

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

**held at Stapleford Jubilee Pavilion on 09 January 2019 at 7.30 pm**

**Present:** Councillors Sayer (Acting Chair) Gatward, B Kettel, H Kettel, Nightingale, Pepperell, Anne Rudge – Clerk & RFO  
Lesley Watts – Assistant Clerk

**In attendance:** County Councillor Kevin Cuffley (7.30 to 8.20 pm)  
District Councillor Nick Sample (7.30 to 8.50 pm)  
District Councillor Peter Fane (7.30 to 9.20 pm)  
Mr Bill French representing the Tree Action Group (7.30 to 8.50 pm)  
Mr John King (7.30 to 9.20 pm)  
Ms Kelly Austin, Social Navigator, Granta Medical Practices (7.30 to 8.10 pm)

### **130.2018 Apologies**

Councillors N Pett & G Pett

### **131.2018 Declarations of Interest**

Councillors B & H Kettel - Item 137 Certificate of lawful development relating to their residence.

### **132.2018 The minutes of the meeting held on 11 December 2018 were read, approved and signed.**

### **133.2018 Matters arising from the minutes of 14 November & 11 December 2018**

- a. Emergency Plan – it was agreed the Assistant Clerk would circulate the templates she has prepared for Councillors to consider. Councillor Sayer will forward a previous version of the plan to the Assistant Clerk.
- b. MVAS signs – this item is on hold for the time being.
- c. Greater Cambridge Partnership (GCP) Strategy 1 – Stapleford Parish Council setting up a working party with Great Shelford. District Councillor Fane commented on this later in the meeting.
- d. SSYI – SSYI has informed the Clerk that they are willing to attend a Council meeting to detail how they spend the grant. The Clerk told Councillors they already attend the Annual Parish Meeting. They can also provide an annual report along with regular more informal newsletters containing information about their activities. A Section 137 process is being discussed later in the meeting and Councillors considered this more rigorous approach to providing grants will provide the necessary information.
- e. Contact investment firms to discuss investment of Council funds. Council agreed that Councillor H Kettel, the Clerk and Assistant Clerk would look at investment options to protect Council funds.
- f. Dernford Farm planning appeal update. Councillors were pleased to learn from Councillor H Kettel that at the recent planning appeal, Committee members voted against the officer recommendation and agreed to the retention of the new access road. One planning concession was that the owner should allow public access. District Councillor Peter Fane said that it had been useful to have representatives from Stapleford and Great Shelford Parish Council present to put forward their views and Councillor Kettel stated that the input from resident Jim Chisholm had been invaluable.

### **134.2018 The meeting was called off at 7.55 pm to take matters of public interest**

Councillors agreed to have the presentation from Ms Kelly Austin directly after the public forum.

John King asked if the Warden Scheme Item 144a could be moved up the agenda.

Bill French provided an update on the Tree Action Group. He stated that the group has contacted other Community Pub groups in the area to gather information on how to

proceed. The group is actively pursuing obtaining a Compulsory Purchase Order on the premises which is what the Community want. He asked if the Parish Council could write a letter of support to South Cambridgeshire District Council in respect of enforcement issues as the pub is falling further into disrepair. Clerk to action. He also confirmed the ACV on the premises has been approved for a further 5 years.

**136.2018 Presentation by Ms Kelly Austin, Social Navigator, Granta Medical Practices**

Ms Kelly Austin informed Councillors that there is 2 years funding to support her post at Granta Medical Practices. Her role involves working with existing groups and networks to combat social isolation and inactivity predominantly, but not exclusively, with the older population. She cannot provide funding however can signpost to grant providers when appropriate. Once literature is available she will provide information for the website

**135.2018 To receive reports from County Councillors and District Councillors**

County Councillor Kevin Cuffley (KC) reported on the following:

County Councillor Hickford – will be returning to work at the end of February.

Time-banking – Sawston Parish Council are currently setting up a scheme. Funding is available from the Innovate & Cultivate fund

White Ribbon scheme – KC is the County Council's White Ribbon ambassador. The scheme pledges to end male violence against women. CCC has obtained £1.5M of funding to support the project in Cambridge and Peterborough

Greater Cambridge Partnership – improvements are expected to the cycle path between Stapleford and Sawston. KC has requested the speed limit be dropped at the bridge end.

Libraries – KC reported that the library service in Cambridgeshire is set for a transformation increasing the services it provides to the community. A press release will follow soon.

District Councillor Nick Sample (NS) reported on the following:

Warden Schemes - grants are available

Parking in villages – NS reported that first steps had been taken to pursue Civil Parking Enforcement in South Cambridgeshire villages. It is acknowledged to be a particular problem in Great Shelford. Consultation is likely to start in early March. NS confirmed that no fresh data is being gathered. Councillor H Kettel stated that with the increase in use at Great Shelford station data would be different now. Councillor B Kettel agreed to send survey data collected in central Shelford for the Neighbourhood Plan in September 2017. Councillor Sayer raised the issue of inappropriate parking at the junction of Bury Road/Bar Lane and on Bury Road which needs to be addressed.

District Councillor Peter Fane (PF) reported on the following:

Huawei have purchased the old Spicer's site in Sawston and he agreed to find out what the site will be used for. He stated that the community would like public access restored. Councillor Sayer said that it may present an opportunity to get the cycle path up to the MacDonalds roundabout in place and she will consider potential next steps to encourage and facilitate this.

GCP Strategy 1 – PF reported there are no proposals so far however GCP is committed to rubber tyres i.e. guided route and not light rail. PF said he has not heard any objections to the proposals. Councillor H Kettel asked if the Parish Council needs to make its views known more strongly. PF said there had been few objections from residents. Councillors are aware there are significant objections however considered residents may have initiative fatigue. Councillor Sayer asked councillors to consider endorsing efforts to promote the use of old rail routes to minimise the impact on the green belt and to commit strategic funds to this as it is crucial to this parish.

Councillors agreed an article to raise awareness of the issue should be placed in the Messenger (Councillor Sayer to draft) and on the website to encourage residents to provide feedback to the Parish Council or direct to the GCP. This can then be fed back to the Local Liaison Forum (LLF). PF will keep the Parish Council informed about meetings of the LLF.

Greater Cambridge draft Housing Strategy consultation – PF briefly outlined issues raised by the document and stressed the importance of responding. Councillor B Kettel agreed to look at the consultation as part of the Neighbourhood Plan.

- 137.2018** The Chair called the meeting back on at 8.50 pm to consider planning matters:
- [S/4664/18/FL](#) Installation of secure covered bicycle store at 28 Priams Way for Mr Wyse. **Councillors recommended refusal of this application on the grounds of the effect on the street scene and the size of the structure was seen as too large for the environment.**
- [S/4329/18/OL](#) Outline planning permission with all matters reserved at the Wellcome Trust Genome Campus. Consultation extended to 04 February 2019. **Councillors asked the Clerk to liaise with surrounding Parish Councils for a consensus view and to repeat and endorse Hinxton Parish Council’s previous representations emphasising the adverse impact on existing infrastructure including the roads through Stapleford and the need for strategic co-ordination regarding development.**
- [S/4069/18/FL](#) Construction of a front porch, single storey side extension and two storey and single storey rear extension at 45 Hawthorne Road for Mr Rixon. Amended. **Councillors will investigate what the amendments are before commenting.**
- [S/4669/18/LD](#) Certificate of lawful development for an existing use of an extension at 3 Adcroft Piece for Mr & Mrs Kettel. No planning merits to be considered, only local information if any. **Noted.**
- Decisions – All decisions were noted.**
- [S/3999/18/FL](#) Permission granted for erection of timber and double glazed garden room at East House, Gog Magog Hills Estate for Mrs Jonas
- [S/4000/18/LB](#) Permission granted for erection of timber and double glazed garden room at East House, Gog Magog Hills Estate for Mrs Jonas
- [S/4219/18/FL](#) Permission refused for two storey extensions, to the front, south east side and rear, and a one and a half story extension to the north west side and to increase the roof ridge height at 1 Gog Magog Cottages for Mr & Mrs Brown
- Tree Application for information only**
- [S/4748/18/TP](#) 53 Bar Lane. TPO 0009 (2002) T1 Ash fell Honey fungus around rooting system. **Noted although Councillors asked that a replacement tree is planted.**
- 138.2018 Resources and responsibilities**  
Councillors agreed to deal with this item in camera at the end of the meeting.
- 139.2018 Consultation on Greater Cambridge Draft Housing Strategy**  
Dealt with under District Councillor Peter Fane’s report.
- 140.2018 Buckingham Palace Garden Party**  
Councillors agreed to deal with this item in camera at the end of the meeting.
- 141.2018 Neighbourhood Plan**
- Councillor B Kettel reported that the group now had access to the website.
  - Survey – to be discussed at the meeting next week.
  - Assistant Clerk payment relating to the Neighbourhood Plan – Councillors agreed that this could be added to the Assistant Clerk’s payslip as long as it is shown as a separate item.
- 142.2018 Pavilion and Recreation Ground**
- a. Request for Shetland ponies for a party has been withdrawn.
  - b. Recreation Ground plans – agreed to go on next agenda as lack of time to discuss fully at this meeting.

**143.2018 Cemetery**

Councillors agreed to postpone these discussions to the next meeting due to lack of time.

**144.2018 Village Matters**

- a. Community Warden Scheme – Councillor H Kettel reported that Cambridge & Peterborough Association of Local Councils (CAPALC) confirmed that the Council is legally allowed to fund the warden scheme emphasising however that no funds should benefit the church. The funds will go direct to AgeUK so this will not be an issue. Councillor H Kettel said that 15 households are signed up with an additional 13 expressing interest in the scheme. Interviews for the position of Warden are being carried out this week with the scheme scheduled to start in February. Councillors asked John King (JK) what plans the scheme has to cover any breaches in funding. JK stated that the scheme will apply for funding from other sources however until it is up and running and has an account this is not possible. JK asked Councillors to take account of the fact that the amount of funding to be provided by the Parish Council was not asked for it was a proposal from the PC. In the light of the variety of alternative funding being available, Councillors emphasised the need for the organisers to make every effort to seek alternative/ additional funding to avoid a full draw down of the funds. Councillors made it clear that there may not be Stapleford Parish Council funding available after the 3 years so the scheme should plan accordingly.
- b. Village Weekend – it was agreed that Councillor Gatward will approach the team involved in the 2018 Village Weekend to establish whether they are interested in proceeding in 2019.
- c. Street lighting – action plan 2019-20. Councillors agreed a letter to be sent to Balfour Beatty regarding rectifying past problems. Further discussions will take place at the February meeting.
- d. Traffic & transport issues – action plan 2019-20 – to go on the next agenda
- e. LHI application – amendment to our original application. Councillor Pepperell presented a comprehensive report recommending withdrawal of our application for 2019-20. In summary:  
The CCC highways department have intimated that they would only agree to 50mph from the A1307 to the 30mph zone entering the village, effectively getting rid of the 40mph section we have already financially supported to reduce approach speeds. Our new contribution would be no less than £5000.  
Within the next 5 years or so, work will be in hand at the Farm end of Haverhill Road to improve the dangerous crossroads and replace with a diversionary safer crossing point to the north, in which no doubt, the project cost will allow for the slowing of traffic from 60mph as permitted at present.  
The lower entrance into Stapleford will probably by then have the competing needs of the new Guided Busway or similar Mass Transit scheme and any new residential development. As such schemes will need to address safety and speed and therefore SPC is not required to use its funds at this stage.  
Councillors unanimously agreed to the withdrawal of the LHI application.

**145.2018 Staffing Matters**

- review for Clerk to be arranged. No action required at the moment.

**146.2018 Correspondence**

- e-mail received from resident re litter. Councillors agreed the Clerk had dealt with this satisfactorily.
- South Cambridgeshire Local Plan – hard copy available to view at Cox's Close office. Note to go on the website

**147.2018 Reports from meetings attended and information about upcoming meetings**

- GCP Cambridge South West park and ride consultation – no-one has attended.
- South Cambridgeshire Planning issues 17 January – Councillor B Kettel attending
- Civic Affairs Committee – no decision on attendee at present – next agenda.
- Cambridge Policing meeting – 24 January – no attendee.

**148.2018 Finance**

- a. Bank reconciliation and budget summary noted.
- b. Payments to the value of £10,478.28 were approved.
- c. Consideration & approval of S137 application process. Councillors agreed the process subject to amendments suggested by Councillor H Kettel and thanked the Assistant Clerk for her work on it.
- d. Councillors agreed the renewal of the Cambridgeshire ACRE membership
- e. SSYI – covered elsewhere on the agenda.
- f. Councillors unanimously agreed to increase the precept from £65,000 (there was no increase last year) to £70,000. This represents a £5.90 per annum increase for a band D household with two occupants – around 11.5p per week. The increase will allow the Council to support village and strategic initiatives, respond to large scale planning applications more effectively and cover the increase in costs to manage the pavilion.
- g. The budget for 2019-20 will be formally agreed at the next meeting.

**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.**

**138.2018 Resources and responsibilities**

Councillors discussed how best to organise Councillor responsibilities in the light of the current Chair’s incapacity.

**140.2018 Buckingham Palace Garden Party**

Councillors discussed who to nominate to attend in 2019.

The meeting closed at 9.35 pm

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

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Councillor Sayer stated that she is happy to continue as acting Chair in the short term provided she has support from other Councillors and we work on a collaborative basis with a division of tasks amongst all. Councillors agreed to support her.

Councillor Pepperell stated that he was considering his position and will probably stand down in the next 2 months.

**140.2018 Buckingham Palace Garden Party**

Councillors discussed who to nominate to attend in 2019 and agreed to submit Councillor Sayer's name.

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