

# 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 2<sup>nd</sup> MARCH 2023 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  
22<sup>nd</sup> February 2023

## AGENDA

- 48.2023**      Apologies  
Absence without apology
- 49.2023**      Declaration of Members Interest:  
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
- 50.2023**      Minutes of the previous meeting:  
**PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the Parish Council meeting held on the 2<sup>nd</sup> February 2023**
- 51.2023**      Parish Council vacancies: Co-option  
Applications  
Proposal to reduce number of Councillors: discussion  
Councillors allocation of duties
- 52.2023**      SCDC & CCC Councillors reports
- 53.2023**      Public Issues:  
Members of the public and Councillors can raise matters of concern limited to 3 minutes per parishioner or per item.
- 54.2023**      Proposals to Members  
**PROPOSAL: That Stapleford Parish Council herewith agrees to appoint Richard Buxton Solicitors to make presentation on behalf of the Parish Council on planning matters**
- 55.2023**      Planning applications:  
**22/05638/HFUL**      8 Gog Magog Way, Stapleford  
Resubmission: Extensions with loggia, balcony, basement and erection of new front gates (Re-submission of 21/05638/HFUL)  
**23/00381/HFUL**      6 Collier Way, Stapleford  
Part 2 storey, part single storey rear extension and front porch with alterations to front elevation  
Other planning issues:  
Rangeford Retirement Village: Reserved Matters Application: granted
- 56.2023**      Finance  
a) Bank Reconciliation

**PROPOSAL: That Stapleford Parish Council herewith agrees the bank reconciliation calculated through the Scribe accounting system, against the bank statements presented at the meeting**

b) March payments to date:

**PROPOSAL: That Stapleford Parish Council herewith agrees the payments presented on the schedule provided to Councillors by email in advance of the meeting**

c) Pavilion hire deposit refund

**PROPOSAL: That Stapleford Parish Council herewith agrees that if the Pavilion is left in a clean and maintenance free condition, the hire deposit will be refunded to the banking details provided by the hire, on the Friday following the hire.**

d) Village Weekend

**PROPOSAL: That Stapleford Parish Council herewith agrees to apply to SCDC for a Temporary Event Notice Licence in the sum of £21.00**

57.2023 Neighbourhood Plan: Cllr Flynn

58.2023 Sports Facilities & Agreements:

59.2023 Grounds Maintenance and Trees:

Meeting with contractor update

Removal of litter bins

60.2023 Communications: Cllr Flynn\_

61.2023 Highways: Cllrs Disley-Stevens & Bostrom

Road Highways Initiative: speed reduction measures on Haverhill Road:

**PROPOSAL: That Stapleford Parish Council herewith agrees to apply to Cambridgeshire County Council Local Highway Improvement scheme for installation of 20 mph speed limits on Haverhill Road and Bury Road**

62.2023 Pavilion Management: Cllr Pett

a) Pavilion Management Sub-Committee: report

b) Coronation

c) Pavilion hire charges: review and adoption

**PROPOSAL: That Stapleford Parish Council herewith agrees the revised and amended Jubilee Pavilion Terms and Conditions of hire with immediate effect**

d) Pavilion Terms & Conditions: review including a charge for failure to remove rubbish from site

d) Caretaker/Village Warden:

i) Stapleford PC to employ someone to undertake duties

ii) Stapleford subcontracts from Gt Shelford PC

Discussion/decision

f) Pavilion renovations: grant funding applications: discussion/decision

63.2023 Playground

Repairs: toddler swing shackles need lubricating

Bolt caps missing

Gate not closing properly

Slaughterhouse Garden: bin needs emptying

64.2023 CSET & East West Rail: Cllr H Kettel:

CSET Update

65.2023 Section 106 Reports

- Art fund: Cllr G Pett:  
Jubilee Pavilion & Recreation Ground entrance illuminated signage update
- 66.2023** Cemetery:
- 67.2023** Slaughterhouse:
- a) Bier to be moved into container
  - b) Cabinet of 'finds': to be moved to container
  - c) 'Bike Shed' and 'Tool exchange'; update.
  - d) Future of Slaughterhouse: Cllr H Kettel:  
Recommendations by the architect  
Future actions: discussion
- 68.2023** Governance:
- Review of documents
  - Standing Orders
  - Financial Regulations
  - Risk Assessment
  - Internal Control Policy
  - Electronic Payment Procedure
- 69.2023** Clerk's updates
- Highways verge management: awaiting response from CCC
  - Recreation Field: recommendation to prune Cherry Tree which is encroaching the pavilion roof.
  - Street lighting: energy contract: suppliers have withdrawn contract service resulting in excessive price increases. Application to SCDC to take over service: update
- 70.2023** Correspondence :
- Mrs W Elsbury: recommendation that a volunteer group be formed to undertake various activities in the village as part of the Coronation event
- 71.2023** Dates of Meetings: 2023: 2<sup>nd</sup> February; 2<sup>nd</sup> March; 6<sup>th</sup> April; 4<sup>th</sup> May (APCM); 1<sup>st</sup> June (Audit); 6<sup>th</sup> July; 7<sup>th</sup> September; 5<sup>th</sup> October; 2<sup>nd</sup> November; 7<sup>th</sup> December Annual Parish Meeting: TBA