

# STAPLEFORD PARISH COUNCIL

MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL held on WEDNESDAY  
13<sup>th</sup> January 2021 at 7.30pm by virtual meeting

<https://us02web.zoom.us/j/82890994585?pwd=ejdzM2JFK2tFQ2N5NDJVUDBXZnN5dz0>

**PRESENT:** Cllr Howard Kettel (Chairman), Cllr Jenny Flynn, Cllr Michael Gatward, Cllr Colin Greenhalgh, Cllr Barbara Kettel (*joined the meeting at 8.02pm*), 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

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

*This meeting was recorded*

- 01.2021** Apologies: Cllr Nightingale was unable to access the virtual meeting
- 02.2021** Declaration of Member's Interest: disclosable pecuniary/ pecuniary/personal  
None
- 03.2021** Minutes of the previous meeting:  
**PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the Parish Council meetings held on 9<sup>th</sup> December 2020.** PROPOSED: Cllr H Kettel from the Chair. **AGREED AND RESOLVED UNANIMOUSLY**
- 04.2021** Councillor vacancy: Co-option: No further update
- 05.2021** Public discussion and presentation  
Stapleford Parish Council has received comment from Cambridgeshire Cricket Board that it has allowed cricket training to take place on the Recreation Ground in breach of Covid-19 regulations. Stapleford PC has raised the issue with the person cited as coaching cricket on the Recreation Ground, and Mr Rolls attended the meeting and made his case to the Parish Council.  
Mr Rolls stated that he has fully complied with all Covid-19 regulations, having checked with Cambridgeshire Constabulary, Sport England, and Essex County Cricket. Mr Rolls was adamant that he would not put anyone at risk as his reputation was at stake.
- 06. 2021** Reports from South Cambs District Council and Cambridgeshire County Council: Cllr Sample:

## 1. COVID update

### 1.1 Community briefing

The next virtual Covid-19 community briefing will be held at 7pm on Thursday 14 January 2021. It is expected to last no more than one hour. As previously, the event is intended to update

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community coordinators, parish and district councillors, who will have received an email with details earlier this month. We have also provided a link to the meeting below.

<https://scambs.gov-uk.zoom.us/j/86521507717?pwd=a3MzdkwzQ0VQV3lNd3JkdC9oa3pqUT09>

Attendees should not need a passcode to access the meeting but, if one is requested, please enter: 365092

## **1.2 Support for Businesses**

The local business directory is available at <https://www.scambs.gov.uk/local-business-directory>. The listings include details of Covid-secure measures that businesses have put in place, and information about current opening arrangements/online ordering/click and collect facilities. It is free for local businesses to register. We continue to encourage everyone to shop local and use the directory.

Following the new national lockdown, we are awaiting further information government and the Business Support Group will be in contact with local businesses when we have established an application process. For the most up to date information and full details of current available grants, including eligibility criteria and application processes, visit our website: <https://www.scambs.gov.uk/business/coronavirus-information-for-businesses/financial-support-for-business/> or email our [BusinessGrants@scambs.gov.uk](mailto:BusinessGrants@scambs.gov.uk) or [openforbusiness@scambs.gov.uk](mailto:openforbusiness@scambs.gov.uk). The team aim to reply emails within 24-48 hours.

There is also financial support for 'wet pubs' from the District Council. This is to support pubs, and other businesses, whose income is more than 50% from drinks alone:

<https://www.scambs.gov.uk/financial-support-for-south-cambridgeshire-s-pubs-now-available/>

## **1.3 Support for Education**

South Cambs council has made available £30,000 in funding to help vulnerable people and those in need including digitally-excluded children to get online. It is in addition to the Government's winter support grant scheme. The charity Cambridge Online is running this on our behalf. Contact them by email using [help@cambridgeonline.org.uk](mailto:help@cambridgeonline.org.uk) or call the Cambridge Online helpline on 01223 300407, quoting 'South Cambs Winter Support Grant'. Their website is at <http://cambridgeonline.org.uk/>

## **2. Planning**

### **2.1 Pre-application service**

As reported last month and though not time critical, this is important for anyone considering building works that may require planning permission in 2021 and beyond.

The Greater Cambridge Shared Planning Service has launched an improved pre-application planning advice service. The new service offers a wide range of planning advice from a 15 minute free consultation with a planner about minor household applications, through to paid-for specialist advice on a number of aspects of planning, including listed building expertise, ecology and housing. There is a menu of service levels to choose from.

The aim of the service is to help potential applicants develop the best quality proposals that will meet with planning requirements which should lead to applications being validated and decided more quickly. Read more about it on our website.

<https://www.scambs.gov.uk/improved-planning-advice-service-for-greater-cambridge-launched/>

## **2.2 PAS Review report on Planning Committee**

As part of its improvement program, the Shared Planning Service requested a Peer review of its three **planning committees** by the independent Planning Advisory Service (PAS). The report has now been released and can be found on our website at

<https://scambs.moderngov.co.uk/documents/s120312/Appendix%20A%20-%20Peer%20Review%20Final%20Report%202020.pdf>

South Cambs have welcomed the findings of the review, which says members have “a clear understanding of their role” and “good accountability for their decisions”. The review by PAS was commissioned as part of continuing work to further strengthen the South Cambridgeshire District Council (SCDC) Planning Service, which it shares with Cambridge City Council.

The report praises the Council for reacting quickly to the Covid-19 pandemic and adopting new guidance, protocols and procedures to enable the Planning Committee to meet virtually. It praises the Committee’s accessibility, saying accessing it is “relatively easy both in its live form and via webcasting”. It adds that the size of the South Cambridgeshire District Council’s Planning Committee appears to strike the right balance of skills and experience and that “the Council has maintained a good focus on public engagement, especially through maintaining the capacity for public and parish councils to speak at Committee.”

In addition, the review also looked carefully at specific processes – including how Parish Councils can provide feedback and make a request for an application to be decided by Committee. This process is covered by the Council’s Scheme of Delegation. The Report says the current scheme, which was adopted last year, is “a much more transparent model”

The PAS report endorses existing plans for the service to provide additional training and support to Parish Councils on planning matters to foster closer working relationship and further improve Parish Councils’ knowledge and understanding of the planning process. It is also supportive of the service’s recently refreshed member development programme as a key way of helping members and officers to explore together the wide-ranging challenges facing South Cambridgeshire.

Nevertheless, there are issues to be improved upon. Building a culture of trust between Councillors and officers, improving report writing, briefings for committee members and providing clear, timely advice from planners and legal officers during meetings are key areas that need to be examined.

A Planning Development Group will be established to take forward the eight recommendations made in the review.

## **3. Grants for Green Projects**

The Council continues to put its money where its mouth is on Being Green to our Core by awarding grants to more communities to implement projects that will help communities move the district toward achieving net zero carbon by 2050. The council received numerous bids for projects focussing on low carbon lifestyles covering areas such as cycling, community buildings and tree planting. We were very pleased to see successful bids from Great Shelford Parish Council (£5750 for 8 mature trees on the recreation ground) and Little Shelford Community Orchard and Woodland Project (£3165 towards the project’s Blennies patch). Additionally, the District Council will be providing energy surveys of the Stapleford

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Pavilion and Great Shelford Memorial Hall. Read more about it here:

<https://www.scambs.gov.uk/more-zcc-grass-roots-green-projects-receive-grants/>

**4. Christmas Meal Scheme**

South Cambs provided 1,000 traditional turkey dinners to families in need, elderly and vulnerable residents in the district. It was paid for with funds from DEFRA and the Government Winter Support Grant administered by the council. Read about it on our website at <https://www.scambs.gov.uk/christmas-dinner-on-the-menu-for-almost-1-000-vulnerable-and-older-people/>

**5. Other grant schemes**

Here is a quick summary of current grant schemes:

**5.1 Green Homes Grant scheme**

Government funding to make homes more energy efficient to help you saving money on household bills. **The scheme closes on 31 March 2021.** It could up 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://greenhomesgrant.campaign.gov.uk/>? And <https://www.gov.uk/guidance/apply-for-the-green-homes-grant-scheme>.

**5.2 Broadband Voucher Scheme**

Those that are suffering from low broadband speeds (less than 30 Mbps) can still take advantage of the Government’s Gigabit Broadband Voucher Scheme <https://www.connectingcambridgeshire.co.uk/funding-schemes/rural-gigabit-voucher-scheme/> The Voucher is worth up to £3500 for small businesses and £1500 for residential premises. It remains **open till 31 March 2021** or until the funds run out. The funds can then be used to commission service from suppliers such a BT or others. Also Connecting Cambridgeshire has secured £500,000 extra “top-up” funding from the Cambridgeshire and Peterborough Combined Authority to provide an additional “top-up” of £1,500 per premise.

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Cambridgeshire County Cllr Cuffley provided a generic Covid update, which Councillors felt was of interest, but did not provide specific information pertinent to Stapleford. Highways issues raised by email with Cllr Hickford had not been responded to, which was extremely disappointing.

**07.2021 East West Rail Impact: Cllr H Kettel:** Discussion (*Cllr B Kettel joined the meeting having attended the Great Shelford Parish Council meeting where this item was discussed*)

Cllr B Kettel reported that Gt Shelford PC had great concern that the cumulative impact of East West Rail, South Cambridge rail station, and CSET proposals were not considered together in context when all developments will significantly impact Gt Shelford and Stapleford. A public lobbying group has been formed and it has pledged support for a judicial review. The cost will be in the region of £80,000. Cllr B Kettel commented that the northern route was supported instead and was also supported by those Parishes north of Cambridge. Corridor E will not impact Stapleford.

**08.2021 CSET Busway: Cllr H Kettel**  
Commissioning of iTransport 2<sup>nd</sup> Report:

Cllr H Kettel commented that the full iTransport report will be published when it is complete. However, a campaign of misinformation had taken place on social media, which required a statement to be made providing the facts. The report will show that four properties would potentially be affected by the Shelford Rail Alignment. The proximity of these premises to the route means it is prudent at this concept design stage to highlight them as 'affected properties' to allow the option to be appraised on a robust 'worst case' basis. The residential properties have been identified as 'affected properties' principally having regard to construction operations when the boundaries may be impacted. Future design development would necessarily seek to reduce the possibility of any impact on even the boundaries of these residential properties.

The consolidated final report would review the context of the various infrastructure initiatives including Cambridge South Station and East West Rail and compare journey times and traffic projections with a business case overview for the two routes.

The total cost would be £15,000, which would be match funded by Gt Shelford PC. The proposal is thus amended from:

**PROPOSAL: That Stapleford Parish Council herewith agrees to fund iTransport reports 2 and 3 which will review and make recommendation regarding the viability of the alternative route for the CSET busway, to a maximum of £6,500**

To:

**PROPOSAL: That Stapleford Parish Council herewith agrees to fund iTransport reports 2 and 3 which will review and make recommendation regarding the viability of the alternative route for the CSET busway, to a maximum of £7,500** PROPOSED: Cllr H Kettel, seconded Cllr J Flynn.

AGREED AND RESOLVED UNANIMOUSLY.

The public enquiry is expected to take place later this year, and it is hoped that the GCP will be persuaded to reconsider the alternative rail alignment.

**GCP: CSET Phase 1 scheme meeting:**

A1307 to Cambridge 20.1.2021 commencing 6pm

All to Horseheath 26.1.2021 commencing 6pm

A number of Councillors will attend the virtual meeting.

09.2021

**Planning: Cllr B Kettel**

20/05003/HFUL	1 Bar Lane, Stapleford 2 storey rear extension: <i>no objection</i>
20/05202/PRI01A	9 Greenfield Close, Stapleford Alteration to the roof of an existing single-storey rear extension (built in 1980 through via planning permission) (no new footprint added) and internal reconfiguration of the

	p. 2021.06 kitchen. Replacement of existing roof with new pitched roof including rooflights: <i>no objection</i>
20/05169/HFUL	42 Church Street, Stapleford Minor amendments to some window and doors. New rooflights added. Glass wall and roof to the existing utility, to be replaced with a brick wall and solid roof to facilitate WC. Existing timber weatherboard cladding replaced with timber effect fibre cement weatherboard cladding. <i>No objection</i>
20/03568/FUL Inspectorate Ref: APP/W0530/W/20/3262482 Appeal Start Date: 5 <sup>th</sup> January 2021	80 London Road, Stapleford 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

Neighbourhood Plan: update: Cllr B Kettel advised that Gt Shelford Parish Councillors had been asked to volunteer to enable the neighbourhood plan to be recommenced, as it was a requirement of the constitution that at least two Councillors from each Parish Council were members of the committee. Stapleford Cllrs B Kettel, J Flynn and J Raphael had volunteered from Stapleford PC. Parishioner volunteers would be contacted once Gt Shelford PC Councillors had come forward.

A substantial evidence base has been achieved but a professional consultant was needed to write the document, which the committee would need to approve.

SCDC: Conservation Area Appraisal/ Revue: document due 18.1.2021

**10.2021**

**Finance:** Cllr H Kettel

a) Signatories: update: Clerk to finalise documents and send to bank

b) Accounts summary:

Income:	£2,428
Expenditure:	£8,834.38
Current balance of all funds	£286,110.92
Less S106 ringfenced fund:	£215,552.00
Carried forward:	£70,558.82

£1,000 (one thousand pounds) has been provided to the Parish Council by The Tree Community Group as part of its winding-up process, with a small residue to follow, which will be ring-fenced for distribution to a local charity.

Cllrs Pepperell and Pett will process invoices and authorise payment.

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

PROPOSED: Cllr H Kettel from the chair. AGREED AND RESOLVED UNANIMOUSLY.

d) Budget & Precept: Cllr H Kettel advised that the budget had been thoroughly discussed at the December 2020 meeting, and no substantial changes had been made.

**PROPOSAL: That Stapleford Parish Council herewith agrees and adopts the budget and sets the precept at £75,000 (seventy five thousand pounds)**

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

**11.2021 Management of Pavilion & Play Area: Cllr Pett**

The Pavilion is closed to ensure compliance with Covid-19 regulations. Cllr Gatward will continue his work ensuring the building is maintained. A vote of thanks was extended to Cllrs Pett and Gatward for their hard work in taking on this responsibility.

The play area signage highlighting Covid requirements is highly visible. There is no requirement to close the playgrounds at this time.

The Parish Council contractor has submitted his report which shows some minor repairs need to be completed. The Clerk will obtain a quote.

**ACTION: CLERK**

**12.2021 S106 Stapleford Capital Projects Initiative: Working Party discussion update and actions:**

a) Multi-Use Games Unit: Cllr McPhater:

Tennis Club: terms of agreement: currently with the Tennis Club for ratification.

Contractor: project update: a finalised contract is awaited following requests for various amendments and clarifications.

A review of ClubSPARK has been completed by Cllr McPhater and a member of the Tennis Club. It was agreed that it was compatible with all sporting requirements. Pay for Play and subscription play payments needs to be checked.

Planning conditions: documents submitted to SCDC Dec 2020

b) Pavilion modification, public toilets and shed project: Cllr H Kettel: The architect recommendation to remove the asbestos roof, reduce the height of the building, and install a new roof and doors would cost £29,950. A vote of thanks was extended to Cllr Gatward for obtaining the relevant quotes. The end store would not be renovated to a high standard, as an alternative storage solution will be proposed for the end of the pavilion building resulting in a revised estimate of £27,450. A specification will be written and contractors asked to tender. A local company will assist with removal of unwanted items from within the shed.

The provision of a public toilet, art installation, play area improvements and shed renovation will substantially commit the S106 funds.

Cllr Gatward has researched provision of WIFI to the pavilion, and found that a Sky 12 month subscription will provide cabling free of charge with provision of telephone line and unlimited superfast broadband for £39 per month. The Clerk's previous investigation with BT would cost several thousand pounds just to install the cabling. Councillors agreed that Sky subscription would be the most cost-effective solution. Cllr Gatward will liaise with Cllr McPhater and the Clerk to arrange provision.

**ACTION: MG/PMcP/ CLERK**

c) Children's play area: Cllr G Pett: a revised quote is awaited. Scotsdales has agreed to donate two picnic benches. A vote of thanks was extended to Scotsdales for this generous donation.

**13.2021**

**Asset Management:** Cllr H Kettel

Parish Pit: the Clerk will chase the Charity Commission for action following submission of the necessary documentation in November for the proposed transfer of the interest in the land to the Magog Trust.

**ACTION: CLERK**

Sports club terms and fee: Councillors were in agreement with the Heads of Terms proposed for the new Stapleford Cricket Club, with the addition of a termination clause.

The issue of cricket coaching was fully discussed. Mr Rolls was able to provide additional comment during the discussion. Cllr Raphael commented that he had specifically asked Mr Rolls if he was working within Covid regulations, and Mr Rolls stated he was.

Stapleford Parish Council agreed that the cricket net is to be moved from the all-weather strip, and padlocked to prevent its use to ensure compliance with Covid regulations. A letter will be sent to Mr Rolls to advise the Parish Council compliance requirements which will include compliance both in practice and spirit of Covid regulations. Regulations cannot be perceived to be breached by the public.

The Clerk will respond appropriately to Cambridgeshire Cricket Board.

**ACTION: CLERK**

**14.2021**

**Highways:** Cllr Flynn: Cllr Flynn has produced a spreadsheet and tested it against highway conditions in Bar Lane. Cllr Flynn commented that whilst the highway surface was in extremely poor condition, it was unlikely to pose a risk to road users, and may therefore fail to reach the target level for repair by Cambridgeshire County Council. Cllr Flynn will report her findings on the Cambridgeshire County Council website. The next road for review is Bury Lane. Cllr Flynn will endeavour to make contact with the CCC Officer.

Parking outside school was raised. Cllr Flynn will contact the Head Teacher to discuss.

**ACTION: JF**

Local Highways Initiative grant: Cllr Pepperell commented that up to 40% of the cost of any identified highways improvement project would need to be paid by the Parish Council, which may be considered double taxation.

**15.2021 External Communications:** Cllr Flynn  
Councillor 'diaries' will form part of the Parish Council contribution to The Messenger. A dedicated email has been established by Cllr Raphael for Cllr Flynn to use when making Parish Council information available on Facebook. This will be used for distribution of information only, and comments will not be open for debate. No personal information or comment will be allowed.

**16.2021 Website upgrade and email upgrade:** Cllr Raphael  
Cllr Raphael will review email inboxes and remove data-rich content to reduce file sizes. The Parish Council has a premium plus account with the service provider, and the recommended upgrade will take place in April. This will cost £399. Provision of 10 gigabit data storage would cost an additional £100 pa. Additional content is needed for the website, including historic minutes.

**17.2021 Clerk Updates:**  
Grounds Maintenance Contract to Tender for 2021 – 2024: a proposal will be on the next agenda. To date, the current contractor has submitted a tender. There has been one additional expression of interest, but this has not been followed with a tender. Four additional contractors have been asked to tender. One responded that they were too busy to take on additional work. Three have not responded.

Zero Carbon Communities Grant: awaiting PECT inspection

**18.2021 Cemetery:** Cllr B Kettel  
Cllr B Kettel advised the meeting that a plot had been marked out in the new cemetery for a funeral. Unfortunately, for reasons unknown, the grave digger who is not known to the Parish Council, dug the grave in the wrong orientation. The Parish Council as owner of the site, will need to comply with all relevant legislation to rectify the issue and will invoice Clerks' time to the funeral director involved. The funeral director will be formally advised that the company will not be allowed to operate on Parish Council land in future. The Clerks will progress. **ACTION: CLERKS**

**19.2021 Correspondence:**  
Mrs C Roberts Complaint: condition of cemetery:  
The Parish Council has a duty of care to all users of the cemetery. Grave owners have a duty to undertake maintenance of plots including the security of the headstone and surface of the grave. The Parish Council only has a right to undertake maintenance on safety grounds. A notice has been put into the noticeboard on the cemetery shed. Further advise will be loaded to the website and advertised in the Messenger and Facebook. **ACTION: CLERK**

**20.2021**

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

PC Meetings: 2<sup>nd</sup> Wednesday of each month

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 10.00pm*

DRAFT