

STAPLEFORD PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF STAPLEFORD PARISH COUNCIL held on WEDNESDAY 5th May 2021 at 8.06pm by virtual meeting

Virtual meeting access:

<https://us02web.zoom.us/j/87442115558?pwd=Y0xNMk81N2pIV2NCZy8zcmEyV0kxQT09>

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

Stapleford Parish Council Clerk: Belinda Irons - Minutes

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

80.2021 Election of Chairman
PROPOSAL: That Stapleford Parish Council herewith appoints Cllr Howard Kettel as Chairman. PROPOSED: Cllr McPhater, seconded Cllr Cllr Flynn. AGREED AND RESOLVED UNANIMOUSLY. A vote of thanks was expressed to the Chairman for his hard work over the past year.

The Chairman commented that he was excited about the forthcoming year.

81.2021 Signing of Chairman's Declaration of Acceptance of Office: Covid compliant

82.2021 Apologies: none

83.2021 Declaration of Member's Interest: disclosable pecuniary/ pecuniary/personal
Cllr M Gatward: Item: 90.2021: Finance: Tender for works to Shed: disclosable pecuniary interest.

84.2021 Minutes of the previous meeting:
PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the Parish Council meetings held on 22nd April 2021. PROPOSED: Cllr H Kettle, seconded Cllr Raphael. AGREED AND RESOLVED UNANIMOUSLY.

85.2021 Public discussion and presentation: No comments received.

86. 2021 Election of Vice-Chairman
PROPOSAL: That Stapleford Parish Council herewith appoints Cllr Paul McPhater as Vice-Chairman. PROPOSED: Cllr H Kettel, seconded Cllr Greenhalgh. Abstain: Cllr Pepperell & Cllr Pett. AGREED AND RESOLVED BY MAJORITY. Cllr H Kettel welcomed Cllr McPhater to the role.

87.2021 Portfolio allocation:

Chairman: ex-officio on all portfolios

Finance, Audit & Business Development:

Cllr P McPhater with Cllrs H Kettel, D Pepperell & G Pett

Highways, Byways (inc footpaths and bridleways) & Transport:

Cllr J Flynn with Cllr D Pepperell

Planning: All Councillors to be included:

Cllr B Kettel delegated responsibility for small works

Neighbourhood Planning & Conservation Area:

Cllr B Kettel with Cllrs J Flynn and J Raphael

Asset Development:

Cllr H Kettel

Pavilion & Recreation Fields Management (inc sports management and development):

Cllrs G Pett, M Gatward, C Greenhalgh H Kettel & P McPhater)

Play Areas and School Liaison:

Cllr G Pett

Cemeteries Management:

Cllrs B Kettel, M Gatward, G Pett & J Flynn

Police Liaison and Neighbourhood Watch:

Communications:

Cllr J Flynn

Communications, Tech & Technology (including Website management):

Cllrs Flynn, J Raphael & P McPhater

HR, Policy & Scrutiny: (inc Major Incident Plan/ GDPR/ Risk Assessment)

Cllr C Greenhalgh, H Kettel, G Pett, J Raphael

Environment, Biodiversity & Ecology:

Cllrs M Gatward, J Flynn & P McPhater

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

Stapleford Volunteer Group:

Litter picking:

Cllrs Pepperell & Flynn

Village Weekend:

Cllrs Pett & Gatward

88.2021

Return to face to face meetings: discussion:

Risk Assessment: this list is not definitive but indicative of potential changes:

a) Members of the Public:

Chairman's signature..... 9th June 2021

- i) 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
 - ii) Social distancing to be set at 2m
 - iii) One way system to be operational
 - iv) Anyone with cold or Covid symptoms to be refused entry
 - v) A list of attendees to be kept to assist Track and Trace as necessary
 - vi) A requirement that any member of the public who tests positive for Covid within 10 days of attendance at the meeting must report the test result to the Clerk and Track and Trace, to ensure all those attending go into isolation for two weeks
- b) Requirements for face to face meetings:
- i) Risk assessment
 - ii) Cleaning of venue pre and post-meeting
- c) **PROPOSAL: *That Stapleford Parish Council herewith agrees to hold a virtual Meeting of Councillors on the second Monday of June which will inform the decision making process undertaken at the Stapleford Parish Council ordinary meeting held on the second Wednesday in June to ensure inclusivity for all Councillors, with a minimum of four Councillors attending the Wednesday meeting, both meetings commencing at 7.30pm with further decision to be made in June***
- PROPOSED: Cllr B Kettel, seconded Cllr Gatward. AGREED AND RESOLVED UNANIMOUSLY.

89.2021 Planning: Cllr B Kettel

21/01328/FUL	White Wings, 2 Gog Magog Way, Stapleford Demolition of existing dwelling and detached garage and erection of 1 x dwelling house and detached garage together with associated landscape enhancements: <i>Concerns: in Conservation Area; highways safety audit required; tree and hedge protection; impact on street scene; contractors to park on site</i>
21/01378/HFUL	45 Bury Road, Stapleford Single storey rear extension
21/01435/HFUL	22b Mingle Lane, Stapleford Construction of a garden pavilion/ out building

90.2021 Finance: Cllr H Kettel

a) Accounts summary: April meeting

Brought forward:	£289,725.35
Income:	£39,350.00
Expenditure:	£10,503.45

Current Balance of all Accounts:	£318,571.90
Less S106 Ring-fenced:	£215,552.00
Carried forward:	£103,019.90

Expenditure for May was not reported to the meeting as no invoices were present due to the requirement to hold the meeting earlier in the month than usual.

Cllr Gatward was put into the Waiting Room whilst the vote took place.

PROPOSAL: That Stapleford Parish Council herewith agrees to appoint Harrison Construction to refurbish the shed in the sum of £29246.8 plus VAT, PROPOSED: Cllr H Kettel, seconded Cllr McPhater. AGREED AND RESOLVED UNANIMOUSLY.

Cllr Gatward rejoined the meeting. Thanks to Cllr Gatward for advice and support from the commencement of the project.

b) Audit & Year End: ongoing

91.2021 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: next agenda

Cllr Greenhalgh raised the issue of ongoing problems with Stapleford Cricket Club raised by the Assistant Clerk. Stapleford Cricket Club has repeatedly failed to provide information and documentation, and now has clashing Recreation Ground dates with the Football Club. This is causing great consternation to those impacted. It was agreed that a letter would be sent to Stapleford Cricket Club as a matter of urgency.

92.2021 Cemetery: Cllr B Kettel
PROPOSAL: That Stapleford Parish Council herewith agrees and adopts the Stapleford Parish Council Memorial Policy with immediate effect: next agenda

93.2021 Correspondence: none.

94.2021 Date of Next Meeting: Virtual meeting at 7.30pm
PC Meetings: 2nd Wednesday of each month
9th June, 14th July, 8th September, 13th October, 10th November,
8th December. Annual Parish Meeting: 5th May

Meeting closed at 9.35pm