

## **Minutes of the Meeting of Stapleford Parish Council**

**held at Stapleford Jubilee Pavilion on 10 April 2019 at 7.30 pm**

Present: Councillors G Pett (Chair), Gatward, Nightingale, Pepperell and Sayer  
Anne Rudge – Clerk & RFO

In attendance: County Councillor R Hickford 7.30 to  
District Councillor N Sample 7.30 to  
Mr E Rose – Stapleford Messenger  
Mr T Godsell – Village Hall Estates Fund (VHEF)  
Mr M Lusby – New Councillor

**195.2018 Apologies**

Councillors B & H Kettel

**196.2018 Declarations of Interest**

Councillor Gatward – quotation for keys for the Pavilion Item 206b  
Councillor Pepperell – receiving an expenses cheque

**197.2018 The minutes of the meetings held on 13 March and 28 March were read, approved and signed.**

**198.2018 Matters arising from the minutes of 06 February 2019**

**a. Election 2019**

Nine candidates submitted nominations and are therefore duly elected. The Council is still two short of the 11 agreed at the Community Governance Review. These additional councillors can be co-opted after the May meeting. Councillors expressed the view that in the light of the development of the pavilion and sports facilities it would be good to have individuals with an interest in sport. Councillor Sayer suggested a letter should be sent to the Sports Clubs asking for volunteers.

**b. Update on possible investment accounts**

Councillors considered the paper submitted by Councillor Kettel and agreed that new accounts should be opened provided they offer easy access and better interest than the Cambridge Building Society.

**c. Slaughterhouse** – Councillors agreed to the replacement of the pheasant on top of the slaughterhouse depending on cost. Details of the original thatcher will have to be found.

**199.2018 The meeting was called off at 7.35 pm to take matters of public interest**

Ed Rose (ER) from the Messenger raised 3 issues:

- At a previous meeting it was agreed to send out a regular parish newsletter. Is this going to be progressed? To be discussed at the next meeting.
- Could the draft minutes go on the website once they have been seen by Councillors? Councillors agreed this could be done.
- Is there going to be an updated Village Directory? To be discussed at the next meeting.

**200.2018 To receive reports from County Councillors and District Councillors**

CC R Hickford (RH) said they had not prepared a report however the Annual Report would be circulated tomorrow. He said that he and his fellow County Councillor Kevin Cuffley will be attending the Annual Parish Meeting.

Councillor Pett asked if there were any concerns about the Minerals & Waste Local Plan, RH said no.

DC N Sample (NS) informed the meeting that a report on parking controls has been prepared detailing the next steps.

NS said that he could put an item on 'parent mail' the school mailing system mentioning the Parish Council requirement for two new Councillors.

**201.2018 To call the meeting back on and to consider planning matters**

The Chair called the meeting back on at 8.10 pm to consider planning matters.

[S/1085/19/TP](#) Horse Chestnut - climbing inspection, inspect base, crown thin 15-20%, crown reduce by up to 2m, crown lift by an additional 1.5m at 18 Church Street

[S/1005/19/TP](#) Horse Chestnut crown reduce on east side only by 2-3m back to previous pruning points to reduce overhang to parking bays below.

Reasons - to prevent Conkers falling onto cars parked in parking bays below at 59 London Road

[S/1194/19/TC](#) T1 Large Magnolia grandiflora. To reduce height of crown by approximately 3m and the spread by approx. 2m (back to previous) to control size and clear building at 25 Church Street

**202.2018 Neighbourhood Plan update**

Councillor B Kettel submitted a report stating that the Neighbourhood Plan survey will soon be available to complete. Information will be available online on the Neighbourhood Plan website and other social media from 01 May. Residents will be able to download the survey for completion with e-mail or hard copy return. If a paper copy is required individuals should contact Councillor B Kettel on 01223 843920. Councillor B Kettel stated that as many residents as possible should give their views so that there is an evidence base which will enable the Neighbourhood Plan to stand up to robust cross-examination.

**203.2018 Request from District Councillors for 'surgery' before Parish Council meetings**

A surgery has been held at Great Shelford however the room is no longer available so District Councillors would like to have their surgery prior to Stapleford Parish Council meetings. Councillors agreed this could happen.

**204.2018 Annual Parish Meeting**

The Chair said that she wanted to mention Stapleford's unsung heroes in her report at the Annual Parish meeting. She mentioned the resident who maintains the plant box outside the Spar shop and the couple who deal with the waste bins at the Cemetery. If Councillors knew of any other people who should be thanked they should submit names to Councillor Pett.

**205.2018 Village Hall Estate Fund**

Councillor Pett gave Mr T Godsell (TG) permission to contribute to this item. TG informed Councillors that the requirements of the Charity Commission were too much for such a small charity and the trustees now want to wind it up. Councillors agreed to co-operate with the charity but would not help financially. Councillor Sayer suggested they should contact Cambridge Voluntary Service who will provide free initial legal advice.

**206.2018 Pavilion and Recreation Ground**

- a. Councillors considered Councillor H Kettel's paper and the plans submitted. All agreed the building was too close to the cricket boundary and the kitchen needs to be extended. In addition, it was agreed that the playground users should be consulted about their needs before progressing the plans. Councillors also requested to be more involved in the decision making.
- b. Pavilion security – Councillors considered the two quotations submitted:  
£1,752.00  
£1,368.00  
Councillors agreed to accept the lower of the two quotes.  
In addition Councillors considered the Assistant Clerk's recommendation for a more secure padlock for the height barrier. Councillors asked that we check if the padlock requested is emergency services compliant before a decision is made.
- c. Cricket Club – all-weather strip will be installed before the start of the season.

- d. Dogs on the Recreation Ground – Councillors agreed the recommendation made by the Assistant Clerk to ensure the Parish Council is compliant with current regulations.
- e. Damaged fencing behind the pavilion. Councillors agreed that quotations are sought. Councillor Gatward and the Clerk will action.

**207.2018 Cemetery**

- a. New burial and cremation area – this item was deferred to the next meeting. Councillor Sayer stated that there is an e-mail trail relating to the consecration of the site and the recreation of the title deeds.
- b. Volunteers to deal with wheelie bins at the cemetery. Councillors agreed that a request should be put in the Messenger as well as being raised at the Annual Parish Meeting. Councillor Gatward agreed to speak to the Vicar.

**208.2018 Village Matters**

- a. Community Warden update – a warden has been appointed and there are 13 people on the scheme.
- b. Village Weekend update – plans are progressing well. Security has been organised and there will be no charge if they are allowed to advertise.
- c. Street lighting – Councillors Pett, Pepperell and Nightingale will meet with a Balfour Beatty representative to discuss the issues. Councillors considered that as the meeting would take place during the day it would be difficult to convey how dark the roads are. It was suggested that a video is taken at night to illustrate the problems.
- d. Speed signage – Councillors agreed to the purchase of two speed signs from TWM Traffic Control Systems at a cost of £2,400 excluding VAT each.
- e. Request for donation from Stapleford School towards repair of the Moat. After discussion Councillors agreed to donate £200 to the school for this purpose with the proviso that the Moat is accessible to the wider community at some times during the year.
- f. Commemorative plaque to go on one fingerpost.  
Councillors agreed to the provision of a plaque on the fingerpost at the Johnson Hall which would say 'Fingerposts erected on the recommendation of the Environmental Group led by Robert Heap'. The Clerk is to investigate who can provide and fix such a plaque.
- g. Planned Maintenance schedule – this is in progress.
- h. Litter pick – Councillors agreed this should be raised at the Annual Parish Meeting.
- i. Grass cutting – Councillors Kettel and Gatward will meet with the current grass cutting contractor after Easter.
- j. Slaughterhouse gardening. The quotes obtained by the Clerk were discussed however Councillors felt they were too expensive. A handyman for the village is to be sought as mentioned.
- k. Emergency Plan – in progress.

**209.2018 Correspondence** – Letter sent from Parish Council in support of CPPF project was noted.

**210.2018 Reports from meetings attended and information about upcoming meetings**

- Cambridge South East Transport Study workshop – 07 May 6.30-8.30 pm at Long Road Sixth Form College. Councillors H & B Kettel are attending.

**211.2018 Questionnaires & Consultations**

Cambridgeshire & Peterborough Minerals & Waste Local Plan consultation. Following the District Councillor's lead, Councillors will make no comment.

**212.2018 Finance**

- a. Bank reconciliation and budget summary - noted.
- b. Payments to the value of £8312.28 were authorised.
- c. Additional signatories for bank account & building society accounts. It was agreed to add Councillor Pett to the bank and building society signatories and also to reduce the

number of signatories required to two with immediate effect. The Financial Regulations will have to be changed.

**Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings Act 1960 – it is resolved that because of the confidential nature of the business to be transacted, the public and press are asked to leave the meeting during consideration of the sensitive items in reserved matters.**

**213.2018** Staffing issues

Councillors agreed the advertisement for a Clerk/RFO and the recruitment process. In addition Councillors agreed the Council is an LC2 council in line with SLCC recommendations and will investigate how this relates to salary scales for current staff.

The meeting ended at 9.30 pm

Signed ..... Date.....