

STAPLEFORD PARISH COUNCIL

MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL held on THURSDAY 9th June 2022 at 7.00pm In the Jubilee Pavilion, Gog Magog Way, Stapleford

PRESENT: Cllr G Pett (Chairman), Cllr Jenny Flynn, Cllr Michael Gatward, Cllr David Pepperell, Cllr Ben Shelton.

Stapleford Parish Council Clerk: Belinda Irons – Minutes

South Cambs District Council: Apologies: Cllr Peter Fane, Cllr Will Jackson-Wood

Cambridgeshire County Council: Cllr Brian Milne

MEMBERS OF THE PUBLIC: There were 2 members of the public present

113.2022 Apologies Cllr B Kettel Cllr H Kettel,

114.2022 Declaration of Members Interest: No interests declared
a) To receive declarations of interest from councillors on items on the agenda
b) To receive written requests for dispensations for declarable interests
c) To grant any requests for dispensation as appropriate

115.2022 Minutes of the previous meeting:
Two amendments were made to the Minutes:
Insertion of T & E Homes at Planning Application 95.2022 for 6 Collier Way
And
Change Bury Lane for Bury Road at 100.2022
Amendments were signed by the Chairman.
PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the Annual Parish Council meeting held on the 11th May 2022
PROPOSED: Cllr Pett, seconded Cllr Flynn. AGREED AND RESOLVED UNANIMOUSLY

116.2022 SCDC & CCC Councillors reports
No SCDC report provided

*County Councillor report - Sawston & Shelford Division
(includes Sawston, Little and Great Shelfords, Stapleford, Babraham, South Trumpington, Hauxton, Harston, Newton and Haslingfield)
Brian Milnes & Maria King
June 2022 update*

ANNUAL COUNCIL MEETING

The Annual Meeting of the County Council took place on Tuesday 10 May. Cllrs Stephen Ferguson and Sebastian Kindersley were re-elected as Chair and ViceChair respectively.

Chairman's signature..... 7th July 2022

A number of motions for debate were agreed, covering:

- tracking of progress of previous council motions
- school transport policies for special educational needs and disabilities
- street planters and green bus stops
- increasing recycling

STRATEGY & RESOURCES

Senior leadership review

The Chief Executive has launched a period of internal consultation on his proposals for reorganisation of the council's senior staffing structure. He states that the proposals 'will provide the Council with a clear and sustainable leadership structure, teams that are aligned and sit well together and are positioned to tackle the challenges we face, as well as providing the compassionate and inclusive leadership that this the organisation both needs and deserves'.

Anti-racism charter

Cambridgeshire County Council is the first upper-tier local authority in the country to sign up to Unison's Anti-Racism Charter. <https://eastern.unison.org.uk/content/uploads/sites/7/2022/02/Anti-racismcharter.pdf>

ADULTS & HEALTH

Health & Wellbeing Board

The Council has been grappling with the national changes in health decision-making structures brought about by the introduction of Integrated Care Systems. Cambridgeshire and Peterborough have chosen to address this by creating a joint Health & Wellbeing Board to replace the previous separate Cambridgeshire Board and Peterborough Board, and a joint Integrated Care Partnership, with mostly overlapping membership and with shared agendas.

ENVIRONMENT & GREEN INVESTMENT

Green Investment Advisory Group

The Council's Green Investment Advisory Group—a group of councillors maintaining an overview of the Council's energy projects—has had its remit expanded to include considering the environmental impact of the Council's utilities procurements such as electricity, gas, and water.

Food delivery robots

Food delivery robots are taking to the streets of Cambourne as part of a pilot between Cambridgeshire County Council and Starship Technologies. Twelve thousand residents will benefit from quick deliveries from their local Co-op by a fleet of Starship's robots. The project began on 17 May and is part of the Council's environmental agenda to reduce the number of short car journeys and improve air quality.

HIGHWAYS & TRANSPORT

20MPH policy

The working group I mentioned in last month's report has now begun meeting to draw up criteria for applications for 20MPH limits and zones. These are expected to be completed in the next few months.

HGV policy

I am now expecting a draft revision of the Council's policy on heavy goods vehicles to be considered by the Highways & Transport Committee in the autumn.

Streetworks:

- 5-7 July 00:15-04:30am G Shelford level crossing shut
- 25 July -5 August Cycle lane on Cambridge Road, Great Shelford as lies between Davey Crescent and Hobsons Acre will be suspended for carrying out water works
- 9-10 August 01:45 – 04:15am Hauxton/L Shelford level crossing closed for inspection
- 17 August 00:15-04:30 Harston/Newton (Newton Rd – Cambridge Rd – London Rd – A10 – Station Rd) closed to carry out work as per the 2021 LHI scheme

GUESTS FROM UKRAINE UPDATE

We have made significant progress in recent weeks with the Homes for Ukraine scheme

- A total of 695 DBS checks have been completed on sponsors and guests, along with 612 accommodation checks carried out for safety
- Teams have also carried out 178 welfare checks 'in person' with refugees.
- A total of 169 school places have been allocated and last week saw the largest increase in allocations so far.
- Forty families have received contact from CCC's Easy Help Service for other support.
- Most families tell us they are in the process of registering with a GP, although a small number report that they are struggling to register with dentists.

South Cambridgeshire is one of the highest recipients of Ukrainian families under the 'Homes for Ukraine' scheme – shows how generous and compassionate our residents are.

Maria.king@cambridgeshire.gov.uk

Brian.Milnes@cambridgeshire.gov.uk

Cllr Flynn commented that Bar Lane footway has been resurfaced, but there are also other pressing issues that need attending to. Cllr Milnes responded that the Highways improvement Board is working towards long term repairs but difficulties are arising as further investigations into the contracts is undertaken.

Cllr Flynn said that Church Street is in a deplorable condition, and is particularly dangerous for cyclists. She pointed out that this an official Cycling Network route which joins with the greenway for children to use to get to Sawston College. Cllr Flynn pressed Cllr Milnes to seek a full resurface of the road. Cllr Milnes responded that this would be very expensive, but he would investigate possibilities. Cllr Flynn advised that she is happy to meet the engineers to discuss options.

Cllr Pepperell commented that Cadence has a road closure on Bury Road which effectively will block the Vine Close entrance. Works were due to commence on the 6th June but have not started. The emergency phone number is incorrect so residents are not able to obtain up to date information. Cllr Milnes responded that the recommended portal is "One Network". (Access does require creating a signing in account).

Haverhill Road/ A1307 access redesign with no right turn: Cllr Flynn advised a parishioner has commented that they believe a consultation on the proposed no right turn should have taken place. Cllr Milnes responded that this item has been in the public domain for more than 18 months, and GCP would not undertake works which were not officially authorised or outside the regulations. GCP and Highways have a close working partnership. The Liaison Forums discussed the proposals at length. Cllr Pepperell commented that the Cambridge Independent reported GCP/ CCC is half funding the new station at Waterbeach, and that other initiatives are overspent and will be de-prioritised. Does this apply to the CSET? Cllr Flynn further commented that the revised route behind the forthcoming retirement village is still being considered. Cllr Milnes commented that the CSET Scrutiny body is still considering the options. Challenge to the proposed scheme will be possible when it goes to the Transport Works Order, and then to public inquiry. The developer backed out of paying for the station.

117.2022

Public Issues:

Queen Elizabeth II Platinum Jubilee Event:

A parishioner offered a vote of congratulations was offered to Cllrs Pett and Gatward for organising this superb event. A member of the public suggested that a public meeting is organised to galvanise local people to help with the next event. Cllr Pett advised there is a debrief meeting in the near future where this will be raised. Cllr Gatward commented that planning commences in November, and everyone is welcome to join in. Invitations were sent out asking for volunteers to join the planning group.

Queen Elizabeth II Platinum Jubilee Event:

A second parishioner offered a vote of congratulations to Cllrs Pett and Gatward for organising the event, and to Cllr Flynn for manning the Neighbourhood Plan stall.

Communications:

A parishioner commented there was a lack of communication regarding the change of date for the previous meeting, as not all noticeboards had a notice on them. The Parish Council needs to 'sell' itself.

Cllr Pett responded that the date was on previous agendas, on the website and on the Slaughterhouse noticeboard. The change of date was unavoidable due to the election.

Decisions and reporting:

A parishioner commented the Parish Council reports on what it has done, but not on what it is planning to do. An example is the proposed orchard – where is it going, what species will be planted, who is going to maintain it, when will the public get an opportunity to comment on what is planned?

Cllr Pett responded that this is still at the consideration stage. A public consultation will take place once more information is obtained, and funding possibilities explored.

The member of public commented that all the chairs in the pavilion need to be cleaned – where are the volunteers to do this?

Cllr Pett responded that this is on the agenda for the Pavilion Committee to address.

Cllr Flynn commented that she manages the Facebook page is happy to post requests. She asked that questions go through a Councillor or the Clerk.

The parishioner further commented that residents don't see a reason to get involved.

Cllr Gatward responded that he has been a Councillor for three years and in his opinion this is an extremely proactive Council, undertaking many actions and getting things done.

Cllr Shelton commented that there are now major issues which take up a lot of Parish Council time which is a major change from previous times.

The parishioner responded that the Parish Council should focus on what is happening in the village.

Cllr Flynn responded that articles are in The Messenger, and on the Parish Council website. Parishioners can sign into the website and receive routine updates direct to their computers.

Pavilion acoustics:

A parishioner commented that it is difficult to hear discussions in the meeting as the acoustics are very poor.

Cllr Pett responded that this is an item for the Pavilion Committee to discuss.

WIFI connection: Cllr Flynn asked what is the situation with connecting the pavilion to WIFI. Currently, neither Virgin or BT have been able to install the required line despite long negotiations with both organisations. The Clerk will seek to obtain quotes to install a line to enable WIFI to be connected. If this fails, the use of a 'dongle' will be considered. **ACTION: CLERK**

Adult Gym Equipment: A parishioner commented that when the equipment was installed, it came with a verbal assurance that it had a 'life time guarantee' and was 'indestructable'. It was recommended the company be contacted before repairs are undertaken.

Cllr Pett responded that it was unlikely that such guarantee would be provided and the equipment was more than 10 years old. The new children's play equipment will be repaired under warranty.

118.2022

Planning:

Planning applications:

22/01715/HFUL: 10 Priams Way, Stapleford
2 storey rear extension, conversion of garage to habitable space and alterations to front porch/ entrance (re-submission of 22/00162/HFUL):
comments submitted before closure of application: *No objection*

22/01831/HFUL: 31 Gog Magog Way, Stapleford

Single storey rear extension and front entrance porch: *Objection to porch which may encroach on the frontage currently used for car parking.*

22/01890/HFUL: 70 London Road, Stapleford

Part single & part double storey rear extension. 2 story side extension and single storey front extension. Resubmission of 21/00762/HFUL: *No objection*

22/01375/FUL: 6 Collier Way, Stapleford

Demolition of existing dwelling and the erection of a new dwelling: amendment to ecology report: response by 22.6.2022: *No further comment.*

22/-533/TTCA: 66 London Road, Stapleford

Proposal: 1 - Lawson Cypress at front - reduce height by 3m and trim all sides to control size

2 - Lawson Cypress on side (above Aylesford Road) - reduce height by 3m and trim all sides to control size

3 - Lawson Cypress (within Birch) - reduce height by 3m and trim all sides to control size. *Noted.*

Rangeford Village proposals re Retirement Development, Haverhill Road: Public Consultation open to 15th June. The Parish Council is scheduled to have a meeting with the developer on the 21st June on site.

Councillors discussed the forthcoming Reserved Matters application and considered what may need to be clarified, which included:

The amount of affordable housing to be provided

Landscaping

Landscape impact on the Magog Downs

Impact on neighbouring properties

Use of facilities which had previously been advised as inclusive for all parishioners but which now appears to be for residents of the development only

Very tall chimneys which will impact the landscape

Massing

Environmental initiatives

Sustainability measures

Busway route

Lack of parking to the proposed park

Parking protections on Haverhill Road and Gog Magog Way and the wider environment

Lack of a design guide to assist the developer

119.2022 Neighbourhood Plan: Cllr Flynn

3 pop-up events in the past month, including stand at Village Show

- early stage engagement finishes on 10th June; 285 responses received at the close of the consultation, with 42% from Stapleford residents and/or workers.
- next step is to analyse survey results, identify local planning-related policies, and write and publish a report
- I'm in discussions with 3 NP consultants regarding external support for us – additional budget will be required for this

120.2022 Sports Facilities & Agreements:

Tennis

MUGA use inc Tennis, Football, Netball

- please can Clerk instruct Justin to do a weed kill around perimeter of Muga (predominantly from the outside) to prevent overgrowth through Muga mesh when he next does surface sweep
- negotiations with STC re. licence renewal now concluded. Clerk to issue new licence at RPI+1% for signing before end of June 2022
- tennis coach has booked 10 days of tennis summer camps during school holidays. Muga + toilet access charges total £600
- overhanging beech tree has now been pruned
- notice board to be put up by entrance to Muga – probably re-using an old one stored in Slaughterhouse
- STC would like to have an 'in case of emergency' sign inside Muga. SPC should create a formal sign in due course but I have said yes to a temporary laminated sign in the interim, giving details of address to send ambulance and location of defibrillator

Cricket: Cllr Pett has been in discussion with the Chairman of Stapleford Cricket Club regarding the cost of the licence. The Chairman of SCC has stated that SCC is now of a comparable size to Stapleford Phoenix CC, and that the cost should therefore be the same. Councillors commented that this is acceptable. However, it must be made clear that any increase in numbers playing or an increase in the number of matches or practices needs to be advised by the Chairman of SCC to the Clerk as the costs will reflect the level of use. Further, both Cricket Clubs need to provide copies of insurance policies to the Clerk as a matter of course every year. Councillors also commented that play cannot take place until all documents have been supplied to the Clerk and payment of the licence made.

PROPOSAL: *Stapleford Parish Council herewith agrees to change the sum payable by Stapleford Cricket Club for a licence to occupy from £1,736 to £474 due to a reduction in membership and reduction in the number of matches to be played, with no home matches played in August and September. Stapleford Cricket Club is required to provide an insurance policy and specifically its public liability annually whether requested or not, and a current Risk Assessment annually.* PROPOSED: Cllr Pett, seconded Cllr Gatward. AGREED AND RESOLVED UNANIMOUSLY. Cllr Pett will speak with the Chairman of Stapleford Cricket Club before amended documents are released.

ACTION: GP

Adult gym equipment: repair needed: the Parish Council contractor is investigating options.

121.2022 Environment, Ecology & Climate Change: Cllrs Flynn & Gatward
No Mow May: this initiative has been well received and supported in the community
Queen's Green Canopy: funding may be available to support this initiative which may assist the proposed community orchard.

122.2022 Communications: Cllr Flynn

- several articles published in June edition of Stapleford Messenger and a Neighbourhood Plan update published in Gt Shelford Village News
- deadline for July edition is Fri 10th June - I have submitted Bee Hotel write up from village show for Cllr Gatward; Cllr Pett to produce condensed summary of SPC meeting notes by Friday
- SPC website up-to-date except for Village Show write-up and photos

123.2022 Highways: Cllr Flynn

- letter received from a resident re. junction of Haverhill Road and A1307 proposals for 'no right turn', querying why this particular feature had not been put out to public consultation prior to the forthcoming planning application being submitted. I have responded that this particular plan has been in the public domain for at least 16 months and publicly commented on by SPC on a number of occasions
- planning application for the above is imminent - if successful, CCC will be pursuing a 40mph speed limit along Haverhill Rd into the village from the A1307
- The Parish Council needs to respond to CCC Transport Strategy Survey Stakeholder Engagement survey 2022 - suggest that Cllr H Kettel does this on behalf of SPC

124.2022 Pavilion Management: Cllr Pett
Pavilion Management Sub-Committee: report: a meeting is scheduled in the near future. Acoustics and chair cleaning will be on the agenda.
Fencing: quote awaited.
Bookings: History Society application to return to second Tuesday update: the Clerk reported that the person booking has not agreed. The Clerk recommended that the booking should be amended to allow the History Society to hold meetings on the second Tuesday of alternate months.

125.2022 Playground
Adult gym equipment: maintenance costs: the Parish Council contractor is exploring more economical ways of repairing the units requiring work.

126.2022 CSET & East West Rail: Cllr Flynn:
I attended the GCP South Area Community Forum on 7th June. The update on the proposed busway re-route around the perimeter of the new

retirement village can be found

here: <https://www.greatercambridge.org.uk/asset-library/Transport/GCP-Area-Forum/South-Area-Forum/CSET2-South-Area-Community-Forum-070622.pdf>

127.2022Governance

Appointment of the Jubilee Pavilion Committee: Cllrs Pett & Gatward

Review governing documents:

- a) Standing Orders
- b) Financial Regulations
- c) Risk Assessment

The documents were provided to all Councillors by email for review. All Councillors agreed the documents were fit for purpose.

Document storage: discussion/ decision: Cllrs Gatward and Pepperell will assist the Clerk with reviewing some documentation. Cllr Gatward will assist with moving the filing cabinets to the store near the pavilion. The Clerk will ask the Magog Trust to remove its items currently stored in the Slaughterhouse.

ACTION: CLERK/ MG/DP

Prioritising Projects Template: Cllr Flynn has produced an excellent and easy to use document which shows the current Parish Council priorities with detailed processes on how to achieve outcomes which bring benefit to the Parish. Cllr Flynn will refine the document and provide to all Councillors and the Clerk for action.

ACTION: JF

128.2022Finance

Accounts summary: May Meeting

Income April: £9,761.65

Expenditure April: £48,677.27

Income May: £12,648.47

Expenditure May: £4,013.56

Less S106 Ring-fenced: £103,651.71

Carried forward: £110,460.41

June Expenditure to date;

Description	Reference	Value
Salary	June	£886.48
Salary	June	£45.00
PAYE & NICS	June	£347.75
Payroll		£31.20
Pavilion: doors/ key pad/cores	2292	£198.00
Pavilion deposit reimbursement		£200.00
pavilion cleaning	3111	£350.00
completion retainer	383	£937.88
Scribe accounting system	2930	£777.60

Chairman's signature..... 7th July 2022

The Internal Audit report, completed AGAR accounting statement with the governance section were circulated to all Councillors in advance of the meeting by email.

The Internal Auditor has reported a £10 (ten pounds) discrepancy between 2020/21 and 2021/22 which is recorded in the AGAR. The Clerk will seek to resolve this issue. The Internal Auditor has also reported a rounding error of £1.00 (one pound) which the Clerk has resolved in the AGAR.

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 Shelton, seconded Cllr Flynn. AGREED AND RESOLVED UNANIMOUSLY.

d) Risk:

The Parish Council uses the Scribe accounting system with Cllrs Pett, Pepperell and H Kettel having access to scrutinise payments. A separate receipts and payment sheet is produced for clarity of accounts and cross-reference. The Clerk processes payments in the online banking system, with Councillors only able to authorise payments. Financial Regulations, Standing Orders and Risk Assessment are in place and operational. Cllr Pepperell carefully scrutinises all payments before authorising.

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

e) Public Right to Inspect the Accounts:

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 27th June to 5th August 2022* PROPOSED: Cllr Flynn, seconded Cllr Gatward. AGREED AND RESOLVED UNANIMOUSLY.

f) Annual Governance Statement:

The Clerk read each statement to the meeting for Councillors to decide, and marked each statement as it was decided.

PROPOSAL: *That Stapleford Parish Council herewith review and agrees by resolution the Annual Governance Statement for 2021/22* PROPOSED: Cllr Shelton, seconded Cllr Pepperell. AGREED AND RESOLVED UNANIMOUSLY

g) Accounting Statement:

The Clerk reported again the £10 discrepancy between years which will be investigated.

PROPOSAL: That Stapleford Parish Council herewith agrees by resolution the Accounting Statement for 2021/22: PROPOSED: Cllr Gatward, seconded Cllr Flynn. AGREED AND RESOLVED UNANIMOUSLY.

The Clerk will process all documentation required, post to the Parish Council website, and send to PKF Littlejohn LLP before the commencement of the Public Right to Inspect date. **ACTION: CLERK**

- 130.2022** Section 106 Reports
Pavilion renovation incorporating a public access toilet: meetings update: ongoing.
Pavilion renovation: solar array installation: One quote has been received which is comparable to recent private quotations. Cllr Gatward has obtained a quote to replace existing light bulbs to LED at £1,400. This change would reduce power use from 500 watts to 5 watts per unit.
Play Area official opening: Cllr Pett: completed.
Art fund: Cllr G Pett: ongoing
Jubilee Pavilion & Recreation Ground entrance illuminated signage: ongoing
- 131.2022** Cemetery:
Councillors agreed additional wording to an existing headstone.
- 132.2022** Slaughterhouse & Gardens:
Lighting: moving light to rear of building: completed.
Gardens: renovation: update: ongoing
Clearing building: update: in hand
Proposal for use: 'Bike Shed': Cllr Pett advised discussions are ongoing
- 133.2022** Queen's Jubilee and Village Weekend: Cllrs Pett & Gatward
Report: The Weekend was extremely well attended. The Quiz Night attracted 19 teams with 100 people. The dog show made a big difference to numbers. Children loved the Circus Tricks. There were many more stalls and it was a very happy event. Saturday evening was not as well attended as more than 11 million people stayed at home to watch the Concert for the Queen. Sunday morning cycle ride was cancelled due to poor weather. The Sunday evening Church service was very well attended. An article advertising for volunteers to assist will be produced. Overall, it was an excellent event.
- 134.2022** Clerk's updates: none
- 135.2022** Correspondence :
Gt Shelford PC: commemorative coins for school children request for funding: SPC explanation sent
Mrs W Elsbury: complaint: The Parish Council is not attending to local issues such as Dernford Lake (in Sawston): The Clerk will respond in line with Councillors recommendations. **ACTION: CLERK**

136.2022

Dates of Meetings:

7th July, 1st September, 6th October, 3rd November, 1st December

Meeting closed at 9.40pm