero Carbon Communities Grant: submitted for pavilion with assistance of 2G3S group: no update available.

f) Stapleford Primary School: application for financial assistance to renovate bridge: whilst the Parish Council has provided financial assistance in the past on the understanding the asset is opened to the public, the Clerk has advised that Parish Council financial assistance to schools is ultra vires.

g) Budget: the draft document has been circulated. Cllr McPhater has carried out a detailed analysis and made recommendations. Cllr McPhater showed the draft, and commented the current recommendation is a 3% increase on the precept, that no funds will be provided for the Warden Scheme as recommended by the Internal Auditor, and no funds will be provided for SSYI on the basis that the benefit in Stapleford does not match the cost. There are insufficient funds to pay the full potential amount of the CSET final report.

There is an ongoing deficit with the cemetery taking a significant proportion of the budget.

Further work is required, and a final draft will be circulated in advance of the next meeting. All comments must be received by the end of this calendar month to enable changes to be made.

**164.2020 Pavilion & Play Area: Cllr Pett**

The pavilion is closed to ensure compliance with latest Covid-19 instruction. The play area is open. The adult gym will be taped off. The Clerk will contact the grounds maintenance contractor to arrange. **ACTION: CLERK**  
The grassed area adjacent to the pavilion needs to be weeded and reseeded. **ACTION: CLERK**

**165.2020 S106 Stapleford Capital Projects Initiative: Working Party discussion update and actions:**

a) Multi-Use Games Unit: Cllr McPhater:

Planning permission granted: there are three compliance conditions which are

- i) Tree protection plan to be provided by ECT Sports to SCDC
- ii) Provision of netting details to SCDC
- iii) Plan and details of evergreen screening hedge roadside to SCDC

All conditions must be met before construction is commenced.

Cllr McPhater will coordinate.

**ACTION: PMcP**

Tennis Club: terms of agreement: agreed and with the PC solicitor. The PC will work with the Tennis Club to get Club Spark booking system operational.

Contractor: project update: Build work cannot commence until February or March as weather conditions need to be suitable for the surface to be laid. A root barrier system will be installed. Work will take approximately 6 weeks to complete.

b) Pavilion modification and shed project: Cllr H Kettel: shed plans have been circulated and comments received. The budget cost is awaited.

c) Children's play area: Cllr G Pett: revised estimates are awaited.

**166.2020**

**Cllr H Kettel** Asset Management

Parish Pit: the Clerk advised further documentation needs to be supplied to the correct department in the Charity Commission to progress the application.

**ACTION: CLERK**

Sports club terms and fee: the Chairman advised that the Football Club have paid their fees. Phoenix Cricket Club has agreed to pay 1/3<sup>rd</sup> of the agreed cost. Gt Shelford Cricket Club has said it will pay the same cost as Phoenix. The Chairman will speak again with Gt Shelford CC to establish the fee to be invoiced.

**ACTION: HK**

**167.2020**

**Cllr Flynn:** Parish Council Facebook Page: discussion/ decision

Cllr Flynn commented that the PC needed to have better communication options to make the public aware of what it does, and the initiatives it is involved with which has become apparent due to the CSET busway need for publicity. Cllr Flynn has set up a PC Facebook page. Councillors commented that Facebook routinely received negative and abusive comments, and most did not favour this option as a medium for communication.

They did support a quarterly newssheet. Cllr Raphael commented on the use of the website, and how it can be used to circulate information. Cllr Flynn will look at the website and offer constructive comment on how to improve communications through it.

**ACTION: JR/JF**

**168.2020**

**Clerk Updates:**

Grounds Maintenance Contract to Tender for 2021 – 2024: the current contractor has supplied documents but the format needs to be changed to enable it to be read. The contractor has been asked to do this. This is the only tender to be returned from the six sent out. Further information will be supplied for the December meeting.

Management of website: Assistant Clerk to be trained

Gog Magog Way/ Bar Lane junction: portals on public land: a manager of the organisation renovating the nearby properties will attend site tomorrow and deal with the situation.

- 169.2020 Correspondence:**  
SCDC: MUGA permission granted  
Stapleford Primary School: application for financial assistance to renovate bridge  
Cambridgeshire Constabulary: changes to neighbourhood policing: reduction in PCSOs from 80 to 40; changes to policing  
SCDC: precept form and consultation letter
- 170.2020 Cllr B Kettel: Cemetery:**  
Gates to new cemetery: Cllr Gatward: the gates, road plainings and fencing to the hedge have been installed. Cllr Pepperell commented the gates looked fantastic and complimented Butler Bros for their work.
- 171.2020 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 Kettle. **AGREED AND RESOLVED UNANIMOUSLY.** *All members of the public left the virtual meeting.*
- 172.2020 HR: Review of Terms, Conditions and Contracts:** Clerk  
A redacted version of the minutes will be loaded to the website.
- 173.2020 Date of Next Meeting:** Virtual meeting at 7.30pm  
PC Meetings: 2<sup>nd</sup> Wednesday of each month  
9<sup>th</sup> December  
  
PC meeting dates for 2021:  
13<sup>th</sup> January, 10<sup>th</sup> February, 10<sup>th</sup> March, 14<sup>th</sup> April, 12<sup>th</sup> May, 9<sup>th</sup> June, 14<sup>th</sup> July, 8<sup>th</sup> September, 13<sup>th</sup> October, 10<sup>th</sup> November, 8<sup>th</sup> December.  
Annual Parish Meeting: 5<sup>th</sup> May  
  
*Meeting closed at 10.02pm*