# STAPLEFORD PARISH COUNCIL

**NOTICE OF PARISH COUNCIL MEETING**

**To Members of Stapleford Parish Council**

You are hereby summoned to attend the **MEETING OF STAPLEFORD PARISH COUNCIL** on to be held on **WEDNESDAY 9th June 2021 at 7.30pm** in the Jubilee Pavilion, Gog Magog Way, Stapleford 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.

Belinda Irons

Stapleford Parish Clerk

3rd June 2021

**AGENDA**

**HOUSEKEEPING:** Please be advised that attendees are expected to:

1. Bring a face covering with them, and to wear it whilst in the meeting.
2. Attendees are expected to use the hand sanitiser provided on entry and exit
3. To maintain a 2m social distancing space.
4. Attendees will be required to complete a registration sheet giving name and contact telephone number to enable the SPC to contact all those present should a case of Covid be reported to it. This registration sheet will be retained until the next meeting takes place.
5. Anyone experiencing Covid or cold symptoms are asked to refrain from attendance.
6. Anyone who experiences Covid or cold symptoms within 10 days of attending the meeting is asked to report this to the Clerk who will contact all attendees and will also advise the NHS Track and Trace programme.

**95.2021** Apologies

**96.2021** Declaration of Member’s Interest: disclosable pecuniary/ pecuniary/personal

**97.2021** Minutes of the previous meeting:

**PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the Annual Parish Meeting and the Annual Parish Council meetings held on 5th May 2021.**

**98.2021** Public discussion and presentation

**99.2021** South Cambs District Council & Cambridgeshire County Councillors: reports

**100.2021** Parish Council vacancies: 2 vacancies

**101.2021 Planning:** Cllr B Kettel

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| For information:  21/02116/PRIOR1A  21/0203034/CL2PC  21/02033/CL2PD | Chalk Hill, Haverhill Road, Stapleford  Single storey rear extension: prior approval  Certificate of lawfulness Section 192 for erection of outbuilding at the rear of the site  Certificate of lawfulness Section 192 for demolition of existing side extension and making good original house and erection of a single storey side extension |
| 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 |

**Russell Smith Farms: proposals for Dernford Lakes, Sawston:** discussion

**102.2021 East West Rail and CSET: updates**

**103.2021 Year End & Audit:**

**PROPOSAL: *That Stapleford Parish Council herewith agrees to accept the findings of the internal auditor and agrees to take appropriate action to ensure any recommendations are implemented.***

**PROPOSAL: *That Stapleford Parish Council herewith review the effectiveness of the system of financial controls and make recommendations to ensure all risk is minimised***

**PROPOSAL: *That Stapleford Parish Council herewith agrees by resolution to ensure the electorate is able to exercise its public right to inspect the Parish Council accounts for a single period of 30 working days commencing Monday 28th June to 6th August 2021 inclusive in compliance with Covid-19 legislation***

**PROPOSAL: *That Stapleford Parish Council herewith review and agrees by resolution the Annual Governance Statement for 2020/21***

***PROPOSAL: That Stapleford Parish Council herewith agrees by resolution the Accounting Statement for 2020/21:***

**104.2021 Finance:** Cllr H Kettel

**a**) Accounts summary: June meeting

Income: £1,750.00

Expenditure: £32,072.61

Less S106 Ring-fenced: £153,737.54

Carried forward: £137,520.44

Expenditure for June will be reported to the meeting

Review of accounting systems

Review of pavilion booking system and accounts

* 1. **Portfolio Reports & Updates:**

Cllr H Kettel:

S106 Stapleford Capital Projects Initiative:

Shed renovation

Pavilion renovation

Public toilet provision

Parish Pit: update

Cllr P McPhater MUGA update: recommendation for purchase of maintenance equipment

Cllr M Gatward Environment, Ecology & Climate Change

Report on meeting with Ecologist

Cllr J Flynn Highways

Communications

Cllr J Raphael IT:

**PROPOSAL: *That Stapleford Parish Council herewith agrees to increase the amount of storage for the Parish Council email account in the sum of £100.00 per annum***

Cllr G Pett: Management of Pavilion & Play Area:

**PROPOSAL: *That Stapleford Parish Council herewith agrees to instruct SF Cleaning to undertake an additional weekly clean of the Pavilion on a Friday morning during term time***

Damage to windows: reported to Police

Cllr Greenhalgh Sports update

Cllr B Kettel: Cemetery

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

Neighbourhood Plan

Cllr D Pepperell: Litter picking

Historical support

**106.2021 Clerks’ updates and reports**

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

b) Pavilion: Sky/BT Openreach: line installation

c) Pavilion & Slaughterhouse: electricity contracts

d) 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

e) verge mowing: London Road

**107.2021 Correspondence:**

Mrs Wiles: request for verge to mown in London Road

Mrs Fyfe: overhanging hedge at 65 Gog Magog Way

CCC Cllr Milne: Chalk Hill street light update

**108.2021** **Date of Next Meeting**: To be held in the Jubilee Pavilion at 7.30pm

PC Meetings: 2nd Wednesday of each month

14th July, 8th September, 13th October, 10th November,

8th December. Annual Parish Meeting: 5th May