

STAPLEFORD PARISH COUNCIL

MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL held on THURSDAY
2nd March 2023 at 7.00pm In the Jubilee Pavilion, Gog Magog Way, Stapleford

PRESENT: Cllr Gillian Pett (Chair), Cllr Anna Disley-Stevens, Cllr Jenny Flynn Cllr Barbara Kettel, Cllr Howard 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: Two members of the public were present

48.2023 Apologies Cllr Francis Bostrom
Absence without apology: none

49.2023 Declaration of Members Interest:
Cllr B Kettel: Gt Shelford Parish Councillor: Item 62.2023 (d): Caretaker

50.2023 Minutes of the previous meeting:
PROPOSAL: That Stapleford Parish Council herewith agree the minutes
of the Parish Council meeting held on the 2nd February 2023

51.2023 Parish Council vacancies: Co-option
Applications: no applications have been received.
Proposal to reduce number of Councillors: discussion:
SCDC officer has advised the following:
The first step in the process would be for Stapleford Parish Council to request that the Council considers undertaking a community governance review (CGR) with reference to decreasing the number of councillors. The Council would be looking to ensure improved governance arrangements and so any request would need to be presented in these terms.

I would then prepare a report for the Civic Affairs committee which would include draft terms of reference for the review (for an example, see item no 7 from this meeting). The more evidence and reasons you can supply to support your case will help Committee members in making their decision. As it is not that long since the number of Councillors was increased in Stapleford, there will need to be a strong case for reversing your last CGR. Assuming the committee agreed the request, I would then manage the CGR, which would include consulting with electors and other persons or bodies which appear to have an interest. Following this, a 2nd report would go to Civic Affairs, and the committee would decide whether to make an Order to decrease the Councillor numbers, having taken into account all representations. The

Chairman's signature..... 6th April 2023

provisions of the Order take effect for financial and administrative purposes on the following 01 April, with electoral arrangements coming into effect at the next elections to the parish council. Given that this will not be any time soon, the question of an earlier parish council election could then be looked at.

The Parish Council will consider whether to progress this.

52.2023

SCDC & CCC Councillors reports

SCDC Cllr Fane:

Council Tax is rising by £5 per annum per property, which is a Band D equivalent of £165.31. The Combined Authority has increased its charge by £12 to cover the bus measures. Shown is the link to the SCDC Council Tax webpage:

<https://www.scambs.gov.uk/council-tax/financial-information/>

Cllr Pepperell commented that people are interested in the cumulative total and noted that East Cambs has not increased its Council Tax for 10 years. Cllr Milnes commented that it may be that East Cambs is using reserves, or is not doing as much as South Cambs. Cllr Milnes further commented that Central Government has changed the rules around investment by reducing access to Public Works Loan Board which can now only be used for regenerative projects. SCDC has invested wisely over the years, including in property such as the Science Park. Central Government continues to reduce the funding it provides to Councils. SCDC has a small deficit of £6m.

Cllr B Kettel commented that whilst District and County Councils keep Council Tax down, they do less and expect Parish Councils to step in to cover the deficits, which is wholly unfair as the Parish Councils do not have the purchasing power, manpower, or authority to do works which are in the power of Principal Authorities. Street lighting is a specific issue, where Principal Authorities have greater purchasing power but the Parish Councils are paying extortionate prices. The Parish Council precept will have to be increased substantially to cover the increased responsibilities.

Cllr Milnes responded that an agreement was made some years ago, where CCC provided and maintained street lights, and Parish Councils agreed to pay for electricity. The current issue was the cost of living increases which have increased electricity costs.

Cllr Pepperell commented that it is more cost effective for CCC to buy electricity and then invoice Parish Councils.

Cllr Milne responded that collective electricity purchasing was abandoned and that decision can't be reversed. Cllr Milnes recommended approaching ESPO. He further commented that private roads should pay for this service, as new estates had management companies which managed local facilities such as grounds maintenance and street lighting.

Cllr Pepperell commented that as residents are already paying Council Tax, it was unfair to ask for more money from individuals.

Cllr H Kettel asked Cllrs Fane and Milnes what their position was regarding the GCP proposal to drive the C2C busway through a 100 year old orchard,

where the Queen's Green Canopy ceremony will take place? Cllr Fane advised he will not be attending. Cllr Milnes commented that he is bound by collective responsibility and has to abide by the decision of the Cabinet. The independent report endorsed the route. Cllr H Kettel challenged Cllr Milnes and disagreed that the report was independent given the company charged with writing it worked for the GCP. He further commented that SCDC and CCC policies required a doubling of nature, and then allow development to destroy existing natural assets. Why is SCDC and CCC allowing the destruction of existing Cambridgeshire countryside? Cllr Milnes declined to respond.

Cllr Pett raised the issue of potholes. Whilst some are repaired, others which are just as dangerous particularly to cyclists, and in close proximity, are left. This is a waste of public money as the contractor is on site. Cllr Milnes responded that CCC are changing policies to ensure a more robust approach to deal with local issues.

Cllr Pepperell raised the issue of the use of contractors rather than reinstate direct labour services. Cllr Milnes responded that the main issue was lack of correct highway surface reinstatement by utility companies. CCC is carrying out inspections to ensure these works are completed to the required specification.

53.2023

Public Issues:

Trees: two residents of Haverhill Road offered to water any trees which the Parish Council planted to replace those which have died. They also offered to try to revive the flagging laurel hedge. The Parish Council offered a vote of thanks to the residents, and committed to purchasing appropriate replacements.

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. PROPOSED: Cllr H Kettel, seconded Cllr Flynn. AGREED AND RESOLVED UNANIMOUSLY.

61.2023

The Chairman changed the running order of the meeting:

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

Cllr Disley-Stevens advised Cllrs Fane and Milnes that local residents had raised the issue of speeding, but in order to progress the 20mph scheme, their support was required.

Cllr Pepperell commented that former Cllr Mrs Elsbury had expressed her concerns about speeding, and a previous Parish Council's desire to install chicanes, which required road users to stop at the chicane, and to be more considerate toward each other, acknowledging the give way of other drivers.

Cllr Flynn responded that the Parish Council cannot afford to install physical speed reductions such as chicanes and humps. Further the LHI only allowed a single application per year, in one location.

Cllr Disley-Stevens quoted Government reports demonstrating that reduced speed saves lives, and it was better to act preventatively, rather than after a tragedy had occurred.

Cllr Pepperell recommended speed monitoring be undertaken on Haverhill Road, Bury Road, and Mingle Lane to provide data to inform action.

Cllr Fane commented that speed reduction on more roads may mean drivers utilise village roads rather than the main route.

Cllrs Fane and Milnes advised the 20mph scheme is to install roundels on the road surface, which many Stapleford roads already have. They do not have any ability to physically reduce speed.

Parking was identified as an issue, with potential issues of cars parked before and between chicanes as a real hazard, and the installation of double yellow lines will be explored. Many properties on Haverhill Road have their own driveways which would accommodate parking to each household. Parking on Bury Road may be impacted.

The speeding issue will be further explored, with an application for speed monitoring to be made. The Parish Council will then assess the data, and, depending on the results, develop a scheme. It will then consult the public as funds will need to be accrued to achieve a scheme, with the possibility of an application for a Public Works Loan, as funding has to be established before a LHI is submitted for evaluation by CCC.

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) *Objection: no material changes to the scheme which warrant approval. Gates: change street scene*

23/00381/HFUL 6 Collier Way, Stapleford

Part 2 storey, part single storey rear extension and front porch with alterations to front elevation: *No objection but traffic management plan for contractors' vehicles required.*

Other planning issues:

Rangeford Retirement Village: Reserved Matters Application: granted
 The Parish Council believes that SCDC failed to give credibility to the well-researched objections raised by it, or take into account the independent design panel's comments. The Councillors deciding this application did not have the local knowledge which the Parish Council has. It further believes that the decision to alter the Section 106 to the countryside park was incorrectly delegated and potentially ultra vires. The Parish Council has submitted robust questions to SCDC, and have received a response which does not deal with the questions, but rather states SCDC 'know best'. The Parish Council will continue to pursue this issue utilising the professional advice of the newly appointed Solicitor.

56.2023Finance**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* Not available. Motion not carried.

b) March payments to date:

Description	Reference	Value
Salary	March	£0.00
Salary	March	£0.00
PAYE NICS	March	£0.00
Payroll		£31.20
Villedomer and Basils Piece	SI-2243	£756.00
clean pavilion	3122	£400.00
Pavilion deposit reimbursement		£200.00
pavilion: insurance claim excess	Invoice 2603	£250.00
Pavilion deposit reimbursement		£200.00
Playground inspections	SI-2279	£114.00
Cemetery mowing	SI-2264	£410.00
PC instruction re Rangeford Villages REM	STA7/1/PGL new matter	£800.00
		-£3,161.20

PROPOSAL: *That Stapleford Parish Council herewith agrees the payments presented on the schedule provided to Councillors by email in advance of the meeting.* PROPOSED: Cllr H Kettel, seconded Cllr Pepperell. AGREED AND RESOLVED UNANIMOUSLY.

c) Pavilion hire deposit refund

Chairman's signature..... 6th April 2023

Hirers are keen to receive a reimbursement of the deposit as quickly as possible after the hire has been undertaken. The Parish Council is in agreement, provided the terms and conditions of hire have been adhered to, given the cost of living crisis.

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 hirer, on the Friday following the hire.*

Following discussion, Councillors amended the proposal as shown below:

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 hirer, within 14 working days of the hire.* PROPOSED: Cllr Pett, seconded Cllr Flynn. AGREED AND RESOLVED UNANIMOUSLY.

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*

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

57.2023 Neighbourhood Plan: Cllr Flynn

The big achievement in the past few weeks has been agreeing a draft vision and objectives for the NP (see below). Next steps are to create the materials and organise all the logistics of a second phase of community engagement, which will take place through April. This is a big undertaking. Work on the consultation paper is underway; the consultation will focus on residents' views on the draft vision and objectives, plus several other issues which we would like their thoughts about. Articles about the 'Mid-term community consultation' have been submitted to Stapleford Messenger and GSVN for publication in their April editions. The steering group would appreciate SPC's assistance in publicising the consultation as widely as possible and for Councillors' participation in it.

The consultation will involve a questionnaire and several in-person events. The latter are still to be confirmed but are hoped to be:

1. static display in Gt Shelford Library
2. 4-day display, part-manned, at Stapleford Granary, 14-17th April
3. Wednesday Farmer's Mkt manned display in Gt Shelford, 19th April
4. Saturday Market manned display in Gt Shelford, 29th April

Also in the past couple of weeks, JF has met with AECOM's team lead who will be managing production of a Design Guide for our villages. A first draft of this should be delivered later this month.

Draft vision

"In 2040, Stapleford and Great Shelford will be thriving, rural villages distinct from Cambridge, where people want to live, work, shop and play. We value and want to protect our landscape setting, improve its biodiversity and reduce our contribution to climate change.

Chairman's signature..... 6th April 2023

Reflecting this, modest new development, which is sensitively and sustainably designed, will focus on addressing identified housing needs within our community. Where appropriate, it will also support the creation of new amenities and infrastructure to meet the needs of our population. Part of this infrastructure will be a safe and sustainable travel network supporting everyday journeys and healthy recreation."

Draft objectives

No.	Broad theme	Draft objective
1	Housing needs	New residential development proposals will contribute to addressing existing and future housing needs in Stapleford and Great Shelford in terms of affordability, size, accessibility and tenure.
2	The built environment	New development will be designed to a high standard and in its built form will reinforce the distinctive rural look, feel and quality of the two villages.
3	Climate change	New development will be designed to be (a) compatible with, and belong in, a net zero emissions future, and (b) resilient to the effects of climate change.
4	Biodiversity	We will protect and enhance specific features and sites of ecological value identified in the Landscape Character Assessment for our Plan area. More broadly, we will deliver biodiversity enhancements at all development sites within the Plan area.
5	Our rural setting and landscape	New development will actively minimise its impact on the landscape character of the Plan area, recognising the value of long views and vistas into and out of the rural setting of the villages, the open spaces within it and, critically, the separation of the villages from the urbanised Greater Cambridge area.
6	Community amenities and infrastructure	We will ensure that development addresses its associated demands on, and existing shortfalls in, our community's amenity and infrastructure needs, specifically in healthcare, primary school education, transport, open spaces and play spaces.
7	Active travel	Residents travelling in and out of the Plan area, and people travelling through the Plan area, will find it increasingly easier to choose active travel modes to reach their destinations, whether for work or leisure purposes. The safety of non-motorised users will be prioritised over the needs of motorised users throughout the Plan area.
8	Managing the impacts of traffic movement	The adverse effects of increased road traffic movements from new development on our community's quality of life (and apparent in, for example, air pollution, noise, vibration, road safety, accessibility and street scene environment) will be identified and appropriately mitigated.
9	Countryside access	Existing routes for non-motorised users into the much-valued countryside in our Plan area will be protected and maintained. New routes for non-motorised users from our villages into our countryside will be opened up.
10	Countryside enhancement	The Countryside Enhancement Strategy set out in the Landscape Character Assessment for the Plan area will be implemented. These landscape, biodiversity and public access improvements will complement the existing landscape character of the area and protect and enhance the setting of Cambridge.

- 58.2023** Sports Facilities & Agreements: A vote of thanks was extended to Cllr H Kettel for his diligence in reviewing the sports licences. The documents were circulated to all Councillors in advance of the meeting for review. The Parish Council agreed the documents, and instructed the Clerk to send out the agreed documentation to the respective clubs by email.
- 59.2023** Grounds Maintenance and Trees:
Meeting with contractor update: a meeting date is still to be agreed.
Removal of litter bins: it is on the list of works for a contractor.
- 60.2023** Communications: Cllr Flynn : The Messenger deadline is Friday, 10.3.2023
- 62.2023** Pavilion Management: Cllr Pett
a) Pavilion Management Sub-Committee: report: The Committee will undertake to clean the soft chairs on 5.3.2023. The Committee has undertaken additional cleaning to ensure the facilities continue to serve the community. New consumables have been purchased to replace those which have reached end of life.
b) Coronation: A tea party is being arranged for Sunday 7th May 2023 with music. A TENs licence will be applied for if appropriate. Please bring a picnic.
Monday 8th May: village spring clean: the Women's Institute has organised a litter pick. Volunteers will be asked to paint the telephone kiosk if the weather is suitable. Undercoat and top coat paint have been purchased by the Parish Council. Vicarage Lane hedge will be cut back, with due consideration to bird nesting.
c) Pavilion hire charges: review and adoption
The Parish Council has reviewed the amended terms, conditions and hire charges, and agreed the amended documentation, subject to a further amendment that charges to existing hirers who have already booked to the end of the summer, will be payable from the 1st September, as those attending classes have already been advised of cost of classes to the end of the school year.
PROPOSAL: That Stapleford Parish Council herewith agrees the revised Jubilee Pavilion hire charges applicable with immediate effect for ad-hoc hire. PROPOSAL: Cllr Pett, seconded Cllr Flynn. AGREED AND RESOLVED UNANIMOUSLY.
d) Pavilion Terms & Conditions: review including a charge for failure to remove rubbish from site: The Pavilion has been left in poor condition after some hires, and rubbish is not being removed from site in contravention of the terms and conditions of hire.
PROPOSAL: That Stapleford Parish Council herewith agrees the revised and amended Jubilee Pavilion Terms and Conditions of hire. PROPOSAL: Cllr Pett, seconded Cllr Flynn. AGREED AND RESOLVED UNANIMOUSLY.

d) Caretaker/Village Warden: Cllr B Kettel abstained from discussion:

The Chairman and Clerk raised this issue with Gt Shelford PC, which has recently appointed a caretaker. Stapleford PC has been unable to attract anyone to the post it has advertised for a village warden. The potential options, subject to Gt Shelford Parish Council agreement are:

i)Stapleford PC to employ someone to undertake duties

ii)Stapleford subcontracts from Gt Shelford PC

Councillors agreed that the most effective option would be for Stapleford Parish Council to contract services from Gt Shelford Parish Council, subject to the agreement of the caretaker.

PROPOSAL: *That Stapleford Parish Council herewith to request Gt Shelford Parish Council contract the services of its caretaker to Stapleford Parish Council for four to six hours per week subject to the caretaker's agreement.* PROPOSAL: Cllr Pett, seconded Cllr H Kettel.

ABSTAIN: Cllr B Kettel. AGREED AND RESOLVED BY MAJORITY.

The Clerk will liaise with Gt Shelford PC Clerk. **ACTION: CLERK**

f) Pavilion renovations: grant funding applications: discussion/decision
Cllr H Kettel reported that Blue Ink Architects had provided a number of plans for the Parish Council to review. The changing rooms with toilets will be entered separately from the main building, ensuring that hirers are able to be ensured sole use of the main hall and kitchen. A smaller meeting room would be provided to enable small meetings or classes to be accommodated at the same time the large hall is in use. The plans will be provided on 5.3.2023 for the Pavilion Committee to review. The Parish Council will then consider the budget and funding, which may include a Public Works Loan, and instruct Blue Ink Architects as appropriate.

63.2023

Playground: Items on the contractors list for remediation

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:

East West Rail: Michael Gove MP has resurrected the Ox Camb Arc and the associated housing allocation.

CSET Update: The scheme has been delayed to June 2023. C2C has been agreed and will go to the GCP meeting on 21.3.2023. However, it would appear there are resourcing issues as it is difficult to envisage how both schemes will be run concurrently with both schemes going to their respective public inquiries. There are potential funding issues, as the funds were made available some years ago and inflation has not been accounted for. The GCP may argue that S106 funding from development may be used. However, the GCP has already indicated that the 'greenways' may not be implemented due to financial restrictions. These are the very routes which enable fully green travel options for residents such as walking and cycling.

Should the Parish Council agree to make objection at the TWAO inquiry, it will need to formally appoint a solicitor. Costs are expected to be in the region of £60,000 to cover the initial submission.

Coton and other parishes affected by C2C have organised a variety of fund-raising initiatives, and report having raised some £50,000 well in advance of the TWAO application. The Parish Council may want to investigate how to mobilise the community to action to raise funds.

The Parish Council agreed that a presentation to the Annual Parish Meeting and a stall at the Village Weekend should be promoted.

65.2023 Section 106 Reports

Art fund: Cllr G Pett: The Parish Council asked for assistance from SCDC. A response is shown below:

The District Council does not hold a list of approved artists and, with planning policy encouraging developers to provide public art directly, it is rare for offsite contributions to be secured. I am aware that Histon and Impington have over the years delivered public art from section 106 contributions so it may be worth reaching out to them to see who they have used.

Whilst it is not possible to reduce the public art contribution to 'directly' increase funding for the pavilion refurbishment, depending on what those pavilion refurbishment works are it may be possible to use the public art fund indirectly.

The Public Art Supplementary Planning Document 2009 says that there are two broad categories of Public Art which are as follows:

- *Art Integrated into Physical Form and Function Projects that have a physical, permanent outcome integrated into the form, function, style or content of a place, space or building. These will range from projects where artworks have been incorporated into the design or master planning of buildings, townscapes or landscapes to the design and making of individual physical elements within them.*
- *Arts Activities A programme of projects that will range from creative consultation to festivals, ephemeral structures, film, web or other 'virtual projects' that promote a clear sense of identity to those within the settlement and external to it to community choirs and so forth and which will support local community development strategies.*

Such works can include:

- *Permanent Works Large scale three-dimensional artworks such as site-specific sculpture; gateway and water features; kinetic works; landmarks (including artworks incorporated into landmark buildings); architectural sculpture, land art; commemorative works such as memorials, inscriptions, plaques, artist designed street furniture such as fencing, paving, railings, security screening, tree grills, lighting, seating, bollards, markers and milestones. Integrated two and three-dimensional works such as architectural glass, door furniture, painted works, mosaic / ceramic murals. Permanent works should be durable and good quality construction requiring very little if any maintenance;*
- *Temporary, Ephemeral or Time-Based Commissions Exhibitions; photo and audio- visual media including documentary works; projected or filmic works; text- based works; hoarding /*

Chairman's signature..... 6th April 2023

screening; performance; publications; installation; street theatre; festival; carnival and event-based works;

• *Interior Commissions Fine and applied art; craft; sculpture; architectural glass; textiles; photography; prints; floor treatments; bespoke furnishings*

Whilst I do not know the extent of the refurbishment works it may be that some elements could be funded through the public art contribution – so long as it is delivering something with artistic merit.

Jubilee Pavilion & Recreation Ground entrance illuminated signage update:
Cllr Pett will purchase a sign and seek quotes for solar lighting and backing board

66.2023 Cemetery: the numbering system is waiting installation

67.2023 Slaughterhouse:
a) Bier to be moved into container: contractor to complete
b) Cabinet of 'finds': to be moved to container: contractor to complete
c) 'Bike Shed' and 'Tool exchange'; update: operating until April.
d) Future of Slaughterhouse: Cllr H Kettel:
Recommendations by the architect: to apply to SCDC for pre-application advice.
Future actions: discussion: Councillors agreed the architect's recommendation to apply to SCDC planning department for pre-application advice, following further advice received from estate agents. Cllr H Kettel and the Clerk will investigate ownership and Land Registry for any conditions attached to the Slaughterhouse. **ACTION: HK/CLERK**
PROPOSAL: That Stapleford Parish Council herewith agrees to apply to South Cambs District Council Planning Department for pre-application advice to ascertain what the Principal Planning Authority will allow with regard to renovation or repurposing the Slaughterhouse. PROPOSED: Cllr H Kettel, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY.

68.2023 Governance:
Review of documents
Standing Orders
Financial Regulations
Risk Assessment
Internal Control Policy
Electronic Payment Procedure
PROPOSAL: That Stapleford Parish Council herewith agrees the revised documents listed above. PROPOSED: Cllr Pett, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY.

69.2023 Clerk's updates

Chairman's signature..... 6th April 2023

Highways verge management: awaiting response from CCC: to be discussed with the grounds maintenance contractor.

Recreation Field: recommendation to prune Cherry Tree which is encroaching the pavilion roof. To be discussed with the grounds maintenance contractor

Street lighting: energy contract: suppliers have withdrawn contract service resulting in excessive price increases. Application to SCDC to take over service: update. The Clerk has applied to UMSO to seek alternative quotes.

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: the Parish Council had already developed a scheme of volunteering.

71.2023

Dates of Meetings: 2023: 2nd February; 2nd March; 6th April; 4th May (APCM); 1st June (Audit); 6th July; 7th September; 5th October; 2nd November; 7th December Annual Parish Meeting: TBA

Meeting closed at 10.15pm