

# 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 **THURSDAY 7<sup>th</sup> OCTOBER 2021 at 7.00pm** 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  
1<sup>st</sup> October 2021

### HOUSEKEEPING:

Please be advised that attendees are requested to:

1. Bring a face covering with them, and to wear it whilst entering and leaving the meeting.
2. Attendees are asked to use the hand sanitiser provided on entry and exit
3. To maintain a 2m social distancing space.
4. Anyone experiencing Covid or cold symptoms are asked to refrain from attendance.
5. 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.

## AGENDA

Item Ref.	Item	Lead	Duration
145.2021	Apologies	Chair	1 Min
146.2021	Declaration of Member's Interest: disclosable pecuniary/ pecuniary/personal	Chair	1 Mins
147.2021	Minutes of the previous meeting: <b>PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the Parish Meeting meeting held on 8<sup>th</sup> September 2021.</b>	Chair	1 Min
148.2021	South Cambs District Council & Cambridgeshire County Councillors: reports inc Cllr Bridget Smith	DC & CC	30 min
149.2021	Public comment	Public	3 mins each
150.2021	Parish Council Resignation: Cllr Greenhalgh Vacancies for co-option: 2 vacancies	Chair	1 min
151.2021	20/02929/OUT: Appeal Land between Haverhill Road and Hinton Way, Stapleford Outline planning for the development of land for a retirement care village in Use Class C2 comprising housing with care, communal health, wellbeing and leisure facilities, public open space, landscaping, car parking, access and associated development and public access countryside park with all matters	Cllr B Kettel	12 mins

	<p>reserved except for access: PC response &amp; Rule 6 update</p> <p>21/03942/HFUL The House on the Hill, Hinton Way, Stapleford Rear and side extension with layout alterations</p> <p>21/02851/FUL Chalk Hill, Haverhill Road, Stapleford Construction of a single storey replacement dwelling (resubmission of 20/04170/FUL)</p> <p><b>Neighbourhood Plan: PROPOSAL: That Stapleford Parish Council herewith agrees to appoint Cllr Jenny Flynn as Chairman of the Stapleford and Great Shelford Neighbourhood Plan</b></p> <p><b>Greater Cambridge Planning: Local Plan Call for Sites:</b> Hinton Way/Mingle Lane: discussion / consultation process</p>		
152.2021	<b>East West Rail and CSET: updates</b>	Chairman	2
153.2021	<p><b>Finance:</b> Accounts summary: July Meeting Income July: £5,268.52 Expenditure July: £16,050.98 Less S106 Ring-fenced: £153,737.54 Carried forward: £82,881.69 Expenditure for August &amp; September will be reported to the meeting</p> <p><b>AGE UK:</b> Transfer of funds from The Tree Community Group</p> <p>Audit: On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.</p> <p>Other matters not affecting our opinion which we draw to the attention of the authority: The AGAR was not accurately completed before submission for review. The AGAR had to be sent</p>	Chair/Clerk	4 mins

	back for amendment.  <b>PROPOSAL: <i>That Stapleford Parish Council herewith agrees the findings of the external auditor, PKF Littlejohn, and agrees to adhere to its recommendations.</i></b>		
154.2021	<b>Section 106 reports</b> a) Shed renovation b) Pavilion renovation c) Public toilet provision d) MUGA e) Play Area renovation f) Slaughterhouse g) Art fund	Cllr H Kettel Cllr H Kettel Cllr H Kettel CllrMcPhater Cllr G Pett Cllr H Kettel CllrMcPhater	10 mins
155.2021	<b>Staff vacancies</b> Caretaker/ Handy Person/ Grounds Maintenance Person x 2 : update Assistant Clerk : temporary appointment	Clerk	2 mins
156.2021	<b>Sports Facilities and Agreements:</b> Football: completed Tennis Cricket: agreement to include use of toilets and storage facilities Cricket run up: work is required to make the run up safe: quotes awaited	Clerk	2 mins
157.2021	<b>Cemetery:</b> quotes to stabilise headstones and ensure safety of cement topped graves and funding	Clerk	2 mins
158.2021	<b>Environment, Ecology &amp; Climate Change :</b> a) <b>PROPOSAL : <i>That Stapleford Parish Council declares a Climate and Ecological Emergency and agrees to consider its actions and appointments against its policy</i></b> b) Ecology: verges/ cemetery meadow/ other	Cllr M Gatward  Cllr J Flynn	6 mins
159.2021	<b>Highways</b> Recreation Field: car parking charges	Cllr J Flynn	4 mins
160.2021	<b>Communications</b>	Cllr J Flynn	
161.2021	<b>IT &amp; Website:</b> a) Sky contract cancelled due to inability to install overhead line to pavilion. Recommendation that SPC purchase a dongle to enable internet access at the Pavilion or apply to BT for a telephone line and contract (£24.95 pm) b) Hallmaster: free for 3 months: for website	Clerk	2 mins
162.2021	<b>Pavilion Management:</b> Keys and access Quotes received from Stanley Security: £160 per month x 60 months Gatward & Sons: £967.00 one off	Cllr G Pett	4 mins

	<b>PROPOSAL: That Stapleford Parish Council herewith agrees to appoint Gatward &amp; Sons to install a keyless entry system in the sum of £967.00</b>		
<b>163.2021</b>	<p><b>Clerks' updates and reports</b></p> <p>a) <b>PROPOSAL: That Stapleford Parish Council herewith agrees that it has reviewed Standing Orders, Financial Regulations and Code of Conduct, and adopts the revised documents with immediate effect</b></p> <p>b) Zero Carbon Communities: Grant: PECT inspection completed: thanks to Cllr Gatward for assistance</p> <p>c) Pavilion &amp; Slaughterhouse: electricity contracts: complaints raised</p> <p>d) Street lights:</p> <p style="padding-left: 40px;">Chalk Hill: street light not connected</p> <p style="padding-left: 40px;">Granta Terrace: street light to be transferred from Gt Shelford to Stapleford PC when the contract is changed by CCC</p> <p>e) Haverhill Road highways verge: tree management</p> <p>f) Haverhill Road speed sign damage: update</p> <p>g) Parish Pit: letter sent to Charity Commission: awaiting a response</p>	Clerk	4 mins
<b>164.2021</b>	<p><b>Correspondence:</b></p> <p>Mrs K Byrne: resignation as Assistant Clerk</p> <p>Ms S Ray: condition of public footways and dangerous broken metalwork</p> <p>Stapleford Tennis Club: agree to change timetable to Tennis to post Christmas on Saturdays</p> <p>Stapleford Tennis Club: MUGA lights issue</p> <p>Ms N Punshon: LocalPlan comment</p> <p>S Khanna: Local Plan comment</p> <p>Mr &amp; Mrs Dootson: Local Plan comment</p> <p>Mr R Xiao: MUGA: sand on surface</p> <p>Mr C White: highway surface water drainage: lack of maintenance and blockages not cleared when reported to CCC</p> <p>Ms H Hale: support SPC commitment to Climate Change policy</p> <p>SASS: Football fixtures provided to Xmas</p> <p>Gamlingay Neighbourhood Plan: public consultation</p>	Clerk	1 mins
<b>165.2021</b>	<p><b>Date of Next Meeting:</b> To be held in the Jubilee Pavilion at 7.00pm</p> <p>PC Meetings: 1<sup>st</sup> Thursday of each month</p>	Clerk	1mins

	4 <sup>th</sup> November, 2 <sup>nd</sup> December.		
166.2021	<b>PROPOSAL: <i>That Stapleford Parish Council herewith invokes Standing Order 3(d) as the item at 167.2021 is of a confidential nature discussing appraisals and a Code of Conduct complaint</i></b>	Clerk	1 min
167.2021	<b>Clerk &amp; Assistant Clerk appraisal: report by HR Committee Clerk &amp; Assistant Clerk: moving forward: discussion Code of Conduct complaint: update</b>	Cllr Pett	15 mins