

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

**held at Stapleford Jubilee Pavilion on 06 February 2019 at 7.30 pm**

**Present:** Councillors Gatward, B Kettel, H Kettel, Nightingale, Pepperell and Sayer  
Anne Rudge – Clerk & RFO

**In attendance:** District Councillor Peter Fane (PF) 7.30 – 8.35 pm  
Mr J West – Stapleford Messenger & Cricket Club 7.30 – 9.20 pm  
Mr E Rose – Stapleford Messenger 7.30 – 9.20 pm

### **149.2018 Election of Chair**

Councillors unanimously agreed to the election of Joint Chairs – Councillors H Kettel and G Pett will share the role. The Vice-Chair – Councillor Sayer – agreed to stay in post until May.

### **150.2018 Declaration of Acceptance**

Councillor H Kettel signed the Declaration of Acceptance of the role of joint Chair. Councillor G Pett will sign at the next meeting she attends.

### **151.2018 One minute silence**

A one minute silence was held in honour of Chairman Nigel (Nick) Pett who sadly passed away in January. Councillor Howard Kettel, Joint Chair voiced the Council's sadness at his untimely passing.

Councillor H Kettel read the following text prepared by Councillor Sayer:

'Stapleford Parish Council was deeply saddened to learn of the untimely passing of the Chair on 13 January 2019. Immediately upon receipt of this news a statement was issued on the website expressing our condolences and highlighting the significant contribution of the Chair to our village and civic society in general. Our flag was also lowered to half-mast.'

### **152.2018 Apologies**

Councillor G Pett  
District Councillor N Sample

### **153.2018 Declarations of Interest**

No declarations of interest.

### **154.2018 The minutes of the meeting held on 09 January 2019 were read, approved and signed.**

Before taking the meeting forward Joint Chair, Councillor H Kettel formally thanked Councillor Sayer for standing in as Chair over the last two months.

### **155.2018 Matters arising from the minutes of 09 January 2019**

- a. Wellcome Trust response – Councillors noted it had been submitted.
- b. Emergency Plan – Councillors approved the two documents presented by the Assistant Clerk.
- c. Responses to article in Messenger. This relates to the item asking for residents to make their views known about current projects which may affect the Green Belt. Councillors and District Councillor Fane expressed disappointment that only two people had expressed views to the Clerk as a result of the article in January's edition. Councillors feel sure the majority of the community are against significant incursions into the Green Belt around the village and will be considering methods of getting the message to all in order to harness support. Actions include inviting a representative of the Greater Cambridge Partnership to the Annual Parish meeting on 24 April and the

possibility of sending a flier to every household in the village to draw attention to issues re the Green Belt and the impact of the East-West rail link will be investigated.

**156.2018 The meeting was called off at 7.55 pm to take matters of public interest**

**157.2018 To receive reports from County Councillors and District Councillors**

PF offered to facilitate liaison between Stapleford Parish Council and Great Shelford Parish Council so that strong and informed action on the alternative light rail scheme can be pursued in the context of the East-West rail link proposals. Councillor Howard Kettel agreed to follow this up including contacting the campaign leader against the incursion into the Coton Fields as part of the Cambourne busway.

It was noted that this was an important Neighbourhood Plan matter requiring consultation with residents in the forthcoming survey.

It was agreed that Councillors B Kettel and H Kettel will meet with Jim Chisholm & Jim Rickard and the Chair of Great Shelford Parish Council with regard to the draft response.

PF will send a copy of his report responding to the Housing Strategy consultation so the Council can consider it at its March meeting.

**158.2018 To call the meeting back on and to consider planning matters**

The Chair called the meeting back on at 8.15 pm to consider planning matters.

[S/4352/18/FL](#) 7 Greenfield Close. Two storey side extension for Mr D White – amended. (Council recommended refusal of the previous application on the grounds of overdevelopment and effects on the street scene). Councillors agreed to reiterate their previous objections.

**Tree Application**

[S/0095/19/TP](#) 32 Mingle Lane. Lime in front garden (previously reduced) reduce crown by 40-50% due to extent of decay along main stem, to alleviate overall crown weight. Councillors had no objections to this work.

**For information only and noted by Councillors:**

[S/0261/19/DC](#) East House, Gog Magog Hills Estate. Discharge of condition 3 (conservation roof lights, fixed stairs, ladder and balustrade) of Listed Building consent S/0134/18/LB for installation of 4 No. roof windows and internal access ladder for Mrs Gifty Jonas

[S/0009/19/DC](#) East House, Gog Magog Hills Estate Discharge of Condition 3 (Aboriginal Method Statement) of planning application S/3999/18/FL Erection of Timber and double glazed garden room

**159.2018 Community Governance Review**

Councillor David Pepperell, supported by Councillor Howard Kettel, will attend this meeting on 05 March to put the case to the Committee for an increase in the number of Parish Councillors from 9 to 11. The Parish Council feels strongly that additional councillors are needed. South Cambridgeshire is currently in an exceptional period of change with a number of large complicated planning issues ongoing and potentially coming up in the future for the Parish Council to address. If the increase is agreed there will be an election in April/May.

**160.2018 To consider whether to advertise a Casual vacancy**

In the light of the upcoming Community Governance Review Councillors agreed not to advertise a Casual Vacancy at this point.

**161.2018 Councillors to consider an appropriate commemoration for Nigel (Nick) Pett**  
Councillors discussed a number of options and a decision was deferred to another meeting however Councillors are committed to the provision of a significant commemoration.

**162.2018 Neighbourhood Plan**  
Councillor B Kettel reported the following:

- website is now being managed by the Neighbourhood Plan (NP) group
- information about the upcoming survey will be delivered to every household by the NP group
- information will also go in the Stapleford Messenger and the Great Shelford Parish magazine
- individuals will be informed they do not need to answer every question in the survey
- the survey will be online however hard copies will be available on request. Completed surveys online will be returned to the NP e-mail address and hard copies returned to the Clerk. Analysis will be carried out by the Steering Group.

**163.2018 Pavilion and Recreation Ground**  
a. Plans for Recreation Ground – next steps. The previous Chair had a vision for the pavilion and the Recreation Ground. Councillors are aware in broad terms of what he envisaged however the Chair considers that we should be dealing with current needs. The Chair called the meeting off at 8.37 pm to allow Jon West (JW) to state what the current needs of the cricket club are. JW stated that the vision mentioned included moving the tennis courts, providing an all-weather pitch, knocking down the existing storage shed and having the pavilion extended which he suggested could be a fitting memorial to the previous Chair. In the short term the cricket club would like to have an all-weather strip and will provide the PC with an idea of costs.

The Chair called the meeting back on at 8.42 pm to continue discussions.

Councillors agreed that the shed should be attended to as extra storage space is required. The Chair suggested that we should consult with residents as to their requirements however other Councillors considered the Council should be making the decisions.

Councillor Sayer asked whether the Council had ongoing contracts with T Butler & Son who have gone into administration. The Clerk confirmed there are no outstanding contracts. Councillors agreed that there should be an agreed, planned maintenance schedule. Councillor Gatward will put one together for consideration by Councillors.

With regard to the Tennis Club Councillor H Kettel stated that we need to move things forward as the lease is coming up for renewal. He agreed with Councillor Sayer that the Club provided useful information last year that will help with a plan for the future. Ideas to consider include using the Haslingfield model to increase public play and also floodlighting. Councillors agreed to discuss more sensitive information regarding the lease in camera at the end of the meeting.

b. Pavilion Security – recommendations from Assistant Clerk. Councillors considered the paper prepared by the Assistant Clerk together with the quotation for changing the locks. Councillor Gatward will liaise with the Assistant Clerk regarding the options.

**164.2018 Cemetery**

- a. Discuss how to proceed with maintenance and improvement of the existing burial ground. Although there are no land registry documents for the transfer of the old cemetery to the Parish Council, Councillor Sayer says this can be resolved by Statutory Declaration.
- b. Discuss process for preparing the new area for use. Councillors have agreed in the past for the whole cemetery to be consecrated. Councillors B Kettel and Nightingale will consider the layout for burials and interment of ashes.

- c. Consider quotation for repair to the Cemetery building. The Clerk was asked to obtain two further quotations.

**165.2018 Village Matters**

- a. Community Warden Scheme –. It is hoped a warden will be appointed soon and the scheme will start at the beginning of the new Financial Year.
- b. Village Weekend – Councillor Gatward briefed the meeting on progress so far. Councillors confirmed the grant of £2,500 to the event to cover the cost of the marquee. It was agreed that Councillor Gatward will circulate a report prior to each Council meeting providing a progress update.
- c. Street lighting – action plan 2019-20. Councillor Pepperell provided information about the situation as it stands. Councillors agreed in the first instance that Balfour Beatty should be invited to the village for a discussion about the issues with street lighting.
- d. Traffic & transport issues – action plan 2019-20. Deferred to March meeting.
- e. Slaughter House
  - issues raised by resident – development of the Slaughter House deferred due to lack of time.
  - maintenance of gardens including purchase of new plants. The Clerk to obtain two further quotes for garden maintenance.
- f. Great Shelford Barclays Bank closure. Councillors agreed a letter should be sent to Barclays Head Office. It was agreed that Councillor B Kettel would obtain the letter sent by Great Shelford Parish Council.
- g. Request from resident for a 'keep dogs on lead' sign at Cox's Close side of Villedomer Gardens – Councillors agreed this purchase at a maximum cost of £55.
- h. Bus Stop signs in Stapleford. Councillors considered this a deserving cause and agreed to a donation of £100 to the scheme. The Clerk will write to him offering financial support to the value of £100.
- i. Fingerposts update – they will be delivered in February.

**166.2018 Correspondence**

The Clerk read a letter received from a resident of Cox's Close thanking the Council and the late Councillor Nick Pett specifically, for the roses outside the Communal room, stating they would be a memorial to him and would be known as Nick's roses.

**167.2018 Reports from meetings attended and information about upcoming meetings**

- South Cambridgeshire Planning issues – 17 January. Councillor B Kettel has circulated slides from the event.
- Civic Affairs Committee 10.00 am 05 March South Cambs Hall, Cambourne. Discussed earlier in the meeting at Item 159.

**168.2018 Finance**

- a. Bank reconciliation and budget summary noted.
- b. Payments to the value of £5,422.61 were approved.
- c. Agree budget 2019-20. Councillors agreed to the addition of £1500 to the budget for the design and installation of the Council's own website. Once this was added the budget was signed off by the Chair.
- d. The Clerk explained that in order to adhere to HMRC payment regulations salary cheques would have to be agreed and post-dated at the Parish Council meeting. Councillors agreed to the change.

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

**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.**

**163.2018 Tennis Club**

Councillor H Kettel suggested that the Tennis Club is offered a 20 year lease at a peppercorn rent. They will then be able to apply for funding for the necessary refurbishment work. The Parish Council will ask for a detailed specification to be approved by Councillors. This will mean the Tennis Club take on all the risk.

Councillor Sayer will confirm that there is no legal obstruction to doing this.

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