

STAPLEFORD PARISH COUNCIL

MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL held on THURSDAY
22nd April 2021 at 7.30pm by virtual meeting

Virtual meeting access:

<https://us02web.zoom.us/j/82745994099?pwd=aGhINHV6ciRUVG9pdFE4Zit2Smtmdz09>

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

Stapleford Parish Council Clerk: Belinda Irons - Minutes

South Cambs District Cllrs Nick Sample

MEMBERS OF THE PUBLIC: There were 0 members of the public on line

This meeting was recorded

59.2021 Apologies: Cllr Barbara Kettel, Cllr Charles Nightingale, Cllr David Pepperell, Cllr Jez Raphael

60.2021 Declaration of Member's Interest: disclosable pecuniary/ pecuniary/personal
Cllr H Kettel 68.2021 Finance: reimbursement for expenditure
Cllr G Pett 77.2021 Cemetery: request to install a memorial bench

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. PROPOSED: Cllr H Kettel from the Chair. AGREED AND RESOLVED UNANIMOUSLY

62.2021 Councillor vacancy: Councillors were urged to continue to encourage people to come forward to volunteer.

63.2021 Public discussion and presentation: no public present

64. 2021 Reports from South Cambs District Council Cllr Sample:

1. Planning

As from 1st April 2021, South Cambs and City jointly have a 6.1 years of housing land supply for the period 2021-2026. This is now official as the call-in period expired last week Friday.

The purpose of the 5 year housing land supply is to provide an indication of whether there are sufficient sites available to meet the housing requirement set out in the Local Plan for the next 5 years. If an authority cannot demonstrate a 5 year housing land supply, then the presumption in favour of sustainable development applies. This means that development can be largely unchecked, something that happened under the previous SCDC administration. The figure of 6.1 years is likely to remain unchanged until April 2022 at the earliest.

Chairman's signature..... 5th May 2021

2. Zero Carbon Grants

Our Zero Carbon Strategy was adopted by the Council last year. It outlines how we are supporting the district to halve carbon emissions by 2030 and reduce them to zero by 2050, including delivering a reduction in our own carbon footprint of at least 45% by 2025, (on a 2019 baseline), and at least 75% by 2030. Find out more at <https://www.scambs.gov.uk/council-adopts-zero-carbon-strategy-for-south-cambridgeshire/>

We are continuing the grants scheme, with a third round opening on May Applications invited for projects under the three themes:

1. Community buildings
2. Tree Planting/Nature
3. Other projects which reduce carbon emissions

We would encourage Stapleford Parish Council and local groups to apply for these grants and bid for a share of £100,000.

The deadline for applications to be received by the Council is 5pm on Friday 30 July 2021.

3. COVID recovery grants

As reported at the last meeting, SCDC has launched an additional Community Chest grant programme specifically for Covid Recovery and has put £30,000 in the pot. The aim is to help local community groups and parish councils resume activities that might have been stopped due to Covid or which have tailed off in recent months.

The Council's Grants Advisory Committee temporarily amended the rules around the eligibility criteria for its Community Chest Grant scheme for the next two months to allow applications for these grants of up to £2,000.

Previously, few parish councils could apply to the scheme as the criteria stipulated they had to have fewer than 160 registered electors. But until May 10th, it will be open to all parish councils and community groups – including new ones that are now setting up. Applications are being accepted until 10 May 2021, with submissions being reviewed at the May 28 Grants Advisory Committee meeting.

Meanwhile, the normal Community Chest Grant scheme continues to run for community groups for a maximum grant of £1,000.

Applying for a Covid Recovery Community Chest Grant is the same as applying for a standard Community Chest Grant. The applicant simply selects which type of grant they are applying for at the start of the process with all other criteria being the same. See <https://www.scambs.gov.uk/community-development/grants/community-chest-grants/>

4. Street lighting

Chairman's signature..... 5th May 2021

All SCDC street lighting is being replaced by low energy LED lights. This is nearing completion and should give a reduction of 60% of energy usage and a commensurate saving in parish councils' street-lighting energy bills.

On the streetlight at Chalk Hill: the County Council officer pursuing Hill Group to fix the light is still struggling to make progress with Hill. The email thread shows the issue was raised with Hill five years ago. The CCC officer is pencilling in a meeting of stakeholders in early May to discuss how we escalate the issue.

5. Council housing

We have a policy of increasing the number of council properties available for people on lower incomes and are really pleased to have built 66 new council homes in the last 12 months (the target was 50). These are built to a high specification and most of the properties have solar panels and air-source heat-pumps

6. Coronavirus business advice and support

(For most up to date information please go to <https://www.scambs.gov.uk/business/coronavirus-information-for-businesses/>)

The District Council has paid out a total of £10.6m in Government business grants to 4,447 businesses since November. We have also paid £3.6m out of our £4.6m discretionary/hardship allocation and we are will be going live with a further £5.8m of re-start grants on Monday 19th.

We have been consistently one of the fastest Councils in the country to distribute these grants to eligible businesses while keeping fraud to a minimum. (Zero, as far as we're aware.)

7. Business rates relief

On 25 March, the Government announced £1.5 billion further funding for councils to provide additional targeted support to those businesses that have not already received business rates relief. The funding will be allocated to councils based on the stock of properties in the area whose sectors have been affected by the coronavirus outbreak and they will use their knowledge to make awards to local businesses. The Government will work with and support local government to enable ratepayers to apply as soon as possible this year.

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65.2021 **Return to face to face meetings:** discussion: Decision to be taken at the next meeting: Cllr Greenhalgh commented that he was not prepared to attend face to face meetings as it had not proven safe to do so.

Chairman's signature..... 5th May 2021

Options for discussion at the next meeting: this list is not definitive but indicative of potential changes:

- a) 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.
- b) Interim Committee meetings to be undertaken by virtual meeting provision
- c) Members of the Public:
 - i) Attendance by virtual meeting or in person
 - ii) 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
 - iii) Social distancing to be set at 2m
 - iv) One way system to be operational
 - v) Anyone with cold or Covid symptoms to be refused entry
 - vi) A list of attendees to be kept to assist Track and Trace as necessary
 - vii) 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
- d) Requirements for face to face meetings:
 - i) Seek advice from insurers on best mechanisms to be employed for a return to face to face meetings
 - ii) Risk assessment
 - iii) Cleaning of venue pre and post-meeting
 - iv) 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 CSET.

East West Rail has planned a 15m embankment at Harston.

There is still no response to the Chairman's email requesting a meeting from the GCP regarding the CSET i-Transport report. Cllr Greenhalgh commented that the GCP and the rail organisations take a dictatorial, undemocratic and unaccountable position which is contrary to this Country's democratic principles.

67.2021 Planning: Cllr B Kettel

21/00762/HFUL	70 London Road, Stapleford 2 storey side and rear extensions and single storey front extension: <i>No objection: request for condition requiring contractors vehicles to be restricted on-site and highways damage to be rectified</i>
21/00914/HFUL	1 Bar Lane, Stapleford

	p. 2021.43 <i>Two storey rear extension: No objection: conditions: that contractors vehicles cannot obstruct the highway and must be parked on site as much as possible; any highways damage to be rectified as the surface has just been repaired to a high standard.</i>
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Axis retirement village: SCDC unanimous refusal: Cllr H Kettel spoke on behalf of Stapleford Parish Council, Cllr B Kettel spoke on behalf of Gt Shelford Parish Council, and Cllr J Flynn spoke as a resident. A vote of thanks was extended to them for their excellent presentations. Cllr Greenhalgh, who followed the event via virtual meeting technology, thanked the SCDC Planning Officer Michael Sexton, for his excellent work on this application. Stapleford Parish Council proposed a vote of thanks to Mr Sexton for his hard work.

Neighbourhood Plan: update: Cllr B Kettel will arrange a meeting when she is able to do so. All Councillors will be welcomed to attend.

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 was reported to the meeting

MUGA: the scheme commenced today, and will take up to 6 weeks to complete. Funds are to be transferred from the S106 ring-fenced account to the current account to ensure funds are available as invoices are presented.

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

PROPOSED: Cllr H Kettel from the Chair. AGREED AND RESOLVED UNANIMOUSLY.

c) The Tree Community Group: **PROPOSAL: That Stapleford Parish Council herewith agrees to provide the Tree Community Group fund to AGE Concern (Stapleford) for the benefit of the Stapleford Mobile Warden Service.** PROPOSED: Cllr H Kettel, seconded Cllr G Pett. AGREED AND RESOLVED UNANIMOUSLY. The Clerk will arrange for the fund to be transferred. **ACTION: CLERK**

e) Audit & Year End: The Clerk is progressing the audit.

f) **PROPOSAL: That Stapleford Parish Council herewith agrees to amend Standing Orders and 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: PROPOSED: Cllr H Kettel, seconded Cllr G Pett. AGREED AND RESOLVED UNANIMOUSLY.

g) **PROPOSAL: That Stapleford Parish Council herewith appoints LGS Services to complete the internal audit.** PROPOSED: Cllr H Kettel, seconded Cllr G Pett. AGREED AND RESOLVED UNANIMOUSLY.

69.2021 Management of Pavilion & Play Area: Cllr Pett

Cllr Pett advised that there was a security issue at the pavilion which required resolution.

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

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

a) Multi-Use Games Unit: Cllr McPhater: Scheme commenced today. Fencing has been removed and drainage installed. Works will take approximately 5-6 weeks. Coordination will be ongoing with the Lawn Tennis Association to install the ClubSpark gate scheduled for 19-20th May. Electricity will take one day to install. Access will be needed to the mains supply.

Tennis Club: terms of agreement: agreement awaiting signature.

Contractual Payment: 3 payments to ETC Sports.

b) Pavilion modification, public toilets and shed project: Cllr H Kettel: Thanks were extended to all those who attended to clear out the shed, which was undertaken with representatives of groups storing equipment. A skip has been ordered to get rubbish away. Volunteers are required to fill it.

The engineers drawings have been dispatched and tenders are awaited. The cost of the toilets means that not all those planned can be installed. Cllr H Kettel recommended the toilets to be installed on the end of the pavilion go ahead, and the eco toilet not pursued. Cllr Gatward recommended further investigation as two eco toilets could be installed for the same price. There is an opportunity for an eco grant to be submitted to pay for these.

Cllr Gatward also recommended the Klargester is emptied.

Jubilee Beacon: currently stored in the shed, this bespoke item is recommended to be installed on the junction of Gog Magog Way and Haverhill Road, in a reduced form as a planter. Cllr McPhater recommended the use of orange and red plants to represent flames to represent its original purpose. Cllr McPhater will advise species. **ACTION: PMcP**

c) Children's play area: Cllr G Pett: A Community Chest grant application has been submitted. The Mick George grant application has been refused, but there are two further grants awaiting decision. A Just Giving page has been established, and this will be advertised via Facebook and the PC website.

71.2021 **Asset Management:** Cllr H Kettel

Parish Pit: Magog Trust response to Charity Commission decision received: public consultation commences 23rd April with a notice in the Stapleford Messenger, and on Facebook and the Parish Council website.

Sports club: licences completed and fees paid. A complaint was made to the Parish Council that football was not socially distanced. The Clerk will write to all clubs and remind them of their responsibilities. **ACTION: CLERK**

72.2021 **Highways:** Cllr Flynn

The junction of Bar Lane and Bury Road has been resurfaced to a very high standard. A vote of thanks was extended to Cambridgeshire County Council Highways officer Mr John O'Brien, and also to Cllr J Flynn for her hard work and liaison – it has been a very long time since high quality workmanship has been achieved in the village. Cllr Flynn's ongoing liaison was praised.

Church Street is the next project. The other end of Bar Lane, whilst in poor condition, does not currently fit the maintenance criteria.

Cllr Greenhalgh pointed out that HGVs attending development sites cause extensive damage to the highway with little or no remedial works carried out, creating long term issues for parishioners.

73.2021 **External Communications:** Cllr Flynn

Stapleford Messenger: resolved.

- 74.2021** **Website upgrade:** Cllr McPhater: completed. The front page can now be reorganised and manipulated to highlight important issues, such as the Pit public consultation.
- 75.2021** **Environmental initiatives:** Cllr Gatward
Cllr Gatward has conducted a village wide verge inspection with a resident to discuss options for planting and rewilding. Cllr Greenhalgh suggested trees be planted on verges to prevent cars being parked. A survey of what species are present will be carried out to ensure the Parish Council can record improvements.
The cemetery is planned to have the lower half of the new section planted as a wild flower meadow.
The Parish Council will undertake and manage tree planting.
Zero Carbon Communities Grant: an application will be submitted for wildflower seed and plants, trees and possibly eco toilets.
- Cllr McPhater raised the River Granta silting issue beneath the Cambridge Road bridge as two of the three arches are blocked. The Clerk has spoken with the Environment Agency, who advised silting upstream of the weir reduced the likelihood of flooding downstream. There was little to no risk of flooding upstream as a result of the silting. If the Parish Council required the silt to be cleared, or was concerned that the bridge may be damaged by the weight of water, it should contact Cambridgeshire County Council.
- 76.2021** **Clerk Updates:**
- a) Zero Carbon Communities: Grant: PECT inspection due July
 - b) Pavilion: Sky/BT Openreach: line installation awaited.
 - c) Pavilion & Slaughterhouse: electricity contracts: Clerk to formally write to contractors advising changes to contractors will be undertaken
 - d) Annual Parish Meeting: Agenda
Chairman's welcome & introduction
Chairman's report
SPC Annual accounts report
CSET busway
Reports from Parish organisations: loaded to SPC website
Items from Parishioners for discussion
 - e) Review of verge mowing to encourage wild flowers: See 75.2021 above
 - f) Street lights:
Chalk Hill: street light not connected: being progressed by SCDC Cllr Sample with Hills Group which has acknowledged responsibility.
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. Names shown against a portfolio related to Councillors stated preferences:

Chairman:	Cllr H Kettel
Vice-Chairman:	Cllr P McPhater
Finance, Audit & Business Development:	Cllr P McPhater with Cllrs H Kettel, D Pepperell & G Pett
Highways, Byways & Transport:	Cllr J Flynn with Cllr D Pepperell
Planning:	All Councillors to be included
Neighbourhood Planning & Conservation Area:	Cllr B Kettel with Cllrs Flynn and Raphael
Asset Development:	Cllr H Kettel
Pavilion & Recreation Fields Management:	Cllrs G Pett & M Gatward
Play Areas and School Liaison:	Cllr G Pett
Cemeteries Management:	Cllrs G Pett & J Flynn
Police Liaison and Neighbourhood Watch	
Communications:	Cllr J Flynn
Tech & Technology (including Website management):	Cllrs J Raphael & P McPhater
Policy & Scrutiny: (inc Major Incident Plan/ Data Protection/ Risk Assessment)	Cllr C Greenhalgh
Human Resources:	Cllrs H Kettel, Greenhalgh & Pett
Environment, Biodiversity & Ecology:	Cllrs Gatward, Flynn & McPhater
Sports Development and Management:	Cllrs M Gatward, C Greenhalgh & P McPhater

Charity representation: FEOFFEE/ Village Halls Charity: Cllrs G Pett & J Raphael

Stapleford Volunteer Group:

Litter picking: Cllrs D Pepperell & J Flynn

Local environmental projects: See Environment Portfolio.

Village Weekend: Cllrs G Pett & M Gatward

77.2021 Cemetery: Cllr B Kettel

Following discussion, it was agreed that the policy will be rewritten to enable greater flexibility for future changes to be easily made and presented to the next meeting.

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: it was agreed that benches will be allowed within the memorials policy regulations.

Plaques: It was agreed that 30 number and letter plaques will be ordered from Tomlinson Steel. It was noted that metal prices are escalating and an urgent decision was required.

PROPOSAL: *That Stapleford Parish Council herewith agrees to purchase 50 number and letter plaques for the new cemetery.*

PROPOSED: Cllr P McPhater, seconded Cllr C Greenhalgh. AGREED AND RESOLVED UNANIMOUSLY.

78.2021 Correspondence:

Ms S Berridge Review of highway verge mowing to encourage wild flowers requested: Cllr Gatward has conducted a site meeting and is progressing recommendations.

Mrs W Elsbury Request for an additional public meeting in the autumn: Councillors agreed that it was premature to take a decision at this stage. The Chairman will telephone Mrs Elsbury to ascertain her concerns.

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

Meeting closed at 9.30pm