

Minutes of the Meeting of Stapleford Parish Council

held at Jubilee Pavilion on 12 September 2018 at 7.30 pm

Present: Councillors N Pett (Chair) from 7.45 pm, Sayer- Acting Chair 7.30 to 7.50pm, Gatward, B Kettel, H Kettel, Nightingale, Pepperell and G Pett
Anne Rudge – Clerk & RFO

In attendance: Ms M Fyfe
Mr N Robinson
Mr J West
Mrs W Elsbury
Mrs J Barnes
Mr S K Bartlett
Mr D Roberts

56.2018 Apologies

Councillor Sayer chaired the meeting in the absence of Councillor Pett.
Apologies from District Councillors Fane & Sample
County Councillors Hickford and Cuffley not in attendance

57.2018 Welcome to new Councillors and signing of Declarations of Acceptance

Declarations of Acceptance were signed by Mr Michael Gatward, Mr Howard Kettel, and Mrs Gillian Pett.
The Vice-Chair, Councillor Sayer welcomed the new Councillors.

58.2018 Declarations of Interest

Councillors B & H Kettel declared an interest in item 64 - planning application to be considered.
Councillor Gatward declared an interest as a near neighbour for one of the planning applications.

59.2018 Councillor responsibilities – Councillors agreed to defer this item until Councillor N Pett was in attendance.

60.2018 The minutes of the meeting held on 25 July were read, approved and signed.

61.2018 Matters arising from the minutes of meeting held on 25 July (only new information to be considered)

a) Mirror on Basil's Piece – Councillors were unsure if the mirror had been removed. The Clerk will check and action as necessary.

b) Councillor e-mail addresses – The Clerk informed Councillors that CAPALC recommended exclusive e-mail addresses for Councillors for Parish Council business. Great Shelford are able to use e-mails linked to the domain name on their website, which they own. Stapleford does not own its website so this option is not available. After discussion a vote was taken with 5 Councillors voting for having an exclusive e-mail address and two against. The Clerk will e-mail a suggested format to Councillors.

Councillor Pett arrived – 7.45 pm

c) Trees 37 Bar Lane – the work has been carried out.

d) Any other matters not covered above:

- Hill Farm Land. Councillor N Pett reported that the Parish Council have little control on what happens to the land and in addition land is not normally recognised as an Asset of Community Value (ACV). Councillor Pett has spoken with the owners of the land and with a developer and it is hoped to arrange a meeting in the near future.

Green belt issues are being considered by the Neighbourhood Plan Group.

- Work on the Recreation Ground. Councillor N Pett reported that as the ground had been vented and fertilised at the end of the football season the recent rain had activated it and the ground is restoring itself. He commented that in the long term the surface may need to

be rolled once the grass is established. In addition the ridge by the car park seems to be getting more marked and this may need to be rectified.

62.2018 Councillor N Pett assumed Chairmanship of the meeting at 7.50 pm. The meeting was called off at 7.50 pm to take matters of public interest

a) A resident asked if the weeds around the tennis court could be removed as they are unsightly. The Council's contractor will be informed.

b) Mrs Elsbury asked whether a permanent gardener could be found for the Slaughter House and Basil's Piece. In addition, she asked if the Parish Council would re-consider housing the history archives in the Slaughter House.

c) Mrs Barnes asked about the junction of Bar Lane and Bury Road where grass has been laid causing difficulties for footpath users. The Chair stated that the Parish Council has had no success with getting it changed to tarmac as it is dangerous as service ironwork protrudes through the grass and is a trip hazard.

Mrs Barnes also asked whether the double yellow lines could be re-instated. The Chair said this was a Highways matter and acknowledged this was a problem in other parts of the village too.

d) Mr Bartlett asked what costs were incurred to put the trees in Priams Way and whether it was good use of Council money. The Chair said it was usual for the Council to replace trees. Mr Bartlett stated that prior to the trees going in the Chair had told contractors on the site that there would be no access point. The trees would be removed and will be replanted on the recreation ground.

e) Mr Roberts raised the issue of speeding along Bury Road and asked why Bury Road is ignored for traffic calming measures. Similar roads in other villages have traffic calming. Mr Roberts said he has been in contact with Highways and they are supportive of Moveable Vehicle Activated Signs (MVAS). It was suggested that Highways should visit Bury Road in order to assess the dangers.

f) Ms Fyfe asked if the draft minutes from this year's Annual Parish Meeting can be put on the website. The Clerk will action.

63.2018 To receive reports from County Councillors and District Councillors

The reports received were taken as read.

64.2018 To call the meeting back on and to consider planning matters:

S/3223/18/FL 3 Adcroft Piece. Single storey rear extension for Mr & Mrs Kettel
Councillors B & H Kettel removed themselves from the Council table. **Councillors had no objection and recommended approval**

S/2925/18/FL 51 Hawthorne Road Two storey rear extension and single storey rear front and side extension for Mr & Mrs Cletheroe. **Councillors recommended approval however asked that Officers check the windows for privacy and that traffic restrictions for deliveries and parking for builders are applied.**

S/2049/18/AD 47-49 London Road Signage at ex Murketts site. **No objections however the lights must be extinguished by 9.00 pm**

S/1699/18/FL Junction of Dernford Lane and Stapleford Road. Retention of vehicular access (Retrospective). **Councillors asked that previous comments are reiterated with particular emphasis on keeping the current entrance as the old one is not viable.**

S/3044/18/FL 39 London Road Proposed two storey side and second floor extensions and rear dormer with Juliette balcony for Mr Moralee. **Councillors recommended approval with restrictions on working hours and deliveries.**

Amended application

S/1549/18/FL 5 St Andrews Close SPC recommended refusal. Chairs delegation has agreed this application should go to Committee. Feedback has to be sent by 21 September. **Councillors agreed to the re-submission of our previous comments.**

Appeals

S/0133/18/FL & S/0134/18/LB East House, Gog Magog Hills Estate. Installation of 4No. conservation roof windows and internal access ladder. SPC recommended approval in January 2018. Noted

- 65.2018 Village Warden Scheme update**
The Chair said that to date 6 people had expressed an interest in the scheme. Twelve people are required to make the scheme viable and to trigger the Parish Council's £4K per year for 3 years' funding. A leaflet will be delivered to every resident imminently.
- 66.2018 Council representative on Feofee Charity**
The Chair stated that the Charity has 9 trustees and it provides support to needy individuals in the Community as opposed to the Village Hall Trust which donates to organisations. Councillor Pepperell proposed that Councillor G Pett takes up the vacant trustee position, this was seconded by Councillor Gatward and carried unanimously.
- 67.2018 Parish Council Communication – update**
The Chair will circulate a draft of the first Parish Council communication leaflet for circulation in October.
- 68.2018 Neighbourhood Plan**
- Update from Councillor B Kettel
Councillor B Kettel informed the meeting that progress is being made with the Neighbourhood Plan (NP) and a draft will be available soon. Peter Fane has resigned as Chair and Councillor B Kettel will take over the position. The aim of the NP is to protect our villages in the future and is a joint Great Shelford and Stapleford venture and both Parish Councils have to agree the content. Great Shelford Parish Council have adopted a Policy to cover green belt and affordable housing. The number of affordable housing in Great Shelford is 120 and 33 in Stapleford. The NP cannot recommend affordable housing sites; Parish Councils have to do it. Councillor Pepperell said that Stapleford would need to know what Great Shelford recommends before considering potential sites. Affordable housing would charge 80% of commercial rent and Great Shelford did not consider this affordable in this area. They have suggested 50% of commercial value however they do not know if this would be sufficiently attractive to developers. Councillors agreed that any affordable housing should remain as rental property and not be sold off as some had been on existing sites in the village. Councillor B Kettel stated that the NP has commissioned a landscape survey and have received some grants to cover the cost. She emphasised that Great Shelford Parish Council do not want any development on the green belt and would therefore require Stapleford to categorically state the same. The Chair asked the Clerk to make this an agenda item for the next meeting and Councillors should consider what sites could be earmarked for affordable housing.
 - Confirmation of receipt of Groundworks funding
The Chair considered that Groundworks may have paid us too much. The Clerk to check.
 - Consideration of grant from Parish Council to Neighbourhood Plan Group
Councillors agreed to a further £2,000 to come from the Section 137 budget to support the ongoing development of the Neighbourhood Plan.
- 69.2018 Cycle Track - update**
Work has been carried out on the cycle path from Stapleford to Sawston however there is still some hedge work to be done.
- 70.2018 Archives**
The County Council archives are moving to Ely and will be inaccessible for 6 months. It was agreed that the Clerk should investigate the cost of digitalising the Council's archive.
- 71.2018 Emergency Plan – to be updated by end of September**
Deferred due to time.
- 72.2018 Pavilion & Recreation Ground**
- a. Tennis Club – consideration of report on issues. This will be dealt with at the User meeting. The Chair will look at dates over the next two weeks.
 - b. Maintenance of cricket and football ground. Loam will be applied to the cricket table.

c. Use of S106 money for improvement to Sports facilities – deferred for discussion after user meeting.

d. User meeting – see a. above

73.2018 Cemetery

The anti-social behaviour continues at the Cemetery and it was agreed that the Clerk will investigate whether CCTV cameras can be installed and if there are any related policy implications.

74.2018 Village Matters

Trees in Priams Way – dealt with earlier in the meeting.

75.2018 Correspondence

- Complaint received from resident re The Granary. Councillors agreed that the pea gravel is not the best material to have been used outside the Granary. It is a planning matter and it was agreed to write to SCDC Planning and Corpus Christi who own the land. A letter will also be sent to Paul Barnes about parking in Bury Road following complaints.
- E-mail re tree outside 20 Gog Magog Way. The Chair said he would ask the Enforcement Officer to take a look at the tree when he is in the village and also our contractor.

76.2018 Reports from meetings attended and information about upcoming meetings

Upcoming meetings:

- M11 J11 Park & Ride Engagement Group Monday 17 September 5.30 to 6.30pm, Comberton – The Chair & Councillor B Kettel will attend.
- CAPALC AGM 11 October 7.00 pm Cottenham Village Hall – Clerk to send apologies.

In addition Councillor N Pett said he would attend the Greater Cambridge Partnership board meeting on 20 September.

77.2018 Privacy Statement to be agreed

Councillor H Kettel indicated a potential error in the draft document. He will check and inform the Clerk.

78.2018 Finance

a. Accounts for Village Weekend – The Chair will circulate the information to Councillors. Councillors also unanimously agreed to reserve a marquee for next year's event. Clerk to action.

b. To receive the financial report – Bank reconciliation up to 13 August/budget summary up to 13 August - noted

c. Authorise payments – Payments authorised to the value of £5489.33

59.2018 Councillor responsibilities

To be discussed at October meeting however Councillor B Kettel asked to be involved with Youth Work/Schools in an attempt to get younger people interested and involved in local politics.

The meeting closed at 9.50 pm

Signed Date.....