

STAPLEFORD PARISH COUNCIL

MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL held on WEDNESDAY
9th December 2020 at 7.30pm by virtual meeting

<https://us02web.zoom.us/j/85420298601?pwd=ZkZXMUUyVVBclhXWEJsR0JWc2VxQT09>

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 Cllrs Peter Fane & Nick Sample

MEMBERS OF THE PUBLIC: There were 2 members of the public on line

174.2020 Apologies: none

175.2020 Declaration of Member's Interest: disclosable pecuniary/ pecuniary/personal:
None

176.2020 Minutes of the previous meeting:
PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the Parish Council meetings held on 11th November 2020.
PROPOSED: Cllr H Kettel, seconded Cllr PMcPhater. AGREED AND RESOLVED UNANIMOUSLY.

177.2020 Councillor vacancy: Co-option: There is one vacancy

178.2020 Public discussion and presentation: no comments received.

179. 2020 Reports from South Cambs District Council and Cambridgeshire County Council:

South Cambridgeshire District Council – December 2020

1. Planning

Greater Cambridge Local Plan

The findings of initial expert assessments of a range of broad spatial locations and growth level options were published on the morning of November's parish council meeting. These are interim findings which will be developed further as the Plan is progressed, and a range of other studies are also being developed. No decisions have been made yet about what the eventual strategy will be.

We thought it might be helpful to provide a brief digest of some of the initial findings:

- Under the standard method set by national government, the minimum number of new homes that would need to be built in the area is around 1,900 per year. This is about 180 more homes per year than we currently have in our development pipeline.
- The case for planning for between 2,200-3,000 homes per year, to help reduce pressure on house prices and commuting into the area. This would mean finding sites for up to 1,250 extra homes per year.
- Our evidence suggests there could be real challenges in achieving very high levels of house-building due to market forces, but that the minimum level set by the government's standard method will not support the current forecast growth in jobs in the area, potentially leading to higher house prices and more commuting in.
- New and innovative modelling suggests that the carbon emissions associated with each new home in Greater Cambridge would be between 6-13 tonnes of CO₂ per year, depending on the type and location of the home. If ambitious zero carbon policies are brought in, this could reduce emissions to around 2-9 tonnes per home.
- If ambitious zero carbon policies are brought in, almost no CO₂ would be produced by the building's energy use itself and less than 1 tonne of CO₂ per home would be generated by the carbon needed to build the home in the first place (this is calculated by spreading the upfront carbon emissions of the construction over the anticipated lifespan of the building). The rest of the carbon emissions are created by the travel patterns of the residents, which is why new homes in villages are likely to create over three times as much carbon as new homes in denser urban areas.
- Water supply analysis shows that the minimum required level of growth could be plausibly achieved through adjustments to current water resource management plans, such as greater water efficiency, reducing leakages and shifting to more sustainable water sources. Medium or high growth levels would need new regional scale infrastructure, such as reservoirs and transfer schemes, and this will inform plans currently being developed by the water industry. Under normal means of provision, these will take time to implement, and this could be a 'deal breaker' that means high growth levels cannot be achieved within the period of the new Plan.
- From a water management perspective, the best place to build new homes would be in new settlements, or to build large developments on the edge of Cambridge. This is because they can be designed from the outset for efficient and integrated water management, rather than having to 'bolt on' to existing infrastructure in the city or existing villages where there may be existing flood risk, wastewater and water quality constraints
- About 19% of Greater Cambridge's land area is green or blue infrastructure, which means the network of natural and semi-natural spaces, including water bodies. This compares to farmland, which accounts for 74% of the land in Greater Cambridge. This figure has been developed through a detailed analysis which included asking community representatives to complete surveys about green spaces in their area.

- There are many opportunities to improve and expand the green and blue infrastructure network, but the river corridors in particular would create the most benefits for biodiversity as well as communities.
- Initial viability testing suggests that market-led development in Greater Cambridge should be able to pay for 40% affordable housing as part of the mix in each major development, but there is further work being developed to look at the costs of infrastructure and potential policies such as zero carbon measures.

For further details and the documentation linked to this stage of developing the plan, see <https://www.greatercambridgeplanning.org/emerging-plans-and-guidance/greater-cambridge-local-plan/where-to-build-and-how-much/>

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.

Following the success of the previous meetings, a third Covid-19 community update is being held this Thursday 10th December at 6-7 pm for councillors and volunteer coordinators. There will be a briefing from Dr Liz Robin, Director of Health for Cambs and Peterborough, on the latest epidemiology and a short, practical, presentation from Aly Anderson (CEO of MIND) on dealing with mental health issues arising from Covid – something that we fear will be an increasing problem going forward. These meetings are an excellent opportunity to speak directly with local authority experts and there was almost a hundred people on the last call.

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/>

3. Business support

The District Council has created a [local business directory](#) to help residents find out more about what local businesses are offering. Included in the listings will be details of Covid-

secure measures that businesses have put in place, and information about current opening arrangements/online ordering/click and collect facilities. Businesses are able to add their details to the directory via the link above, and we will be promoting the directory from Wednesday onwards to help residents support local business in the run up to the festive period and beyond.

Businesses that were forced to close their doors during this month's national lockdown can now apply for new Government grants that are being distributed by the District Council. With many unable to provide a face-to-face service, the new grants are designed to help get them through the month until they can begin trading again. The grants, which are being administered by South Cambridgeshire District Council, are the Local Restrictions Support Grant (LRSB) and the Additional Restrictions Support Grant (ARSG). Any businesses who believe they are eligible can find information on how to apply, along with eligibility criteria, via [the Council's website](#).

South Cambridgeshire District Council aims to support as many businesses as possible, either financially or in other ways, and so is also making available a third scheme, the Local Restrictions Discretionary Hardship Scheme (LRDHS), to support those facing extreme hardship but who are not eligible to claim under the first two schemes and/or have received limited state aid or financial assistance to date. Awarded at the discretion of the Council, application for this is via a written statement and supporting evidence. Further guidance on eligibility is also available via the above link.

The Government's LRSB scheme will provide grants of up to £3,000 to all rate-paying non-essential retail businesses, indoor and outdoor leisure facilities, entertainment venues and personal care concerns which were required to close by law on November 5 due to the nationally imposed lockdown restrictions.

The ARSG scheme is allocated at the Council's discretion and is for non-rate-paying companies which were either forced to close by law or, whilst still allowed to operate, have been severely impacted by the lockdown, such as those which form part of a supply chain to a closed business. Rate-paying businesses which can open but have also been severely impacted in this way are also eligible to apply for this grant.

The funding for the LRSB will be £1,334 for the four weeks of national lockdown for companies with a business rateable value on or below £15,000; £2,000 for those with rateable values between £15,001 to £51,000; and £3,000 for those with a rateable value of more than £51,000.

Businesses claiming under the ARSG scheme will receive the same payments based on rents or rateable values of below £15,000 per year for £1,334, from £15,001 to £50,999 per year

for £2,000, and over £51,000 for £3000. To be eligible, they must have been open as usual immediately prior to the second lockdown being imposed, and primarily providing 'in-person' (face-to-face) services to customers from their premises. They must also have been registered for business rates at their premises as at 4 November 2020.

4. District Council finance update

The council has brought its fraud investigation activities into a single function reporting to the Head of Finance. It will investigate both internal and external fraud and will work with internal audit. Meanwhile internal audit has been assisting with the delivery of Covid grants to businesses to mitigate the risk of fraud and error. We have more than doubled the number of parishes covered by the Mobile Warden Scheme to 46 out of 85. The scheme gives support to parish councils, community groups and Age UK to support older people to live independently and South Cambs' financial support has been secured to 2024. The council's Community Chest grant scheme remains open for formal community groups and not for profit organisations to obtain grants of up to £1,000 for specific projects that promote healthy and active communities, enable inclusive communities, develop skills, enhance the natural environment, meet local need and leave a legacy for the community or ensure equality of access. The scheme is not open parish councils except the smallest because they have the ability to raise a precept for such projects.

5. Mobile and Community Warden Schemes

Seven new Mobile Warden schemes covering 20 villages were launched in the last month. The council has also announced an increase in funding for the schemes across the district for 2021-2024. This includes the scheme in Stapleford, run by Age UK Cambridgeshire and Peterborough (wardens@ageukcap.org.uk or 07944 181307).

In 2019/2020, over 300 South Cambridgeshire residents were helped with household tasks around the home by Mobile/Community Wardens, so that those who prefer to remain living independently can do so safely and happily. A regular visit from a warden might include lunch being made or delivered, forms being filled in, or shopping and prescriptions being delivered. The wardens are also a familiar face for their clients, helping people not to feel so isolated. They offer a listening ear and help to keep people living in the communities that they know and that know them, reassuring both clients and their families. The wardens also help to delay early transfer into care environments and help to get people home more quickly from hospital stays.

6. Homes to be offered to refugee families

Up to 12 refugee families, around 48 individuals, from war torn countries will be offered homes in South Cambridgeshire in a three-year plan agreed by the District Council. Following a decision in April 2019 to house a small number of families as part of its contribution to the national and international commitment to assisting refugees, South Cambridgeshire District Council has already helped four families (15 individuals) start new lives in the District.

At a Cabinet meeting on Monday (December 7th), Councillors agreed to continue to provide help for up to four new refugee families per year for each of the next three years, if funding and support continue to be available.

This will include those who have been forced from their homes in Syria, Iran or Sudan, who require urgent medical treatment, who are survivors of violence and torture and include women and children.

Cllr Fane commented that the proposed new town which will amalgamate Foxton, Meldreth, Melbourn, Barrington, Orwell, Shepreth, Whaddon and Wimpole, was not brought forward as part of the Local Plan Call for Sites, but was instead devised by the developer apparently with Government knowledge, to support the East/West Rail initiative through S106 payments. SCDC will evaluate the scheme in the same manner as all other sites, including those in Stapleford. He reiterated his earlier advice, that evidence needs to be gathered and responses developed for early submission to SCDC in response to the Call for Sites.

He also commented that there is an assumption that development on the periphery of Cambridge and large villages are the most sustainable. However, this assumption needs to Be Challenged. New high quality affordable housing is needed to meet local identified need, an unusual example of this being Moors Meadow, which is actually offering rented accommodation.

Cllr B Kettel commented that at a meeting of Parish Councils which was supposed to gather information to inform the Local Plan, it became apparent that each area had specific issues which required resolution, but the overriding issue was water supply. There needed to be a holistic approach to all development, with the cumulative effect seriously considered rather than a site by site approach. Further, those leading the event were unaware of issues across the District, with the Stapleford archaeological dig currently taking place before any planning permission has been granted, an example of the lack of information sharing through the District.

Cllr Fane responded that the current belief was that water saving measures should be achieved by the consumer, but the water authority should be required to provide additional resources. It is important to protect our chalk streams and aquifers.

Cllr Pepperell commented that a planning application in the mid 1970's for eight houses was refused due to concerns over water supply. The River Granta has no flow in places, and only half flow in other areas. There appears to be no maintenance carried out by the Environment

Agency.

180.2020 Infrastructure: CSET: Cllr H Kettel

GCP Environmental Impact Assessment: public consultation open to 14.12.2020: The Parish Council response has been submitted and an acknowledgement received. It covers a range of environmental issues, and had a wide circulation list including the Mayor and MP.

The independent report has been received and demonstrates that a fully segregated busway can be accommodated on the rail alignment.

181.2020 Planning: Cllr B Kettel

20/04474/CL2PD	1 Gog Magog Cottages, Haverhill Road, Stapleford Application for a Certificate of lawfulness under section 192 for the erection of an outhouse to use as a work from home office with a bathroom and tea/Coffee station: <i>It is noted that Certificates of Lawfulness are considered an avenue to circumvent the planning system. Several planning applications for development have already been refused and we strongly object to this.</i>
20/04580/LBC	7 Bar Lane, Stapleford Replace existing 75mm black uPVC soil pipe and 22mm white uPVC soil pipe, with new 100mm black cast iron soil pipe and 50mm waste water pipe . Relocate waste pipe approximately 3.5m to the east.
20/04788/HFUL	22 Mingle Lane, Stapleford 2 story rear extension: <i>Recommendation: that all permitted development rights be removed if permission is granted.</i>

Neighbourhood Plan: update: Cllr Fane commented that Neighbourhood Plans will have greater weight in decision making if the proposed planning reforms become law. There is expertise available via ACRE, to enable compliant Neighbourhood Plans to be developed.

Cllr H Kettel pressed Council to progress the Neighbourhood Plan, and asked Councillors to volunteer to assist. He also commented that many residents had engaged with the proposed busway, and this may be an avenue for recruitment. Cllrs Flynn and Raphael will assist Cllr B Kettel.

182.2020 Cllr Kettel: Finance

- a) Signatories: the Clerk will obtain the necessary signatures to progress the application.
- b) Accounts summary: the summary was circulated to Councillors by email in advance of the meeting.
- 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) Zero Carbon Communities Grant: submitted for pavilion with assistance of 2G3S group. Confirmation has been received that the grant application was successful. Advice of the commencement of the next phase is awaited. Cllr Raphael will lead on Zero Carbon initiatives.

e) Budget: A detailed budget has been developed by Cllr McPhater with assistance by Cllr H Kettel and the Clerk, and circulated to all Councillors in advance of the meeting. Councillors were urged to make any comments on the budget in advance of the January 2021 meeting to ensure all eventualities are covered. The Chairman thanked Cllr McPhater for producing an excellent document. The recommendation is for a 3% increase on the precept based on the current budget. Cllr McPhater emphasised that expenditure exceeds income, and care must be taken not to overspend. The Chairman reminded Council that it was overspent by £20,000 in 2019/20, is expected to be overspent in 2020/21 by £12,000 and anticipated to be overspent by £13,000 in 2021/22, all against income. Continued reduction of the reserves cannot continue.

Busway challenge: Cllr H Kettel advised that funding the busway challenge had been discussed, and a financial solution was suggested. It was recommended that Gt Shelford and Stapleford Parish Councils match the amount of money raised through crowd funding managed by CPPF. Currently, that figure stands at £6,000. Each Parish Council will match that sum, providing £18,000 in total available. Task 1 cost £7,500. Task 2 will cost £8,000. The intention is to make both documents public at the same time as they have to be read in conjunction with each other.

PROPOSAL: *That Stapleford Parish Council herewith agrees to instruct i-Transport to progress Task 2 with immediate effect.* PROPOSED: Cllr H Kettel, seconded Cllr P McPhater. AGREED AND RESOLVED UNANIMOUSLY. Cllr H Kettel will progress.

183.2020 Pavilion & Play Area: Cllr Pett: Cllr Pett will carry out checks on the Pavilion going forward, taking the bins out and running the water each week, and ensuring all consumables are kept topped up. Cllr Gatward has agreed to check the pavilion for any maintenance issues on a regular basis. Cllr Raphael will carry out weekly checks of the playground and the field. A vote of thanks was offered to Cllrs Pett, Gatward and Raphael for picking up these items of action.

184.2020 S106 Stapleford Capital Projects Initiative: Working Party discussion update and actions:
a) Multi-Use Games Unit: Cllr McPhater: Planning conditions requirements will be provided to SCDC in the near future.
Tennis Club: terms of agreement: The document has been presented to the Tennis Club, which will revert to the Parish Council in the New Year.
Contractor: project update: on hold to the spring.

b) Pavilion modification, public toilets and shed project: Cllr H Kettel commented that the architect has agreed a fee which will be capped for each element of the development. Plans of the shed have been circulated previously and a costing will be available shortly.

c) Children's play area: Cllr G Pett: awaiting comparative quotes.

185.2020 **Cllr H Kettel** Asset Management

Parish Pit: the Clerk has submitted documents to the Charity Commission.

Cllr H Kettel will liaise with the Magog Trust on progress.

Sports club terms and fee: The respective Cricket Clubs have agreed to pay in the order of one third of the annual fee aggregating to £400, and Heads of Terms for the next season involving Stapleford Phoenix and Cambridge Schools are being developed.

186.2020 **Highways:** Cllr Flynn provided a detailed spreadsheet for use by Councillors for collation of highways faults. Cllr Flynn will work up an example for Councillors to ensure all relevant information is gathered. This will be an objective tool which will enable faults to be logged and monitored to completion.

Cambridgeshire County Council Highways survey: Cllr Flynn will complete the survey on behalf of the Parish Council.

187.2020 **Communications and website management:** Cllr Flynn provided a broad communications strategy document which was circulated to all Councillors by email in advance of the meeting. Councillors discussed the options available. Initial observations focused on the website, Facebook and other virtual platforms.

Cllr Flynn commented that everything the Parish Council does should be supported with a communications strategy to ensure that it has the correct information to take appropriate decisions. The Parish Council messages do not currently enjoy adequate exposure as they are not on the most popular platforms. Stapleford Online e-letter has 534 recipients (1742 including Gt Shelford), Gt Shelford & Stapleford Facebook has 1800, Cambridge and Stapleford Facebook has 380, Stapleford Messenger has 500. Information on the website needs to be accessible.

Facebook: the Parish Council agreed that Cllr Flynn will be provided with a dedicated email address to enable her to signpost messages using other Facebook platforms, directing to the Parish Council website. A limited amount of direct messaging will be undertaken on other Facebook platforms. The Parish Council won't, at this time, have its own Facebook page. A dedicated Parish Council newsletter will be considered at a later stage.

Cllr Pett reminded Council that not all residents have access to computers and rely on telephone and personal contact for information. She strongly advocated the use of alternatives to electronic communication to enable all easy access to Parish Council information.

Cllr Raphael advised that the Parish Council website host, Netwise, will be updating its platform and in due course the existing platform will be unsupported. Cllr Raphael recommended that the preferential rate for the upgrade being offered of £399 be taken up in the short term as this was the most efficient and cost effective way forward. Cllrs Raphael, Flynn and McPhater will work together to review the website and make changes.

ACTION: JR/ JF/ PMcP

A vote of thanks was extended to the departing editors of the Stapleford Messenger. The Parish Council notes they will be extending their time a little to help with the transition but their hard work over the years in the service of the community is appreciated.

188.2020

Clerk Updates:

Grounds Maintenance Contract to Tender for 2021 – 2024: only one contractor has, to date, provided a costed tender.

Playground inspections: The Clerk advised the importance of professional, routine inspections which are becoming a requirement of the insurance company.

PROPOSAL: That Stapleford Parish Council herewith agrees to appoint Herts and Cambs Grounds Maintenance Ltd to carry out a professional monthly safety inspection of the play equipment, gym equipment and grounds in the sum of £85 (eighty five pounds) per month. PROPOSED:

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

189.2020

Correspondence:

Many residents emails of support against the busway have been received.

190.2020

Cllr B Kettel: Cemetery:

The Assistant Clerk has provided a comprehensive report which was circulated in advance of the meeting to all Councillors.

Cllr B Kettel thanked Cllr Gatward for arranging the installation of the new gates, which look fantastic. Graves in the new cemetery have been marked out, but the poor weather has affected the markings. The first grave in the new cemetery has now been reserved. A further meeting to resolve the issue of the headstones is to be arranged. The Clerk will produce a notice advising that grave owners have responsibility for maintenance.

191.2020

HR: Review completed and actioned: Clerk

Human Capital Department has completed its review and the actions recommended have been implemented. A vote of thanks was proposed by the Chairman to the outgoing caretaker, for his hard work and assistance across the years.

192.2020

Date of Next Meeting: Virtual meeting at 7.30pm
PC Meetings: 2nd Wednesday of each month

13th January, 10th February, 10th March, 14th April, 12th May, 9th June, 14th July,
8th September, 13th October, 10th November, 8th December.

Annual Parish Meeting: 5th May

A vote of thanks was proposed by Cllr Greenhalgh, seconded by Cllr Pepperell, to the Chairman for his very hard work and dedication to the Parish during these trying times. All Councillors supported this vote.

Meeting closed at 9.45pm

DRAFT