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# STAPLEFORD PARISH COUNCIL

**MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL** **held on** **WEDNESDAY 9th June 2021 at 7.30pm** **In the Jubilee Pavilion, Gog Magog Way, Stapleford**

**PRESENT:** Cllr Howard Kettel (Chairman), Cllr Jenny Flynn, Cllr B Kettel, Cllr Gillian Pett, Cllr Jez Raphael.

Stapleford Parish Council Clerk: Belinda Irons – Minutes

**Cambridgeshire County Council:** Cllr Brian Milne

**South Cambs District Council:** Cllr Peter Fane; Cllr Nick Sample

**MEMBERS OF THE PUBLIC:** There were 3 members of the public present

**95.2021** Apologies: Cllr Gatward, Cllr Greenhalgh, Cllr McPhater, Cllr Pepperell

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

 None

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

**98.2021** Public discussion and presentation

MUGA: a vote of thanks was offered to the Parish Council for the provision of an excellent facility for the community.

 Communications: The Parish Council was congratulated on its high level of communication with the community, particularly with regard to the CSET demonstration.

 The Tree Community Group: this has been disbanded, and SCDC need the Parish Council to withdraw its Asset of Community Value nomination which is no longer valid, and is preventing the site from being developed.

 Chestnut Close: either gravel bags need to be replaced or a different mechanism installed, to prevent access onto the green. The Chairman commented that the land belongs to the Academy, and he will make contact with the Chair of the Governors.

 Dernford Lake proposals: a parishioner commented that the proposals impact the community as much as the CSET busway will.

 The Queen’s Canopy: A parishioner suggested the Parish Council install 70 trees to mark the Queen’s Platinum Jubilee. It was further suggested that the Parish Council provide trees for householders to plant if it does not own sufficient land to plant 70 trees.

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

 **1. Zero Carbon Grant Scheme**

Community groups can bid for grants between £1000 and £15000 for projects to tackle climate change. The Council ran a webinar on June 7th: *How to make a successful grant application*. Please visit https://www.scambs.gov.uk/applications-open-for-cash-for-climate-change-projects/ to read more about the grant and how to apply. The closing date for applications is **5pm on Friday July 30**.

**2. Support for Local Businesses**

**2.1** Businesses that are predominantly reliant on delivering in-person services affected by the post-Christmas national lockdown can now apply via our website for the Government’s Restart Grants of up to £6000. Please visit https://www.scambs.gov.uk/business/coronavirus-information-for- businesses/financial-support-for-business/restart-grants/ to make your application before the closing date of June 30.

**2.2** We have also organised a series of **free webinars for local businesses** to help owners and employees deal with the stress of keeping their businesses going during the pandemic. The next one is on June 15 and you can find out more and register at <https://www.cambridgenetwork.co.uk/news/council-offers-free-mental-health-webinars-businesses>

**2.3 Business Grants:** the District Council has as of May 28 paid out £12,050,994 since November 2020 grants opened (LRSG and ARG/hardship). £4,576,979 out of our £4,594,88 Additional Restrictions (discretionary – hardship), that is 99.6% of fund paid to 1,653 businesses. For Restart grants, we have paid out £4,270,018 out of our allocation of £5,814,090 to 453 businesses (73%). We continue to proactively make contact with those who haven’t yet applied. Thanks to the new Business Support Team who have worked extremely hard over the past year. We’ve now paid out well over £40m in business grants over the past 15 months but without it, the local economic consequences could have been quite dire**!**

**3. Welcome back fund – Parish Survey**

SCDC is offering support to help businesses reopen as restrictions begin to lift. We are asking parishes to help us by completing an online survey so we can determine how best to help. The survey is at http://bit.ly/SCWelcomeBackSurvey and should only take a few minutes to complete. The contact email address for the *Reopening High Street Safely* team is reopening@scambs.gov.uk.

**4.** **South Cambridgeshire District Council Finances**

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The council held its AGM in Duxford Air Museum’s big hangar as the County did. So as well as putting councillors and our officers at risk this also cost a considerable amount of public money (£7,000 for the day). So it’s just as well the council now has a sound and strong financial base and has indeed come a long way in the past three years. The budget for this coming financial year is in the region of £28 million whereas it was £20 million in 2018.

Income from commercial investments has grown from around a £1 million to £5.6 million this year largely because we diversified our portfolio and no longer have all our eggs in one basket. The income from Business Rates has grown from £5 million to £9 million and we led the way in Cambridgeshire in getting other authorities in the county to join us in pooling all our Business Rates.  This has brought us an extra £1.4 million this year. Finally the council’s safety net the General Fund Reserve has doubled from around £6 million in 2018 to around £12 million now.

All this would not have been possible without the dedication and support of the fantastic finance team together with an ambitious Business Plan.

As part of South Cambs District Council’s investment strategy, the new South Cambridgeshire Investment Partnership (SCIP) has agreed to purchase land (£12.9m) in Cambourne to bring forward new homes. SCIP is a 50:50 partnership between SCDC and Hill Group. It will bring forward about 275 new homes with 40% affordable on land south of Cambourne Business Park.

At the same time, South Cambridgeshire District Council is also investing in the future of Cambourne Business Park. It is purchasing a currently empty plot of land at the Park for £1.4m together with additional land for the access road, which is identified for commercial activity, with a view to completing this part of the Business Park. This gives the Council wider control of, and the ability to develop the Business Park as part of a proactive approach to recovery from the COVID-19 pandemic. [https://www.scambs.gov.uk/investment-partnership-and-local-council-agree-143-million-deals-to- build-new-homes-in-cambourne-along-with-cambourne-business-park-investment/](https://www.scambs.gov.uk/investment-partnership-and-local-council-agree-143-million-deals-to-%20build-new-homes-in-cambourne-along-with-cambourne-business-park-investment/)

**5. East West Rail response**

Yesterday we submitted the following consultation response to East West Rail:

To supplement the consultation response from South Cambs District Council ([https://www.scambs.gov.uk/council-responds-to-east-west-rail-consultation/](https://emea01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.scambs.gov.uk%2Fcouncil-responds-to-east-west-rail-consultation%2F&data=04%7C01%7C%7C1b45b2244581458a5d7708d92a8f4ae4%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637587617206381258%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=GJub5huFAZW2t0r1MR%2BncJTaVq3YFUhhfvOt5otaWsU%3D&reserved=0)), we would like to add a few points that are of particular concern to residents in our ward. They relate principally to question 41: *what do you think is important to consider when developing our proposals for the Shelfords and Cambridge Area?*

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- Shepreth Junction: there is deep concern about the possibility of grade separation at this junction and its impact on health, well-being and the environment. With sound from a raised track travelling further, the impact on residents in the vicinity would be significant. It would also have an adverse impact on the character of the village and landscape. We call on EWR to rule out grade separation at Shepreth Junction at the earliest opportunity.

*-* Minimising additional noise and air pollution from the track: the first priority is that the track is electrified from the start, to meet with government standards. In addition, sound barriers must be restored and maintained, for instance the stanchions supporting the existing wooden barriers beside the track at Abberley Wood and other developments in Great Shelford have long been rotten, with the result that some of these 4m high barriers now lie flat on the ground, others remain standing but are potentially dangerous.

- Hauxton Road: The impact on our community of the proposed closure of the crossing that connects Little Shelford to Hauxton is a major concern. Not only will it sever the strong links between those villages, it will also extend travel times for children attending school and residents commuting to work. As the only road directly connecting Great Shelford to Little Shelford and the villages beyond, Church Street is already severely congested. Closure of the crossing on Hauxton Road risks increasing this even further, and making an already problematic route even more congested. As a minimum, we would call on EWR Co to model the impact of the proposed closure of the Hauxton Road crossing on all roads in the area, and to share its data and assumptions openly at the earliest opportunity, allowing for public scrutiny of its findings. Following this, EWR Co must ensure that it adapts its plans to mitigate congestion resulting from EWR.

- Jenny's path: there is a path that connects Church Street in Little Shelford to Hauxton, which runs under the rail route. This has been flooded for five months now but used to be used by many local residents. With connections between villages being adversely affected by EWR, it is important that EWR Co includes in its plans provision to secure access and improve the pathway for pedestrians, cyclists and other users.It would be of significant benefit the local communities if the opportunity could be taken to provide a cycle path (for NMUs) beside the track, including where it crosses the River Cam, enabling walkers and cyclists to move safely between the villages without relying on Church Lane, Gt Shelford.

- Nine Wells and Hobsons Brook: inevitably construction work will have an impact on communities, also on sensitive rivers and streams close to the line, such as Nine Wells and Hobsons Brook just South of Cambridge. It will be important to consider short term as well as long term impacts and to set out mitigation measures at the next stage in consultation.

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- DNA cycle path: EWR Co should include plans for the retention and improvement of the DNA cycle path that runs from Great Shelford to Addenbrooke’s. It is an enormously important route for commuters, and in need of widening and repair, including public art along the way.

The selection of issues raised below complement submissions made by local parish councils in Shelford Ward, and we echo their concerns. In particular, it is vital that all residents across the district of South Cambridgeshire can be confident of the business case for EWR and reasoning behind the route that is ultimately chosen. It is incumbent upon EWR Co to use the resources and expertise at its disposal to engage objectively and transparently with constructive criticism of all elements of the consultation process and decisions made. This includes EWR Co being prepared to change its recommendations where new evidence or reasoning indicate this is the right thing to do. The stakes for our residents, our villages and our environment are too high for there to be any doubt that all decisions made are optimal for our area. We call upon EWR Co to take whatever steps necessary to ensure this goal is met and seen to be met.

Cllr.sample@scambs.gov.uk Mob. 07706 990833

Cllr.fane@scambs.gov.uk Mob. 07802 256861

Cllr Fane commented that he was disappointed there were so few Parish Councillors present.

 Cambridgeshire County Council: Cllr Brian Milne:

 The new CCC administration will have a significant shift, as the Conservatives have lost control of the Council. The new Council faces the same challenges due to lack of Central Government provided funds. The County Council is looking to develop the land it owns to generate income.

 Highways Committee: £7.7m has been lost from the budget. A review of road maintenance will be undertaken as currently, only identified works are completed even if there is a repair required within the immediate vicinity of a fault, which means a crew attends the same site several times. The use of Direct Labour will be considered to ensure all funds are available for CCC use, rather than as profits for private contractors.

 *Cllr Pett arrived to attend the meeting at ….)*

 Cllr Flynn commented that the footways (pavements) are in very poor condition particularly Mingle Lane and Church Street, and are a significant hazard. A good working relationship is being built with the managing officer, but online reporting is very poor. The junction of Bar Lane and Bury Road has been well repaired, and there is a significant discrepancy between the condition of the highway and the footways.

 Cllr Milne responded that CCC tries to respond if danger is identified. There are issues with utility companies not carry out correct repair when they break the highway surface.

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**100.2021** Parish Council vacancies: 2 vacancies are open for co-option

**101.2021 Planning:** Cllr B Kettel

|  |  |
| --- | --- |
| For information:21/02116/PRIOR1A21/0203034/CL2PC21/02033/CL2PD | Chalk Hill, Haverhill Road, StaplefordSingle storey rear extension: prior approvalCertificate of lawfulness Section 192 for erection of outbuilding at the rear of the siteCertificate of lawfulness Section 192 for demolition of existing side extension and making good original house and erection of a single storey side extension: *SPC unable to comment as this is an application for prior approval.* |
| 21/01378/HFUL | 45 Bury Road, StaplefordSingle storey rear extension*: no objection* |
| 21/01435/HFUL | 22b Mingle Lane, StaplefordConstruction of a garden pavilion/ out building: *no objection but cannot be as well as proposed annexe* |

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

Cllr B Kettel detailed the proposals which Russell Smith Farms have presented for Parish Council consideration. Concern was expressed that the proposals may be in contravention of the conditions applied to the planning permission; that there was a very small area for public use; that there was a comparatively small area for environmental enhancement. The Parish Council will invite a representative to present the organisation’s views at a virtual meeting to ensure anyone would be able to attend. **ACTION: HK**

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

 Stapleford is not directly affected by East West Rail.

 CSET: overwhelming community spirit was on display at the demonstration as a substantial number of people attended the event. The Parish Council is asking the GCP to stop its process, review the information provided to it, reconsider public opinion and consider the alternative possibilities. The GCP has accepted the Chairman’s questions for consideration at the Joint Assembly. The Parish Council is seeking transparency of operation and, having attended a very poor Local Liaison Forum meeting where data information was unjustified or withheld regarding the business case for the CSET, will press hard for all information to be available.

 The Chairman commented that the new Mayor’s mantra is ‘Compassion, Cooperation, Community’ and this needs to be brought through all infrastructure delivery, rather than imposition of officer-led schemes.

 The impact of the proposed CSET has received extensive coverage in the local newspapers and on ITV and BBC thanks to the Chairman who has publicised the unacceptability of the current scheme.

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 The Chairman proposed a vote of thanks to the District and County Councillors for their excellent technical and strategic advice, and ongoing support.

 Cllr B Milne supported the Chairman’s comment regarding the LLF – that there was a serious lack of response and business case for the current scheme.

Cllr Fane congratulated the Parish Council on its actions, commenting the Parish Council had done a superb job. He further commented that the GCP must take hard decisions, as the C2C has been reassessed by independent audit, and whilst the scheme has the support of officers who are committed to the busway, the Mayor and MP are unpersuaded. The basis of the calculations has changed, and it is hoped the GCP will pause and review. The GCP can’t ignore the new Mayor, the MP, and the new Councillors. The scheme has to go to Government for agreement, and it is hoped that if it continues unchanged, Ministers will be forced to review the status of the GCP and its projects.

**103.2021 Year End & Audit:**

The Clerk has circulated all documents to Councillors by email in advance of the meeting.

 The Internal Auditor had flagged a £6 discrepancy, which was a typing error on the Accounting Statement.

1. **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.*** PROPOSED: Cllr H Kettel, seconded Cllr J Raphael. AGREED AND RESOLVED UNANIMOUSLY.

 The Parish Council has to review its internal financial controls. Cllr McPhater will be asked to review the Parish Council business risk: **ACTION: PMcP**

1. **PROPOSAL: *That Stapleford Parish Council herewith agrees to review the effectiveness of the system of financial controls and make recommendations to ensure all risk is minimised*** PROPOSED: Cllr H Kettel, seconded Cllr J Raphael. AGREED AND RESOLVED UNANIMOUSLY.

Members of the public have a right to inspect the accounts, including supporting documents:

1. **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*** PROPOSED: Cllr H

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Kettel, seconded Cllr J Raphael. AGREED AND RESOLVED UNANIMOUSLY.

The Parish Council reviewed the Governance Statement and agreed compliance:

1. **PROPOSAL: *That Stapleford Parish Council herewith review and agrees by resolution the Annual Governance Statement for 2020/21*** PROPOSED: Cllr H Kettel, seconded Cllr J Raphael. AGREED AND RESOLVED UNANIMOUSLY.

The Accounting Statement was reviewed by the Internal Auditor and the Councillors:

1. ***PROPOSAL: That Stapleford Parish Council herewith agrees by resolution the Accounting Statement for 2020/21:*** PROPOSED: Cllr H Kettel, seconded Cllr J Raphael. AGREED AND RESOLVED UNANIMOUSLY.

 The Clerk will ensure that all documentation is supplied to the external auditor, PKF Littlejohn, and that all relevant documents are posted to the Parish Council website. **ACTION: CLERK**

**104.2021 Finance:** Cllr H Kettel

 **a**) Accounts summary: June meeting

 Income May: £1,750.00

 Expenditure May: £32,072.61

 Less S106 Ring-fenced: £153,737.54

 Carried forward May: £137,520.44

Expenditure for June: £45,561.04

|  |  |  |
| --- | --- | --- |
| **Description** | **Reference** | **Value (inc. VAT)** |
| Salary | June | £854.10 |
| Salary | June | £447.79 |
| PAYE & NICS | June payment | £429.79 |
| Reimbursement | - | £0.00 |
| Reimbursement | Stamps & Petrol | £18.30 |
| Cemetery maintenance | SI-926 | £390.00 |
| Playground inspection (28-May) | SI-941 | £114.00 |
| Grass cutting of Rec & Slaughter house | SI-946 | £120.00 |
| MUGA (S106) | Invoice 7060 | £35,945.28 |
| A5 busway leaflet & A3 laminated posters | Invoice 3445 | £289.60 |
| Test & certificate for electrical circuit (Pavilion) | Invoice 0174 | £144.00 |
| Monthly service of 3x hygiene units (Pavilion) | Invoice 35741 | £306.96 |
| Overcharged resident as non-resident - Mrs A interment & memorial | Ref: N21018DX | £350.00 |
| Internal Audit 2020-2021 | Invoice 00101655 | £186.00 |
| Grass cutting of Rec (11 June) | SI-947 | £96.00 |
| Pavilion cleaning | Invoice no: 33099 | £250.00 |
| Premium Package support & maintenance | Invoice 2160 | £60.82 |
| Booker reimbursement | Items for Pavilion  | £51.55 |
| Upgrade & refurbishment of play area | CF-1918 | £5,347.85 |
| Pavilion | TV Licence no. 3668177654 | £159.00 |
|   |   |   |
| Clerks mobile phones |   | £16.80 |
| Pavilion electric | Invoice not yet available | £0.00 |
| B Irons | June payment | £42.66 |

The Chairman commented that the cost of the leaflets and banner for the CSET demonstration would be covered by the RailFuture £500 grant.

**PROPOSAL: *That Stapleford Parish Council herewith agrees the monthly payments.*** PROPOSED: Cllr H Kettel, seconded Cllr Flynn. AGREED AND RESOLVED UNANIMOUSLY.

A vote of thanks was extended to Cllr McPhater for redesigning the monthly reporting sheet which is now clearer to use.

Review of accounting systems: The Clerks both use Scribe for accounts for other Parish Councils. This system is cloud-based and can provide cemetery records and booking the pavilion facilities. The benefit of such a system is continuity of operation, and security. At present, the accounts are on spreadsheets on the Clerks computers. The cemetery records are in ledgers and on a spreadsheet. The current booking system is difficult to use and is reliant on potential hirers emailing or phoning the Assistant Clerk to ascertain availability. The Clerk will obtain a quote. **ACTION: CLERK**

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

Cllr H Kettel:

S106 Stapleford Capital Projects Initiative:

Shed renovation: works commence on the 17th June. The asbestos roof has been removed and correctly disposed of my Mick George Waste Management.

Pavilion renovation: discussions ongoing.

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Public toilet provision: Cllr Gatward is keen to investigate eco-toilets, but the Chairman expressed concern that they may not be able to cope with any escalated scale of usage.

Parish Pit: update: The public consultation closed on the 31st May 2021. 10-15% of parishioners have responded. 99% are in favour of the Magog Trust taking over the Pit. The Chairman will contact the Treasurer of the Magog Trust for assistance regarding progressing the transfer through the Charity Commission. Cllr Flynn will provide analysis and a summary to the Chairman.

 **ACTION: HK/ JF**

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

The report stated:

1. The double-gate was installed in the wrong place and that is being moved

to ensure we don't need to bother the big tree. ETC Sports have accepted they made an error and will fix that by early next week
2. The lighting will be installed next week and that will take around 2 days to complete and involves activity around the shed and the MUGA. My thanks to Cllr Gatward for fast tracking an electrical survey for the Pavilion, which we didn't seem to have.
3. There is some tree related pollen etc on the surface and that will be removed as well.
4. The big dig (for the shrubberies) will need to be postponed until the weekend after next as the skip and container won't be gone until then and we don't want to box (hedge) them in. I will notify those who volunteered.

I have been working quite a lot with the Tennis Club on the booking system (ClubSpark) which still needs a little work. Some of the features won't come online until we have electricity to the pin-code gate (the booking system generates a code for the hirer to enter on arrival)  but the team-work has actually been pretty amazing and hopefully heralds a fresh start in relations between the PC and STC. The TC have announced a new membership drive which some of you might have seen on FaceBook etc.

I have asked Cllr Pett to contact the primary school to see if they might now want to make some use of the football and netball on Wed/Thursday as I imagine they will be pretty free and could be a great asset for the school children.

Lastly I will create instructions on how to book and use the facility and get those in the Messenger, FB and the Website.

When looking at the various options for the MUGA we also investigated

 maintenance charges. These turned out to be very expensive resulting in a

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few thousand pounds \*a year\* for a couple of visits. I don’t think that is

effective and would have resulted in us having to pass on those costs to

users. Cllr Gatward and myself discussed smarter options where we

effectively do this work ourselves and save the village a small fortune over

lifetime of the MUGA.

Maintenance is in several parts:

1. Weed control at the border. I suggest we buy over the counter sprays for this and take it on as a bi-annual activity. Bought as and when needed.

2. Moss control. The large tree near the MUGA is and will continue to deposit a lot of pollen, leaves and other organic material. Even with sweeping this will eventually result in moss growing. So we will need to do a bi-annual spraying for moss. Again this is available over the counter and bought as and when needed.

3. General air-borne material can be removed by us purchasing a battery powered leaf blower. I suggest we get the following: <https://amzn.to/3wYQMbo> which costs £279. It not only will blow the leaves but then has a bag to collect them off the courts. It has two batteries that will give us longer duration to cover this large playing area. This is \*quality\* make and comes with a 5 year guarantee.

4. Sweeping and sand redistribution. Some material will become lodged in the surface over time which even the leaf blower will not be able to shift. Also, during the normal use of the courts, sand will be redistributed from the centre of the Matchplay2 carpet to the edges. We will also need to top up the sand every 18 to 24 months and this requires a powered machine to work in the sand and level it. The following is the best value powered sweeper that we should purchase. <https://amzn.to/3cfptRY>. With the collector it will cost £744 but remember we can get the VAT back from this and the leaf blower. The device will also clear snow if required. This can be stored n the new shed.

Purchasing these two units will cost us less than £1000 (after VAT reclaim) but will save us more than that in year one alone.

I recommend that the council approve these purchases which can be bought with S106 money. This will come from the funds already allocated for the MUGA but I wanted to get specific approval before proceeding.

A vote of thanks was extended to Cllr McPhater for his excellent work on this project.

Cllr M Gatward Environment, Ecology & Climate Change: Cllr Gatward was on an Environment Training Course so was unable to attend this meeting.

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Cllr J Flynn Highways

* Little direct progress this month due to overwhelming focus on demo, PR, LLF, Parish Pit consultation, etc,
* Repairs to Church St have just started – repairs scheduled to surface issues, potholes, worn white/yellow lines and blocked drain. Anything done should be completed by end of July
* Concerns re. central dividing lines at junction of Bar Lane and Bury Rd have been reported to CCC Highways team
* Plan to survey Gog Magog Way and circulate findings to CCC Highways team by July SPC meeting, and to survey Mingle Lane by Sept SPC meeting
* At the demo, I received a request for a dropped pavement to be installed in the SE corner of the Rec because now that a mound has been built around the perimeter to prevent caravan access, there is very limited access to the central green area for wheelchair users other than via the gravel car park – I will investigate and take this forward with CCC Highways

 Communications

* Multiple articles in June edition of Stapleford Messenger – helped to encourage high turnout at demo; placards now placed on key routes through village to maintain awareness. Do we want to offer A3 paper posters for people to put in windows?
* July Messenger article being written by PM re. MUGA completion and booking process, etc. To be submitted by Mon 14th June at latest. JF has submitted write-up of demo
* August Messenger article – BI/KB article re. role of PC clerk. Submission date 12th July
* Multiple PR articles, SPC website articles and local FB posts on busway demo and writing to GCP Exec Board
* Parish Pit consultation – several reminders posted on local FB prior to 31st May deadline; overall response also increased by Magog Trust emailing its Stapleford members with consultation details. Responses overwhelmingly in favour of transferring Pit to Magog Trust. JF to summarise responses and any questions arising.

Cllr J Raphael IT:

Cllr Raphael will ‘clean up’ email accounts and remove duplicates. Cllrs Raphael and McPhater will redesign the front page of the website.

There is a significant email storage issue which needs resolution.

**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*** PROPOSED: Cllr Raphael, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY. The Clerk will arrange with the web hosting company. **ACTION: CLERK**

Cllr G Pett: Management of Pavilion & Play Area:

The key safe is working well. Relations with the sports clubs has improved.

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Village Event: it is proposed that a picnic with a live band is held on the 26th June. The cost of the band will be met by the Village Weekend fund still held by the Parish Council.

There has been an increase in bookings. There is a recommendation that all once monthly bookings be held on Thursdays. The History Society has already booked the second Thursday, and the Sugar Organisation has booked the third Thursday. Due to a conflict of meetings, it is suggested the Parish Council move its meeting date to the first Thursday of the month. The Chairman will contact the District and County Councillors for their availability on the first Thursday of the meeting. **ACTION: HK**

**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*** PROPOSED: Cllr Pett, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY.

Damage to windows: reported to Police

Play Area: grant decisions are still awaited. Just Giving has achieved some £2,500, which is excellent.

Cllr Greenhalgh Sports update: by email

1) Thanks to Jon West (Cricket) and John Rush (Football) for working together amicably to enable the footballers to complete their season at a later date than usual because of the Covid-19 lockdown. The end of the football season is now imminent.

2) Thanks to Jon West for keeping the village up to date in The Messenger (June) concerning the progress of Stapleford Phoenix CC and Stapleford CC, the latter of which has fielded several adult, boys and girls teams as well as offering coaching sessions. All teams have made a successful start to the season, there have been some fine individual performances, and it is good to see so much cricket being played on the Recreation Ground.

3) It is not an easy task to create and maintain a good cricket square on a public Recreation Ground, an important objective both for playing good quality cricket and for the safety of players and umpires. It is important for the square to be protected when not being used for a match. This requires an ample number of metal spikes and a long enough rope to surround the whole of the square, which is not the case at present. I therefore recommend that SPC provides the relatively modest funds (probably not exceeding £100.00) for the cricket clubs to purchase additional spikes and a long enough rope, preferably in a highly visible colour, for the square to be wholly protected. Jon West has said that if the materials can be provided, he will try to ensure that each team replaces the spikes and rope at the end of their games.

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Councillors discussed the provision of spikes and rope. Cllr Raphael commented there are a number of spikes and rope which were previously used laying close to the pavilion, and suggested that new equipment need not be purchased but given Cllr Greenhalgh’s report and the small cost involved it was agreed not to change the arrangement with the Cricket Club.

Cllr B Kettel: Cemetery

Cllr Flynn reported:

* Ground levelled and grass seed scattered on Mr K’s grave and mesh placed over the top; V R (parishioner) has committed to watering it
* JF, MG and PM met with ecologist Ashley Arbon on 19th May to discuss cemetery meadow. AA supplied advice, geology maps and example of completed grant application for another parish, and offered to meet again to discuss plans in more detail; indicated that was prepared to give his time and input for free because we are a PC
* “…a sanctuary for the living as well as the dead, with an abundance and diversity of indigenous and naturalized wildlife…” Tentative plan is for a perennial meadow with mown pathways, benches and fruit trees – no wildflower seed to be scattered, unless under advice from, for example, AA or Magog Trust
* I would really like the fruit trees to develop into a community orchard
* Spoil heap at northern end to be retained and reclaimed by plants and wildlife, although it may need initial tidying and sectioning off/screening
* I would like to install bat boxes, bird boxes, insect hotels, bee boxes and have proper signs made about the plants and animals particular to the area which visitors might see; involve primary school in designing and building insect hotels and information boards
* JF to investigate grants to support meadow, e.g. Zero Carbon Communities Grant, tree planting grants. Also investigate interest by CPPF in including the meadow in its Cambridge Nature Network, a vision for “…the Cambridge area to have significant areas of downland, fens, meadows and woodlands, where nature can recover and thrive and where people can experience a wilder countryside and nature on their doorstep”
* Next steps – JF to create season-by-season plan for 2-3yr development of meadow and a more managed ‘garden of remembrance’ at southern end of new cemetery, involving residents, community groups and links with Magog Trust and CPPF
* The Cemetery Committee will be involved in the initiative.

**PROPOSAL: *That Stapleford Parish Council herewith agrees and adopts the Stapleford Parish Council Memorial Policy with immediate effect:*** PROPOSED: Cllr B Kettel, seconded Cllr G Pett. AGREED AND RESOLVED UNANIMOUSLY

The Chairman required an update on his recommendations:

·         We will lay flat all unsafe headstones, remove unsafe concrete bases and fill holes across the entire cemetery where there is a danger or potential danger. We need a couple of formal quotes from contractors for doing this. This is unbudgeted cost? But it has to be done.

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·         We will give three months’ notice of intention to undertake the work to all stakeholders

·         We will post notices on the site and on the web and on Facebook and write directly to the families involved where we have their details

·         Our notice will state that where possible we will recover costs from owners

·         We take health and safety issues very seriously and this overrides all other concerns

The Clerks will progress these actions with quotes from contractors. **ACTION: BI/KB**

A vote of thanks was extended to Cllr Pett for managing the waste bins each week.

Neighbourhood Plan: Following discussion regarding the Neighbourhood Plan, how and why it was a joint project with Gt Shelford, which now has overriding considerations such as East West Rail, the way forward was discussed. Cllr B Kettel advised that Stapleford Pc cannot split off from Gt Shelford and the only way to separate is to give notice of cancelling the joint Plan and then reapplying for a Stapleford Plan and start the process from scratch.

Cllr B Kettel will arrange a meeting between Stapleford and Gt Shelford.

 **ACTION: BK**

Cllr D Pepperell: Litter picking: by email:

Cllr Pepperell has undertaken extensive litter picking. The Clerk will order 3 new bins. **ACTION: CLERK/DP**

**106.2021 Clerks’ updates and reports**

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

b) Pavilion: Sky/BT Openreach: line installation: Openreach have continually failed to install the required posts and line, despite engineers meeting Cllr Gatward on site at least twice and reporting what was required to the organisation to ensure provision of service, Openreach continues to fail to provide the infrastructure. The Clerk has contacted Sky and asked for a supervisor to contact to progress.

c) Pavilion & Slaughterhouse: electricity contracts: The Slaughterhouse contract is now with British Gas. Pavilion electricity is in process of transferring to British Gas, but Opus has continually failed to provide invoices despite repeated requests.

d) Street lights:

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Chalk Hill: street light not connected: there is no power supply to the bottom of the column.

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: there is a very small area of grass which is not on the PC mowing contract. Cllr B Kettel will speak with the Gt Shelford contractor who mows the verge opposite. **ACTION: BK**

**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

Anthony Browne MP Environment Forum 17.6.2021

**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

*Meeting closed at 9.45pm*