

STAPLEFORD PARISH COUNCIL

MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL held on WEDNESDAY
10th February 2021 at 7.30pm by virtual meeting

Virtual meeting access:

<https://us02web.zoom.us/j/84261448680?pwd=bWdYcGZacWZlNk8vZGpaaVZ5TTThMZz09>

PRESENT: Cllr Howard Kettel (Chairman), Cllr Jenny Flynn, Cllr Michael Gatward, Cllr Colin Greenhalgh, Cllr Barbara Kettel, Cllr Charles Nightingale, Cllr Paul McPhater, Cllr Gillian Pett, Cllr Jez Raphael.

Stapleford Parish Council Clerk: Belinda Irons - Minutes

South Cambs District Cllrs Nick Sample & Peter Fane

MEMBERS OF THE PUBLIC: There were 11 members of the public on line

This meeting was recorded

- 21.2021** Apologies Cllr David Pepperell
- 22.2021** Declaration of Member's Interest: disclosable pecuniary/ pecuniary/personal None.
- 23.2021** Minutes of the previous meeting:
The Chairman advised that Minute 12.2021 was inaccurate: it will be changed from 'A vote of thanks was extended to Cllr Gatward for obtaining the relevant quotes' to 'A vote of thanks was extended to Cllr Gatward for obtaining the relevant estimates'. The Clerk will change the minutes in line with Covid regulations.
PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the Parish Council meetings held on 13th January 2021. PROPOSED: Cllr H Kettel, seconded Cllr Raphael. AGREED AND RESOLVED UNANIMOUSLY.
- 24.2021** Councillor vacancy: No applications have been received.
- 25.2021** Public discussion and presentation: no comments received.
- 26. 2021** Reports from South Cambs District Council and Cambridgeshire County Council:
- 1. Local Plan - comments on sites submitted:**

The Greater Cambridge joint planning services invited submissions last year of sites for development. Over 650 potential sites were submitted, many more than could possibly be considered for inclusion, and most of these are currently in the green belt.

These sites are currently being assessed by officers against a rigorous methodology, as part of the Housing and Employment Land Availability Assessment stage. Information is gathered about the sites and their suitability is assessed, considering such factors as accessibility to

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local services, utilities capacity, flood risk as well as consistency with current development plan policies. The potential impact of development on biodiversity, the historic environment, open spaces and green infrastructure as well as transport and roads is considered.

The joint planning service has now invited parish councils and others with local knowledge to supplement this information about the sites put forward in their area. There will be further opportunities to comment on sites at a later stage.

2. Doubling nature

SCDC has just announced a high-level strategy for 'Doubling Nature' in South Cambridgeshire, setting out an approach to increasing wildlife-rich habitats tree canopies (we have the lowest in the country) and improving access to green spaces. The Strategy will see the Council working with communities and businesses to protect and enhance the district's natural capital, as well as taking action on its own estate. The aims are to:

- give nature space and help to reverse declines in habitat and species
- provide more areas for people to enjoy nature and benefit their health & wellbeing
- improve the quality of air
- help to manage water for nature
- create more resilience to climate change, and
- boost the economy of the district.

While it directly controls only a tiny area of land in the district, the Council aspires to be as an exemplar to others through nature enhancing measures such as tree planting and reseeded suitable green spaces with wildflowers. The Council will make the most of its influence as the local planning authority to achieve 20% biodiversity net gain on all developments in the district and ensure that nature is not just protected but significantly enhanced, especially important since South Cambridgeshire is one of the fastest growing areas in the country. The strategy also sets out how the Council will support and encourage residents and communities to do more for nature including through grants programmes and support for volunteer Tree Wardens.

You can find the Doubling nature report at <https://www.scambs.gov.uk/council-lays-out-strategy-to-double-the-nature-on-its-doorstep-for-the-benefit-of-all/>

2. Chalk streams

Parish councils are being invited to comment on the **Greater Cambridge Chalk Streams** draft report, to local knowledge of the watercourses and identify how best to work in partnership to protect and restore them.

The report covers the health of the 17 main chalk streams that emerge from the aquifer in South Cambridgeshire, including the Cam, and is open for comments until 4 March – please visit <https://www.cambridge.gov.uk/chalk-streams>. It was written by local experts at the Wildlife Trust and the Wild Trout Trust.

As you know, chalk streams are internationally rare habitats, providing homes for many significant species, including brown trout and water vole. The chalk aquifer also provides

water for communities and businesses in the area, and is reliant on winter rainfall for recharge. Dry winters have led to concern about the condition of local watercourse.

The report identifies a number of challenges, including flow pressures, channel modification and poor water quality, and makes recommendations for practical measures that can be taken together to make the water courses more resilient to low flows, such as reintroducing gravels, bank reprofiling and removing artificial weirs.

There is a short questionnaire which is live until 4th March and it would be helpful if parish councillors would share their views and knowledge before then. Some of the smaller projects might lend themselves to being community-led, and could be suitable for grant funding from Councils and other organisations.

3. Drainage and Flooding

The last few weeks has seen a lot of rain and some local flooding. The Environment Agency say they are dealing with the third largest accumulative rainfall event from October – January since their records began in 1850. Similarly, Anglian Water declared that their resources are running at maximum capacity, with 11,000 calls to their helplines, brought in extra resources to keep systems going but still not responding as quickly as they normally would.

We thought it might helpful to summarise which authority is responsible for how flood water is dealt with:

Ground water and surface water caused by rain	Everywhere	Cambridgeshire County Council
Blocked or broken highway/road drain	Local road	Cambridgeshire County Council
	Major road or motorway	Highways England
Sewer	Anglian water	Anglian Water
Drainage Ditch or River	Large river	Environmental agency
	Small river or ditch	Internal Drainage Boards (IDB)
	Small river or ditch not in Internal Drainage Boards	Cambridgeshire County Council OR South Cambs District Council
	Small river or ditch not in Internal Draining Boards but awarded	
Small ditch or river through or adjacent to private/homeowners land	Homeowner	

For further information please check [www.scambs.gov.uk > emergency-planning > flooding](http://www.scambs.gov.uk/emergency-planning/flooding)

4. Covid related matters

A reminder that information about South Cambs response to coronavirus can be found on the regularly updated coronavirus pages on the SCDC website: <https://www.scambs.gov.uk/coronavirus/>

Self-isolation support: Direct mail to residents

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SCDC will be sending out a Coronavirus-related direct mail to all households in South Cambridgeshire in the next couple of weeks. This will contain an A4 flyer, produced by the Council, that details the financial and practical support available to people who need to self-isolate. This is to help ensure that residents feel there is enough local assistance available to assist them to comply with critical self-isolation. The main website page to plug for the latest support along these lines is www.scambs.gov.uk/isolation

The envelope will also include a flyer produced by the Cambridgeshire and Peterborough CCG that provides helpful information about the vaccine roll-out locally. These will be sent to all residents this week and next (weeks commencing 8 and 15 February).

‘Stand Firm’ campaign

In an effort to counter complacency about Covid and false information (that the pandemic is a hoax, or overblown) ‘Stand Firm’ is a new multi-media campaign for Cambridgeshire and Peterborough, which focuses on the personal testimonies of local people who have been impacted on by Covid-19. These stories work on the premise that by making the virus and impacts tangible and local, you make the threat real and inspire others to follow the rules by use of the narrative ‘stand firm’. The delivery will involve a range of approaches and partners, including parish councils; you should receive something about this soon.

Resources for raising awareness about vaccine fraud

Criminals are using the coronavirus vaccine as a way to target the public by tricking them to hand over cash or financial details. They are sending convincing-looking text messages telling people they are eligible for the vaccine or are phoning people directly pretending to be from the NHS or their local pharmacy. The Government has developed resources, including posters and guides, to help councils with their work to communicate to groups and networks the importance of staying alert to vaccine fraud.

<https://www.gov.uk/government/publications/resources-for-raising-awareness-about-vaccine-fraud>

5. Council tax

The Cabinet approved the increase of £5 to £155.30 or 10p/week for a Band D property. This decision will go to full Council in February for approval.

6. Gypsy Roma Traveller workshops

Funded by the Police and Crime Commissioner, the South Cambs Community Safety Partnership has created a toolkit to address unauthorised encampments. Each parish council has been invited to nominate a member to participate in online training followed by workshops hosted by Cambridgeshire Police. Following this, ‘micro-grants’ of between £50 and £500 will be made available to parish councils to support their communities on this issue.

7. Climate and Environment fortnight

Commencing on Monday 22 February, SCDC are marking Climate and Environment Fortnight 2021 with a series of webinars to help people think about how to live more sustainably, reduce carbon emissions and in turn help tackle climate change. All are

welcome to join any of these free online events. <https://www.scambs.gov.uk/nature-and-climate-change/climate-and-environment-fortnight-2021-events/>

8. Reminders about grant schemes

A round up of grants, mentioned in previous reports but still open:

● **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>.

● **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.

● **Business Grants for Lockdown**

South Cambs continues deliver the Government grants available for local businesses. For this National Lockdown #3, which started on January 5, three new schemes are available. The grants are (1) Local Restrictions Support Grant (LRSG), Closed Business Lockdown Payment (CBLP) and the Additional Restrictions Support Grant (ARSG).

Businesses can find information on how to apply, along with eligibility criteria, via the Council's website <https://www.scambs.gov.uk/businessgrant>

The Closing date for the new grant schemes is 31 March 2021 and final payments expected to be made by 30 April 2021.

● **Winter support grants**

The charity Cambridge Online is running a grant scheme, awarded via the District Council, to provide computer devices and data for those in need of it. Contact them by email using 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/>

Cllr.sample@scambs.gov.uk
Cllr.fane@scambs.gov.uk

Mob. 07706 990833
Mob. 07802 256861

27.2021 East West Rail and CSET Busway: Cllr H Kettel: update

East West rail is a significant threat to Great Shelford. There is a movement to change the route to come in from the North.

Cllr H Kettel commented that a suggestion has been received that the line should continue to Haverhill thus avoiding the need for trains to reverse and this would provide access to Cambridge South Station which is essential. Railfuture are lodging a bid for the Government's Beeching Fund for a study into reopening the Haverhill line. This would provide significant benefit over the proposed busway.

The i-Transport CSET report is due to be published shortly and will be uploaded to the PC website when it is ready.

Climate emergency: the proposed busway depends upon 2,000 space car park which will draw people into their cars to travel many miles and in the process weakens existing bus services. This is not a sustainable response to the climate emergency.

28.2021 Planning: Cllr B Kettel

20/04788/HFUL	Mingle House, 22 Mingle Lane, Gt Shelford Revision Two storey rear extension: <i>It was pointed out that this property is in Gt Shelford. Objection: the detached two storey new building that was connected by a glass walkway is now joined by a brick walkway which can still be demolished to create a separate dwelling.</i>
21/00024/HFUL	15 Priams Way, Stapleford Single storey rear extension: <i>No objection</i>
21/0142/TTPO	22B Mingle Lane, Stapleford T1 – Oak: Reduce Western side by 2-3m to balance shape. Reduce lower bough towards the house by 2-3m to balance shape: not previously advertised.
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: not previously advertised: <i>No objection.</i>

Neighbourhood Plan: Cllr H Kettel instructed the Clerk to arrange a meeting of the Neighbourhood Plan group. **ACTION: CLERK**

Local Plan:

GCP survey requesting additional information for call for sites in Parish: *The Chairman changed the running order of the meeting. A review of the Call for Sites for Stapleford was moved to the end of the meeting*

Anthony Browne MP: public survey regarding house building in South Cambs: noted.

33 Bar Lane: breach of planning permission conditions: Cllr Fane advised that the Enforcement Officer has decided that the issue is a private matter between 33 and 35 Bar Lane, and no action will be taken.

Conservation Area review and proposed changes: Councillors expressed concern that the green space views safeguarded in the current Conservation area were under threat by the removal of the subject properties and this removal should be objected to. An Article 4 Direction will be requested to be applied in the Conservation Area. **ACTION: CLERK**

Greater Cambridge Shared Planning: Consultation (not previously advertised) <https://www.scambs.gov.uk/consultation-on-new-housing-policies-relating-to-build-to-rent-clustering-and-distribution-of-affordable-housing-and-affordable-rent-setting/>

29.2021

Finance: Cllr H Kettel

a) Signatories: Cllrs Flynn and McPhater are now signatories.

b) Accounts summary:

January Account:

Income: £3,478.18

Expenditure: £8,834.38

Carried forward £71,608.82

To 10 February meeting date

Income: £0.00

Expenditure: £6,710.61

Current Balance of all Accounts: £281,712.48

Less S106 Ring-fenced: £215,552.00

Carried forward: £64,898.21

c) **PROPOSAL: That Stapleford Parish Council herewith agrees the payments schedule shown attached and authorises payment with the exception of the 34SP.Com payment.** PROPOSED: Cllr H Kettel, seconded Cllr McPhater. AGREED AND RESOLVED UNANIMOUSLY.

The pavilion is not currently connected to a telephone line or the internet. The PC is keen to make the pavilion technologically accessible. A vote of thanks was extended to Cllr Gatward for progressing the application.

d) **PROPOSAL: That Stapleford Parish Council herewith agrees to enter into a 12 month contract with Sky to provide a telephone and broadband service for the Jubilee Pavilion.** PROPOSED: Cllr H Kettel, seconded Cllr McPhater. AGREED AND RESOLVED UNANIMOUSLY.

30.2021

Management of Pavilion & Play Area: Cllr Pett

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The pavilion will remain closed until Central Government advice is changed. A repair to a door is scheduled.

Cllrs Raphael and Pett confirmed they are checking the play areas on a virtually daily basis.

31.2021

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

a) Multi-Use Games Unit: Cllr McPhater: A detailed report was circulated to all Councillors before the meeting by email. The PC had asked for changes to the contract. These have been agreed and the revised contract has been signed. Commencement is scheduled for early spring and finish by the end of April. A grant application has been submitted to the Lawn Tennis Association to purchase a ClubSPARK CIA pin activated gate which will protect against vandalism and unpaid play.

The first phase payment will only be made at commencement of work.

PROPOSAL: That Stapleford Parish Council herewith agrees the first payment to ETC Sports in the sum of £22,465.80 including VAT

PROPOSED: Cllr McPhater, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY. Cllr McPhater will advise when the payment is to be made. **ACTION: PMcP**

Tennis Club: terms of agreement: The document is with the Tennis Club for comment. It is hoped that comment will be provided as a priority as failure to resolve before March will require the PC to establish a 'Plan B'. The solicitors have been put on hold and time is pressing.

Contractor: project update: commencement due to commence early March. The perimeter fence is metal, and less likely to be vandalised than the chain link currently in place.

Planning conditions: documents submitted to SCDC Dec 2020: Comments to be submitted to SCDC by the 24th February.

b) Pavilion modification, public toilets and shed project: Cllr H Kettel
Cllr H Kettel advised that the local architect working for the PC had capped his fees. A competitive tender will be sought from three local companies. All conflicts will be managed by the Architect and the Clerk. The architect has asked for an initial payment of £975 to be paid.

PROPOSAL: That Stapleford Parish Council herewith agrees to pay Blue Ink Architecture Ltd a fixed fee of £1,300 in respect of the shed and £1,425 in respect of the public toilets being 4.75% of the estimated build cost to produce drawings and manage contracts to alter the existing brick storage shed and design new Public Toilets on the Recreation Field, off Gog Magog Way, Stapleford. PROPOSED: Cllr H Kettel, seconded Cllr McPhater. AGREED AND RESOLVED UNANIMOUSLY.

c) Children's play area: Cllr G Pett: A PowerPoint presentation was displayed on screen, and had been circulated to all Councillors in advance of the meeting. No planning permission is required.

The PC was asked if it would be able to provide more funds, as the full scheme estimate is approximately £80,000. Councillors discussed options, and suggested that a phased scheme be implemented. The counter-argument was made that it will cost more overall to do in phases.

Grant funding applications will be submitted to Mick George Construction, WREN, Amey Cespa and Cambridge Community Foundation. Local fund raising will take place in the spring.

32.2021

Asset Management: Cllr H Kettel

Parish Pit: Charity Commission advice received and circulated to all Councillors by email:

The Public Stone, Chalk, Gravel and Clay Pit is governed by an Enclosure Award and the Trustees have not power to dispose of the land for the purposes proposed. A charity purpose can be changed by a scheme. The steps are:

1. Identify the circumstances that make it necessary to alter the purpose and ensure they meet the criteria for making a scheme
2. Consider the similar purposes that the charity should now have – the use to which the charity property might now be put
3. Consult stakeholder and consider the results, and make any necessary modification to the proposals.
4. Pass a resolution at a meeting of the Trustees to formally apply for the change
5. Consider the draft that the Charity Commission then prepares – if the Charity Commission agrees to make a scheme
6. Arrange to publish a notice of the Charity Commission intention to make the scheme, if the Charity Commission agrees this is necessary.

The Clerk has emailed the Magog Trust, but it is apparent the email was not received. The Clerk will resend. **ACTION: CLERK**

Sports club terms and fee:

Cllr H Kettel advised the meeting that the licence had been agreed with Stapleford Cricket Club representative George Rolls. A termination clause has been inserted which will be actioned if there is a significant breach of the licence. Fees will need to be paid in advance.

Emails of concern from other parties have been received which the PC has to take seriously, as there is potential for the PC to be brought into disrepute. Cllr B Kettel reminded Council that it took a decision last year that when hiring out it had no responsibility for an organisation's procedures and compliance.

The issue of parking around the village was discussed.

Mr Rolls was given the opportunity to comment. Affiliation and safeguarding documents have been provided to the PC. Cllr H Kettel asked for a quote from the Cricket Club insurer.

The Clerk was charged with ensuring all due diligence had been undertaken.

ACTION: CLERK

Cllr H Kettel made the proposal shown below, subject to due diligence being complied with:

PROPOSAL: That Stapleford Parish Council herewith agrees to complete the Licence Agreement with Stapleford Cricket Club at a fee of £1,600 to commence 1st March 2021 and terminate 30th September 2021 subject to due diligence compliance. PROPOSED: Cllr H Kettel, seconded Cllr B Kettel. Abstain: Cllr Flynn. **AGREED AND CARRIED BY MAJORITY.**

33.2021

Highways: Cllr Flynn:

Cllr Flynn reported she has posted the A1307 improvement plans on Facebook. The main changes are to the junction of the A1307 and Haverhill Road. No right turns will be allowed from Haverhill Road, or the Farm Shop. Access for horse riders is being discussed. A separate access for cyclists and pedestrians is planned, with an improved central area.

Cllr Flynn had a meeting with a Highways Officer, which was very productive. A positive relationship will be fostered. All online reports will be sent direct to the Officer. Bar Lane and Bury Road have been surveyed, and action is imminent regarding broken kerbstones, damaged footway, giveway and keep clear and centre road marking reinstatement. Gog Magog Way flooded pavement will have a temporary drainage repair. Cllr Flynn was pleased with the positive reaction and action from the Officer. A vote of thanks was extended to Cllr Flynn for her hard work.

Cambridgeshire CC: consultation: Local Validation List to 8.3.2021: Cllr Flynn has completed and submitted on behalf of the PC.

Flooding: London Road cycleway has been resolved.
Report of fallen tree in the river at Welch's Crescent: the Clerk will progress.

34.2021

External Communications: Cllr Flynn

Cllr Flynn has distributed information on Facebook, and Cllr Raphael has uploaded information to the PC website. Feedback has generally been positive.

Author of April article for Stapleford Messenger to be confirmed: Cllr McPhater will do the May article to report on the MUGA. Cllr Flynn will approach Councillors for reports.

ACTION: JF

A vote of thanks was extended to Cllrs Flynn and Raphael for their work on this initiative.

Councillors agreed the Clerk's letter to CAPALC stating its opposition to returning to physical meetings before it is safe to do so.

35.2021

Website upgrade and email upgrade: Cllr Raphael

The proposed upgrade will ensure a cleaner and more user-friendly website. The PC needs to consider what it wants. The service provider will move all existing information across to the new site.

Cllr Raphael is managing automatic updates to those who have signed into website.

PROPOSAL: That Stapleford Parish Council herewith agrees to upgrade the website served by Netwise in the sum of £399. PROPOSED: Cllr Raphael, seconded Cllr McPhater. AGREED AND RESOLVED UNANIMOUSLY

Cllr Raphael advised that increased storage would benefit the PC.

PROPOSAL: That Stapleford Parish Council herewith agrees to upgrade the amount of storage provided by Netwise in the sum of £100 per annum. PROPOSED: Cllr Raphael, seconded Cllr McPhater. AGREED AND RESOLVED UNANIMOUSLY.

36.2021

Clerk Updates:

Grounds Maintenance Contract to Tender for 2021 – 2024

Only one tender was received from six sent to contractors

TENDER PRICE PER EACH GRASS CUT / MAINTENANCE (should frequency of cutting need to be changed from that specified above):

1/ Sports and Recreation Field, Gog Magog Way; **£70.00 x Vat per cut**

2/ Children's play area, Gog Magog Way, Stapleford; **£20.00 x Vat per cut**

3/ Various highways verges shown on attached map in Stapleford parish; **£340.00 x Vat per cut**

4/ Villedomer Gardens, off Church Street, Stapleford; **£380.00 x Vat P/A**

5/ The Stapleford Cemetery, Mingle Lane, Stapleford (not the Church); **£4100.00 x Vat P/A**

6/ Basil's Piece, Church Street, Stapleford **£250.00 P/A**

PROPOSAL: That Stapleford Parish Council herewith appoints Herts & Cambs Grounds Maintenance Ltd to carry out grounds maintenance

works in the parish. PROPOSED: Cllr McPhater, seconded Cllr H Kettel.
AGREED AND RESOLVED UNANIMOUSLY

Zero Carbon Communities: Grant: awaiting PECT inspection
Climate & Environment fortnight 2021

Pavilion: electricity contract due for renewal: recommend changing supplier:
Clerk to seek more quotes which include the Slaughterhouse.

ACTION: CLERK

Slaughterhouse: currently on variable rate: recommend taking a contract

SCDC: Gypsy & Traveller: training to commence March 2021: Cllrs H Kettel
and Pett to attend.

37.2021

Cemetery: Cllr B Kettel

Commendation:

Councillors unanimously voted for a commendation be recorded in recognition of the Assistant Clerk, Kerry Byne's exemplary actions during the recent exhumation and reinterment. Kerry ensured the family was supported, and all necessary procedural requirements were followed. Kerry showed great strength of character through her persistence in her adherence to regulations and relationship with the family involved. She ensured that all parties were kept fully informed throughout the process.

Kerry attended the site to ensure the works were completed on the day, and liaised with all parties concerned.

A further vote of thanks was extended to the Stapleford PC appointed gravedigger, Jason Cole of Graveworks, who also carried out exemplary work under difficult circumstances.

A vote of thanks was extended to Cllr Pett who oversaw the procedures.

The circumstance occurred through no fault of anyone on or in the employ of Stapleford Parish Council.

Cllr Gatward reported the fencing has now been installed.

38.2021

Correspondence:

Mrs W Elsbury Comments and requests for information on the following points: Minutes not on website; London Road flint wall removed; cricket shed update; Cemetery update; Caretaker; Gardener; budget; Facebook: a detailed response was supplied to Mrs Elsbury.

Mr & Mrs Dixon London Road: flint wall removal: Cllr B Kettel advised that the wall had been undermined by tree roots and was unstable, which was

why it had been removed. All flints have been retained, and will be used in the rebuild once the build out of the site has been completed.

Mr Steen River Granta: tree blocking river: The Clerk will liaise with a resident to establish the exact location and ownership of the site.

39.2021

Date of Next Meeting: Virtual meeting at 7.30pm

PC Meetings: 2nd Wednesday of each month

10th March, 14th April, 12th May, 9th June, 14th July, 8th September, 13th October, 10th November, 8th December.

Annual Parish Meeting: 5th May

Councillors were requested to provide contact details of local organisations so that the Clerk can advise on the reporting process well in advance of the Annual Parish Meeting

The Chairman allowed a 10 minute comfort break and resumed the meeting for:

28.2021: GCSP Planning Survey: Call for Sites: discussion:

Cllr B Kettel explained the context that the Parish Council was being asked to respond with any relevant local information to the following questions:

1. Would you like to tell us anything about site accessibility and transport link?
2. Would you like to tell us anything about site constraints or opportunities regarding development such as flood risk, noise, air or light pollution?
3. Would you like to tell us anything about landscape, townscape or heritage opportunities or constraints?
4. Would you like to tell us anything about green infrastructure opportunities or constraints
5. Are there any other opportunities or constraints you would like to highlight, regarding suitability, availability or deliverability of the site?

Councillors discussed the each site. All sites except the allotments are in the Green Belt.

The Clerk will develop responses for each site, and circulate to all Councillors before submitting on the online survey.

Meeting closed at 10.42pm