

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 1st JUNE 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
24th May 2023

AGENDA

- 109.2023** Apologies
Absence without apology
- 110.2023** 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
- 111.2023** Minutes of the previous meeting:
PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the Annual Parish Council meeting and the Annual Parish Meeting both held on the 4th May 2023
- 112.2023** Parish Council resignation and vacancies: Co-option
- 113.2023** SCDC & CCC Councillors reports
- 114.2023** Public Issues:
Members of the public and Councillors can raise matters of concern limited to 3 minutes per parishioner or per item.
- 115.2023** Policing:
Anti-social behaviour: request for Police attendance: Police response:
I can assure you that my officers are aware of the issues you have described and do pay attention to the park areas when time allows. As I am sure you can appreciate we cover many villages and towns within South Cambs, some of which have similar ASB issues. I will ensure directed patrols continue to be carried out at the appropriate times.
- 116.2023** Planning applications:
23/01782/FUL: Land rear of 51 Priams Way, Stapleford
Proposed new bungalow dwelling
- 117.2023** Finance
a) **Bank Reconciliation at 30/04/2023**
Cash in Hand 01/04/2023 £227,562.39
ADD Receipts 01/04/2023 - 30/04/2023 £46,185.60
£273,747.99

SUBTRACT

Payments	01/04/2023 - 30/04/2023	£5,694.51
A Cash in Hand	30/04/2023	£268,053.48
(per Cash Book)		

Cash in hand per Bank Statements

Petty Cash	31/12/2022	£0.00
2 Account	09/03/2023	£281.90
Long Term Stocks & Bonds	11/05/2023	£0.00
BS Sapphire	11/05/2023	£14,931.52
BS Hallmark	31/12/2022	£54,187.60
Current	22/03/2023	£11,370.12
Unity Bank	30/04/2023	£189,705.27
		£270,476.41
B Less unrepresented payments		£2,422.93
Plus unrepresented receipts		
Adjusted Bank Balance		£268,053.48

PROPOSAL: That Stapleford Parish Council herewith agrees the April bank reconciliation calculated through the Scribe accounting system, against the bank statements emailed to all Councillors in advance of the meeting. This bank reconciliation does not include the Lloyds account.

b) May payments to date:

Salary	Belinda Irons	Z	962.44		962.44
Salary	Kerry Byrne	Z	100.80		100.80
Salary	HMRC	Z	367.86		367.86
Pavilion cleaning	SF Cleaning Services Ltd	Z	400.00		400.00
Pavilion cleaning	SF Cleaning Services Ltd	Z	350.00		350.00
Legal Services	Richard Buxton Solicitors	X		160.00	160.00
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	80.00	16.00	96.00
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Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	80.00	16.00	96.00
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	600.00	120.00	720.00
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	6,490.00	1,298.00	7,788.00
Play inspection	Herts & Cambs Grounds Maintenance Ltd	S	95.00	19.00	114.00
Administration	James Todd & Co Ltd	S	28.60	5.72	34.32
Play inspection	Playsafety Ltd	S	242.50	48.50	291.00
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	20.00	4.00	24.00
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	340.00	68.00	408.00
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	341.67	68.33	410.00
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	20.00	4.00	24.00

Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	20.00	4.00	24.00
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S			
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	80.00	16.00	96.00
Pavilion deposit reimbursement	Stapleford Tennis Club	Z	200.00		200.00
Travel	Belinda Irons	Z	39.60		39.60
Village Weekend	Belinda Irons	S	39.00	7.80	46.80
Village Weekend	New Print Ltd	Z	86.00		86.00
Subscription	Information Commissioners Office	Z	40.00		40.00
Freedom of the Parish	Communicorp	S	90.55	18.11	108.66
Pavilion deposit reimbursement	Cooper R	Z	200.00		200.00
Total					13,379.48

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

c) Audit

- i) **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.**
- ii) **PROPOSAL: That Stapleford Parish Council herewith review the effectiveness of the system of financial controls and make recommendations to ensure all risk is minimised**
- iii) **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 June to August 2023**
- iv) **PROPOSAL: That Stapleford Parish Council herewith review and agrees by resolution the Annual Governance Statement for 2022/23**
- v) **PROPOSAL: That Stapleford Parish Council herewith agrees by resolution the Accounting Statement for 2022/23**

d) Signatories update

d) Budget review

118.2023 Neighbourhood Plan: Cllr Flynn

119.2023 Sports Facilities & Agreements:

Cricket Club: complete

Tennis Club: Agreement:

PROPOSAL: *That Stapleford Parish Council herewith agrees the reviewed Stapleford Tennis Club Licence.*

120.2023 Grounds Maintenance and Trees:

Meeting with contractor update

Schedule: Gordon Close added to verge mowing schedule

Verge Mowing: no mow May activated.

Removal of litter bins

121.2023 Communications: Cllr Flynn_

122.2023 Highways: Cllrs Disley-Stevens & Bostrom

Road Highways Initiative: speed reduction measures on Haverhill Road:

Potholes and highway maintenance update

123.2023 Pavilion Management: Cllr Pett

a) Pavilion Management Sub-Committee: report

b) Pavilion renovations:

(i) PROPOSAL: *That Stapleford Parish Council herewith agrees to progress the proposed renovations to the Jubilee Pavilion which will include: extending the kitchen, renovating the toilets, installation of a meeting room, installation of a chair store in the main hall, front extension to include the covered walkway into the building and provision of a cover walkway up to and including the changing room, solar panels (roof mounted) and electric vehicle car charging point(s) all subject to grant funding availability*

(ii) Grant funding:

Evidence of support required; Survey Monkey?

Options: Landfill/ fund raising events/ PWL

Match funding

(iii) Tender, Time frame, advertisement on Government 'Find a Trader' portal.

c) BT/Openreach: installation of telephone pole/ services

d) Water leak:

PROPOSAL: *That Stapleford Parish Council herewith agrees accept the Prism Network settlement of £15,683.62 to complete the necessary works to flooring and walls damaged by water, claim 470099/CB22 5BQ*

124.2023 Playground

RoSPA report: items flagged which have been reported to Kompan, which has stated the play safety surface and slide steps are out of warranty.

SPC has questioned this position.

Area around slide: weeded and grass seeded

125.2023 CSET & East West Rail: Cllr H Kettel:

CSET Update

126.2023 Section 106 Reports

Art fund: Cllr G Pett:

Jubilee Pavilion & Recreation Ground entrance illuminated signage update

127.2023 Cemetery:

Grave H35: Headstone safety vs new headstone; interment of ashes; plot ownership: decision

Grave (Dykes) holes reported

Grave C78: holes reported

- 128.2023** Slaughterhouse:
Future of Slaughterhouse: Recommendation by SCDC
Recommendations by the architect
Future actions: discussion
Insurance/ rebuild assessment requirement
- 129.2023** Governance:
Retail Price Index vs Consumer Price Index: RPI operational until 2030.
- 130.2023** Village Weekend:
a) TENS application
b) Insurance
c) programme
- 131.2023** Clerk's updates
Gt Shelford PC: caretaker service update
Annual Parish Meeting: items arising:
- 132.2023** Correspondence :
Mrs R Brown: complaint: playground slide area has not been reseeded
Stapleford Tennis Club: complaint: MUGA surface not swept by SPC contractor
Mrs W Elsbury: pavilion refurbishment: comments
AJ Gallagher insurer: Slaughterhouse rebuild assessment required
- 133.2023** Dates of Meetings: 2023:
6th July; 7th September; 5th October; 2nd November; 7th December