# STAPLEFORD PARISH COUNCIL

**NOTICE OF PARISH COUNCIL MEETING**

**To Members of Stapleford Parish Council**

You are hereby summoned to attend a **MEETING OF STAPLEFORD PARISH COUNCIL** on to be held on **WEDNESDAY 14th April 2021 at 7.30pm** by virtual meeting to transact the business in the agenda shown below. Members of the public and press are invited to attend and to address the Council in its open forum.

Virtual meeting access:

Belinda Irons

Stapleford Parish Clerk

8th April 2021

AGENDA

**59.2021** Apologies

**60.2021** Declaration of Member’s Interest: disclosable pecuniary/ pecuniary/personal

**61.2021** Minutes of the previous meeting:

**PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the Parish Council meetings held on 10th March 2021.**

**62.2021** Councillor vacancy:

**63.2021** Public discussion and presentation

**64. 2021** Reports from South Cambs District Council and Cambridgeshire County Council

**65.2021 Return to face to face meetings:** discussion:

Options for discussion: this list is not definitive but indicative of potential changes:

1. Reduce number of meetings to a number set by Council with a minimum of 4 per annum to cover setting the budget and precept (January), AGM (May) Completion of the Year End and Audit (June), and one other, plus the Annual Parish Meeting.
2. Interim Committee meetings to be undertaken by virtual meeting provision
3. Meetings to be attended by vaccinated Councillors only
4. Meetings to be attended by unvaccinated Councillors at their own risk
5. Hybrid meeting with Councillors only in personal attendance, with Councillors who do not wish to attend in person, attending on Zoom as members of the public
6. Members of the Public:
7. Attendance by virtual meeting or in person
8. All members of the public attending the meeting to wear masks and use hand sanitiser on entry to the building and if using tissues/handkerchiefs
9. Social distancing to be set at 2m
10. One way system to be operational
11. Anyone with cold or Covid symptoms to be refused entry
12. A list of attendees to be kept to assist Track and Trace as necessary
13. A requirement that any member of the public who tests positive for Covid within 10 days of attendance of the meeting must report the test result to the Clerk and Track and Trace, to ensure all those attending goes into isolation for two weeks
14. Requirements for face to face meetings:
15. Seek advice from insurers on best mechanisms to be employed for a return to face to face meetings
16. Risk assessment
17. Cleaning of venue pre and post-meeting
18. Provision of PPE for attending Councillors and members of the public

**66.2021 East West Rail and CSET Busway: Cllr H Kettel: update**

update on East West Rail and iT-Transport Report on CSET.

**67.2021 Planning:** Cllr B Kettel

|  |  |
| --- | --- |
| 21/00762/HFUL | 70 London Road, Stapleford  2 storey side and rear extensions and single storey front extension |
| 21/00914/HFUL | 1 Bar Lane, Stapleford  Two storey rear extension |
|  |  |
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Axis retirement village: approval for Cllr H Kettel to speak on behalf of SPC

Neighbourhood Plan: update

Cambridge Biomedical Campus: vision for the future including development

**68.2021 Finance:** Cllr H Kettel

**a**) Accounts summary: March meeting

Income: £1,433.00

Expenditure: £11,547.69

Current Balance of all Accounts: £270,186.19

Less S106 Ring-fenced: £215,552.00

Carried forward: £54,634.19

Expenditure for April will be reported to the meeting

b) **PROPOSAL: That Stapleford Parish Council herewith agrees the payments schedule shown attached and authorises payment.**

c) The Tree Community Group: distribution of funds: recipient must be a registered Charity:

Suggestions: Karen Morris Memorial Fund: Cllr Pepperell

FEOFFEE Cllr Raphael

AGE Concern

1. Audit & Year End
2. **PROPOSAL: *That Stapleford Parish Council herewith agrees to amend Financial Regulations as directed by Central Government as shown below with items in blue added, and items in red removed:***

***18f A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by Parliament) the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU. and the UK e-notification service (Find-a-Tender).***

***18g A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU Parliament) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.***

1. **PROPOSAL: *That Stapleford Parish Council herewith appoints LGS Services to complete the internal audit***
   1. **Management of Pavilion & Play Area: Cllr Pett**

**PROPOSAL: *That Stapleford Parish Council herewith agrees to purchase Hallmaster booking system in the sum of £137.00 pa***

**70.2021 S106 Stapleford Capital Projects Initiative*:*** Working Party discussion update and actions:

a)Multi-Use Games Unit: Cllr McPhater:

Tennis Club: terms of agreement: update

Contractor: project update

Contractual Payment 3 to ETC Sports.

b) Pavilion modification, public toilets and shed project: Cllr H Kettel

c) Children’s play area: Cllr G Pett

**71.2021 Asset Management:** Cllr H Kettel

Parish Pit: Magog Trust response to Charity Commission decision received: public consultation

Sports club: completion of licences

**72.2021 Highways:** Cllr Flynn

**73.2021 External Communications**: Cllr Flynn

Stapleford Messenger: Parish Council support: discussion

Cllr Gatward:

**PROPOSAL: *That Stapleford Parish Council herewith agrees that Parish Councillors mobile phone numbers be published to the Parish Council website to enable members of the public to make contact direct with Councillors. Applicable only to Councillors who agree to make their mobile phone number available to the public.***

**74.2021 Website upgrade**: Cllr Raphael

**75.2021 Environmental initiatives:** Cllr Gatward

Zero Carbon Communities Grant

**76.2021 Clerk Updates:**

a) Zero Carbon Communities: Grant: PECT inspection due July

b) Pavilion: Sky/BT Openreach: line installation

c) Pavilion & Slaughterhouse: electricity contracts

d) Annual Parish Meeting: Agenda

Chairman’s welcome & introduction

Chairman’s report

SPC Annual accounts report

Reports from Parish organisations: loaded to SPC website

Items from Parishioners for discussion

e) Review of verge mowing to encourage wild flowers

f) Street lights:

Chalk Hill: street light not connected

Granta Terrace: street light to be transferred from Gt Shelford to Stapleford PC when the contract is changed by CCC

g) Parish Council Portfolios: Councillors to review and apply for the portfolios they believe they would like to be involved in, and these can have working groups attached.

Chairman

Vice-Chairman

Finance, Audit & Business Development

Highways, Byways & Transport

Planning: All Councillors to be included

Neighbourhood Planning & Conservation Area

Asset Development

Pavilion & Recreation Fields Management

Play Areas and Youth Development

Cemeteries Management

Police Liaison and Neighbourhood Watch

Communications

Tech & Technology (including Website management)

Policy & Scrutiny: (inc Major Incident Plan/ Data Protection/ Risk Assessment)

Human Resources

Environment, Biodiversity & Ecology

Sports Development and Management

Stapleford Volunteer Group:

Litter picking

Local environmental projects

Footpaths, Bridleways and Byways

Community Café

Village Weekend

**77.2021 Cemetery:** Cllr B Kettel

**PROPOSAL: *That Stapleford Parish Council herewith agrees and adopts the Stapleford Parish Council Memorial Policy with immediate effect***

Requests for benches: Mrs George re memorial bench & Cllr Pett

Plaques:

**78.2021 Correspondence:**

Ms S Berridge Review of highway verge mowing to encourage wild flowers requested

Mrs W Elsbury Request for an additional public meeting in the autumn

Anthony Browne MP: Petition against Thakeham proposed development

**79.2021** **Date of Next Meeting**: Virtual meeting at 7.30pm

PC Meetings: 2nd Wednesday of each month

5th May,9th June, 14th July, 8th September, 13th October, 10th November,

8th December. Annual Parish Meeting: 5th May