

STAPLEFORD PARISH COUNCIL

MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL held on THURSDAY
6th October 2022 at 7.00pm In the Jubilee Pavilion, Gog Magog Way, Stapleford

PRESENT: Cllr G Pett (Chairman), Cllr Anna Disley-Stevens, Cllr Jenny Flynn, Cllr H Kettel,
Cllr David Pepperell

Stapleford Parish Council Clerk: Belinda Irons – Minutes

Cambridgeshire County Council: Cllr Brian Milnes

South Cambs District Council: Cllr Peter Fane,

MEMBERS OF THE PUBLIC: Three members of the public were present

Chairman's Tribute to Queen Elizabeth II

The life of Her Late Majesty Queen Elizabeth II will be remembered as one of service, duty, and devotion to communities up and down the country, the Commonwealth and beyond. Over the course of her reign she visited many of our local communities all over the United Kingdom. It has been touching to see so many memories and images shared of these trips over the past few weeks. In particular, it has been moving to understand the impact these visits still have on those who were there, in some cases many years after they took place.

Stapleford Parish Council has been proud to serve Her Majesty throughout her reign.

One Minute Silence: Queen Elizabeth II

Accession of King Charles III

The accession of His Majesty King Charles III is an historic moment for our country and the beginning of a new Carolean era. In his accession speech he pledged to follow the late queen's inspiring example and to serve the country with loyalty and love. His reign brings hope for the future and on behalf of the residents of Stapleford and the Parish Council, we wish him well now his accession has been proclaimed.

God save the King

184.2022 Apologies: Cllr B Kettel

Absent without offering apologies: Cllr B Shelton

185.2022 Declaration of Members Interest:

- a) To receive declarations of interest from councillors on items on the agenda:
Cllr Pett: Planning: 41 Priams Way: neighbour of property: abstained from voting
- b) To receive written requests for dispensations for declarable interests

Chairman's signature..... 3rd November 2022

c) To grant any requests for dispensation as appropriate

186.2022 Minutes of the previous meeting:
PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the Annual Parish Council meeting held on the 1st September 2022
PROPOSED: Cllr Pett, seconded Cllr Flynn. AGREED AND RESOLVED UNANIMOUSLY

187.2022 Parish Council vacancies: Cllr Gatward Resignation / Co-option
A vote of thanks to Cllr Gatward for his hard work and dedication to the Parish was proposed by Cllr H Kettel, seconded by Cllr Pett, and supported by all Councillors. Cllr Gatward was a great practical help in the Parish, and was instrumental in driving many environmental initiatives.

One application for co-option has been received. Councillors felt it was important that those coming forward for co-option attend at least one Parish Council meeting before making a commitment.

188.2022 SCDC & CCC Councillors reports

Cllr Milnes: CCC:
Local Highway Initiative: The Highways and Transport Committee has extended the scheme to ensure it is more efficient and equitable. The process was very time consuming for what should have been simple assessment. Non-contentious schemes will be delegated for officer decision. Complex schemes will go to Committee. Cllr Milnes ask the Parish Council to read the draft document and make comment.

Cllr Pepperell commented that parking on the corner of Bar Lane and Bury Road required double yellow lines, but the cost may be prohibitive. Cllr Milnes advised there is a schedule of prices for works on the CCC website.

Bus Service and Stagecoach:
Cllr Pepperell commented that the recently advertised loss of bus services managed by Stagecoach was very concerning. Cllr Milnes commented that Stagecoach had behaved appallingly by taking six Government grants to fund services and then reduced the services to a minimum to keep the route running. There will be a big impact on schools and colleges with both Hills Road and Long Road having no service. Stagecoach has not invested in new vehicles. Bus provision is in crisis. The Mayor has recommended a short term investment of £1.7m with CCC and SCDC asked to contribute, but the funds would be spread across the whole region. Cllr Milnes suggested a Mayoral Precept to cover the whole region. Cllr Milnes commented that franchising would enable the controlling Authority to negotiate and manage contracts. Cllr Pett commented that bus services are being cut at short notice particularly at the Park and Ride centres. Cllr H Kettel commented that the GCP needs to understand that the Cambridge streets cannot cope with large numbers of

buses and it needs to rethink its £140m spend on the busway. There is already a view that the busway will be converted to light rail in the medium term and the cost of the busway will never get the payback that the scheme viability is based on.

Cllr Fane SCDC:

1. SCDC Full Council meeting, September

Council on 22nd September passed motions on protecting chalk streams from dumping of raw sewage and on the cost of living emergency.

2. Four-day working week trial:

SCDC Cabinet agreed in September to run a three-month trial of a four-day working week for desk-based Council staff. This is intended primarily to address the problems in recruitment and retention, and the costs of relying on Agency staff. Trials elsewhere have indicated that the benefits could include improved ability to attract and retain talent, improved employee satisfaction, reduced staff sickness, cost savings and increased productivity.

3. Congestion charging for Cambridge (“City Access Strategy”):

GCP has proposed a “Public Transport and City Access Strategy”. This follows the decision of the GCP Board in 2021 to develop a package of options for improving bus services, expanding the cycling-plus network and managing road space in Cambridge.

The proposed package of measures was discussed at the GCP Board meeting on 28th September, and will now be subject to a further consultation. The final decision on a road user charging scheme would be taken by the County Council.

It is currently proposed that Addenbrookes (including the dedicated Addenbrookes Road from the M11) will be within the zone, with reimbursement schemes for NHS patients clinically assessed as too ill, weak or disabled to travel to an appointment on public transport, including those who have a compromised immune system, and others.

The package includes a ‘transformed’ bus network, with faster, more frequent, more reliable services, longer operating hours and new routes. This future bus network concept for Greater Cambridge is estimated to cost about £40m/year. Inevitably this proposal has been rather overshadowed by the announcement by Stagecoach and other bus operators of substantial cuts to bus services from the end of October.

4. Rural Prosperity Fund:

The Rural Fund supports the aims of the government’s Levelling Up White Paper and Future Farming Programme, offering funding for capital projects for small businesses and community infrastructure in rural areas.

Defra guidance is that the funds should be used to:

- support new and existing rural businesses to develop new products and facilities that will be of wider benefit to the local economy (including farm businesses looking to diversify income streams); and
- support new and improved community infrastructure, providing essential community services and assets for local people and businesses to benefit the local economy

South Cambs provisional allocation will be £1,100,000 out of the £3,215,000 total allocated to the Cambridgeshire and Peterborough Combined Authority area.

5 .Zero Carbon Communities grants:

Twelve community projects in South Cambridgeshire, aimed at reducing carbon emissions and engaging communities on climate change, will receive grant funding totalling over £120,000 from the District Council.

The Zero Carbon Communities grants aim to help the district become net zero carbon by 2050. This is the fourth round of grants since they were established in 2019. During that time, more than £400,000 has been allocated to 61 different grass roots projects including campaigns and awareness-raising around reducing carbon emissions, tree planting, energy efficient heating and lighting, food production and distribution, and waste reduction.

Projects to receive grant aid this year include cookery sessions to reduce food waste, a mobile tool-loan library, an e-bike rental scheme and further eco-friendly lighting and heating measures in community buildings.

Chalk Streams: Cllr Fane commented that the chalk streams are drying up which is a major biodiversity issue.

The cost of living crisis: Warm hubs are being developed by Cambridgeshire ACRE.

Four Day Week: Cllr Flynn commented that the four day working week only applies to white collar workforce and thus discriminates against blue collar workers, and offers an immediate 20% pay increase. Cllr Fane commented this is being addressed. The bin crews are in discussions and are suggesting a three day working week of Tuesday, Wednesday and Thursday, but there are issues with waste sites closing at 4.30pm which need to be addressed. All Councils are finding it difficult to recruit and retain staff which, it is hoped, the package will resolve. It is a three month trial and if it doesn't work, it will stop. Cllr Disley-Stevens commented that this scheme won't work if there are multiple new housing estates which need servicing.

Congestion Charging: The charge has been overshadowed by the cuts to the bus services

Rangeford Planning Application: Cllr Fane advised that the application has been submitted. He and Rangeford developers met with local school children who showed a keen interest in the application, with many ideas coming forward and with a particular interest in wildlife. The GCP interpretation of the Planning Inspector comments regarding the busway is very different to the

Rangeford and SCDC interpretation. At the time of the decision, CSET had no planning status. The intimation was that the busway cannot affect the countryside park or car parking. The proposed crossing points in the countryside park will slow down buses. Cllr Pepperell has visited the Rangeford Pickering site, which he described as beautiful, and half the price of the Stapleford scheme. Councillors expressed ongoing concern that the scheme will reflect Trumpington and Eddington, neither of which are reflected in the local vernacular. There is a very real concern that this will be a 'carbuncle' on the side of Stapleford village. Cllr Disley-Stevens commented that the site will be clearly visible from the Gogs which will be a long term intrusion into the rural landscape. The environmental impact of development needs to be addressed now, not left for another ten years until it is a crisis. Responsible development needs to take place now. The Green Belt is being seriously affected.

Cllrs Milnes and Fane commented that the Planning Committee may see development in a different light to Parish Councils. Cllr Fane commented that SCDC is determined to protect the Green Belt, but the Planning Inspector overruled SCDC on this application, and could do so again. SCDC are determined to protect the chalk streams. SCDC has reservations regarding the numbers of dwellings able to be built without knowing that water can be provided. Cllr Milnes commented that Central Government imposes the numbers of dwellings to be built. SCDC has been instructed that 35,000 have to be built. This is a growth area and an obvious place for people to live and work. It is not in statute that local populations have to take priority. Two new reservoirs are being built but won't come on line for 25 years. The Planning Authority needs to assess how to cope if there isn't enough water or sewage capacity.

Cllr Fane commented the Local Plan is taking a holistic approach to planning and provisions. Affordable homes are a priority. The Neighbourhood Plan won't be in place in time to influence the Rangeford Reserved Matters application.

189.2022

Public Issues:

Members of the public and Councillors can raise matters of concern
11 Bury Road: Appeal: a strong presentation was made by local residents asking the Parish Council to again object.

190.2022

Planning:

Planning applications:

22/03376/HFUL 37 Bar Lane, Stapleford

Single storey front extension: *No objection*

22/03686/FUL 24 Mingle Lane, Stapleford

Demolition of existing house. Erection of 1 x 5 bedroom detached dwelling:
Comment: on site parking for construction vehicles

22/03909/HFUK 41 Priams Way, Stapleford

Two storey side extension and single storey rear extension: *Objection: out of keeping, impact on street scene, impact of ambience, maintenance, loss of light.*

Appeal: 21/02743/FUL: Land rear of 11 Bury Road, Stapleford

Inspectorate Ref: APP/W0530/W/22/3298403

If you wish to make comments, or modify/withdraw your previous representation, you can do so online at <https://acp.planninginspectorate.gov.uk>. If you do not have access to the internet, you can send your comments to:

East2@planninginspectorate.gov.uk The Planning Inspectorate, Temple Quay House, 2 The Square, Bristol, BS1 6PN.

All representations must be received by 28th October 2022 . Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations. **All representations must quote the appeal reference**

Objection to Appeal: Lack of parking; highway access, emergency services access, density, backland development, sustainability, overbearing to host dwelling, out of keeping, impact on Sterns Way, infrastructure.

Rangeford Village proposals re Retirement Development, Haverhill Road: Reserved Matters Application now submitted. Hard copies of the plans have been requested. Councillors recommended the appointment of a Planning Consultant. The Clerk was instructed to obtain three quotes.

PROPOSAL: That Stapleford Parish Council herewith agrees to appoint a Planning Consultant to respond to the Rangeford Retirement Village Reserved Matters Planning Application within budgetary constraints.

PROPOSED: Cllr Flynn, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY. The Planning Consultant will be asked to present to the Parish Council. Cllr H Kettel instructed the Clerk to seek a recommendation from Cllr Fane.

ACTION: CLERK

191.2022 Neighbourhood Plan: Cllr Flynn

Big news! Report on outcomes of our initial public opinion survey has been finished and published in the past month. Available online via SPC and GSPC websites, and in hard copy at GS library

- Meetings and background discussions surrounding transfer of admin and finances from GSPC to SPC
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- Next steps - meeting proposed for Tues 18th Oct to discuss key areas of policy focus for next stage of NP
- West Wickham NP has just been 'made' - work started in 2015...
 1. **PROPOSAL: That Stapleford Parish Council proposes to contract Cambs ACRE as an external consultant to support continued work on the Stapleford and Great Shelford Parish Council neighbourhood plan subject to formal agreement by Gt Shelford Parish Council.**

PROPOSED: Cllr Pett, seconded Cllr Flynn. AGREED AND RESOLVED UNANIMOUSLY

2. PROPOSAL: That Stapleford Parish Council proposes that administration of the Stapleford and Great Shelford Parish Council neighbourhood plan reverts to Stapleford as overtime, with Stapleford Parish Council and Great Shelford Parish Council each contributing half of all such costs subject to formal agreement by Gt Shelford Parish Council. PROPOSED: Cllr Pett, seconded Cllr Flynn. AGREED AND RESOLVED UNANIMOUSLY

A vote of thanks was extended to Cllr Flynn and the Neighbourhood Plan Committee for their ongoing hard work.

The Chairman changed the running order of the meeting:

198.2022

CSET & East West Rail: Cllr H Kettel: update

A vote of thanks was extended to Cllr Flynn for her amazing work on the logo. The website will be launched next week. A vote of thanks was extended to Matthew French of Bluebird Media for outstanding work. The Group has a £10,000 budget funded by public giving. Banners are to be placed at strategic positions along the proposed route with a QR code which will take viewers to the website. Cllr H Kettel met the Mayor and the Head of the GCP and supplied a map showing the recommended alternative route which has been demonstrated to be a lower cost. The Group is currently reviewing documentation for inconsistencies. It is clear the GCP is not going to change its plans. The focus is on preparation for the Enquiry. £250,000 needs to be raised to provide a robust challenge. An Environmental Impact Assessment has still not been completed. The impact of concrete production for three massive bridges has not been calculated. Local bus services will be impacted and offer a lesser service to the local population.

Cllr H Kettel left the meeting at 9.04pm

The Chairman reverted to the agenda

192.2022

Sports Facilities & Agreements:

Cricket: Cllr Pett update: The Parish Council instructed the Clerk to resend the invoice for the window broken by a cricket ball to the Treasurer of the Cricket Club.

ACTION: CLERK

MUGA Risk Assessment: The Clerk will reassess the Risk Assessment

ACTION: CLERK

197.2022 Playground

Adult gym equipment: maintenance: fly wheel cover repaired.
Climbing Frame: connections keep coming loose: SPC has approached Kompan for resolution

199.2022 Governance

Insurance

The Clerk liaised with Councillors by email in advance of the insurance policy renewal. AJ Gallagher is now only dealing with Hiscox, and the quote received was in excess of £3,600, excluding the slaughterhouse. The exclusion of the slaughterhouse was not made clear when the quote was submitted in early September. To date, no Parish Council insurer will insure the Slaughterhouse as it is deemed too high a risk. The Clerk is continuing to try to find a specialist insurer.

PROPOSAL: that Stapleford Parish Council herewith agrees to take insurance with Zurich Insurance in the sum of £2811.22 which excludes the slaughterhouse, commencing 1st October 2022 PROPOSED: Cllr Pett, seconded Cllr Flynn. AGREED AND RESOLVED UNANIMOUSLY.

200.2022 FinanceAccounts summary: Sept

Description	Reference	Value
Salary	September	£916.29
Salary	September	£149.60
PAYE & NICS	September	£321.34
Payroll		£31.20
Mowing Rec & Slaughterhouse 12.8.2022	SI-1820	£120.00
reimbursement	Travel	£24.60
Pavilion fire safety inspection	inv 152292 ref: 6678	£191.62
Repair pavilion door frame	3576	£72.00
repair pavilion window broken by cricket ball	3577	£60.00
pavilion consumables	Reimbursement	£98.57
Play area inspections	SI-1874	£114.00
Cemetery	SI-1837	£410.00
pavilion cleaning	3115	£200.00
IT consumables		£38.99
Pavilion deposit reimbursement		£200.00
Village Weekend banners	1521735	£96.00
Village Weekend fliers	1521440	£86.00
pavilion deposit reimbursement	a/c43668313/ s/ 521046	£200.00
Playground inspections	SI-1894	£114.00

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AdultGym cycle repair	SI-1887	£330.00	
Slaughterhouse electricity		£15.58	
pavillion electricity			
			-£3,789.79
Virgin Business (DD)	Clerks mobile phones	£16.80	
Street Lighting electricity	September	£0.00	
B Irons	September	£42.66	
			-£59.46

TOTAL DEBITS

-£3,849.25

October Account: payments to 6.10.2022

Description	Reference	Value	
Salary	October	£916.29	
Salary	October	£253.80	
PAYE & NICS	October	£351.54	
Payroll	56074	£31.20	
external audit	CA0236/ INVSB20223549	£960.00	
pavilion cleaning	3116	£400.00	
PC Insurance (not slaughterhouse)	YLL-2720871983	£2,811.22	
Maps - CSET route	inv 000690	£720.00	
Clear vegetation behind MUGA	SI-1925	£588.00	
Clean MUGA surface	SI-1924	£552.00	
Cemetery	SI1919	£410.00	
Paint for telephone kiosk	04/10/2022	£82.36	
pavilion deposit refund		£200.00	
pavilion deposit refund		£200.00	
Bind minutes	6239	£270.00	
			-£8,746.41
Virgin Business (DD)	Clerks mobile phones	£16.80	
Street Lighting electricity	Invoice not yet received	£0.00	
B Irons Pension	November payment	£46.34	
			-£63.14

TOTAL DEBITS

-£8,809.55

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PROPOSAL: That Stapleford Parish Council herewith agrees the payments presented on the schedule provided to Councillors by email, plus urgent payments authorised by email for Sept 2022 also shown above PROPOSED: Cllr Pet, seconded Cllr Pepperell. AGREED AND RESOLVED UNANIMOUSLY.

Bank Reconciliation:

Brough forward 01/04/2022	£183,906.47
Plus receipts	£116,809.20
Less payments	£54,666.71
TOTAL	£246,048.96

Bank statements:

Account 2	£1.45
Building Society S	£14,07.28
Building Society H	£53,904.31
Current	£11,286.77
Unity	£166,016.88
Less unrepresented payments	£16.80
Plus unrepresented receipts	£781.07
Adjusted bank balance	£246,048.96

PROPOSAL: That Stapleford Parish Council herewith agrees the half year reconciled bank accounts provided by email to 30th September 2022 PROPOSED: Cllr Pet, seconded Cllr Pepperell. AGREED AND RESOLVED UNANIMOUSLY.

201.2022

Audit:

Documents amended as directed by PKF Littlejohn

External Audit Report received:

Except for the matters reported below, 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. The smaller authority has submitted its AGAR and supporting documentation prior to 30 September 2022; however, we have not been able to complete our review work in time to enable to smaller authority to publish the required documentation in line with statutory requirements. Once we have completed our review a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters. Our fee note for the limited assurance review will be issued when we certify completion.

Other matters not affecting our opinion which we draw to the attention of the authority: Please see above.

PROPOSAL: That Stapleford Parish Council herewith accepts the finding of the external auditor and will adhere to the findings of the auditor. PROPOSED: Cllr Pet, seconded Cllr Flynn. AGREED AND RESOLVED UNANIMOUSLY.

The Meeting was closed at this point at 9.57pm in line with Standing Orders. Items remaining will be carried over to the next Parish Council Meeting

- 202.2022** Section 106 Reports
Pavilion renovation incorporating a public access toilet: Cllr Pett, Cllr H Kettel Documents provided to Councillors in advance of the meeting for discussion/ agreement:
a) Timeline: to research sustainability measures, achieve plans and quotes to submit grant application to FCC by 1st March 2023 deadline for June 2023 start.
b) Appointment of Working Party.
c) Advertising.

Business Research Enterprise: visit to Innovation Park
Art fund: Cllr G Pett:
Jubilee Pavilion & Recreation Ground entrance illuminated signage update
- 203.2022** Cemetery:
Commonwealth War Graves Commission: installation of signs indicating war graves at Stapleford Cemetery
New burial ground: numbering system: required as a matter of urgency
- 204.2022** Slaughterhouse:
Building cleared ready for use as 'Bike Shed' and 'Tool exchange'.
Maintenance/ repairs: roof/ doors/ fire extinguishers/ lighting: grant applications
No insurance cover
Ridge thatch: requote this weekend
Bier to be moved into container
- 205.2022** Clerk's updates
Highways verge management: awaiting response from CCC
- 206.2022** Correspondence :
SCDC: Office based staff to work a four day week
SCDC: Parish Forum: 26.10.2022 5pm
Warm Hub: Gt Shelford update
- 207.2022** Dates of Meetings:
3rd November, 1st December