

STAPLEFORD PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF STAPLEFORD PARISH COUNCIL held on THURSDAY 4th May 2023 at 6.30pm In the Jubilee Pavilion, Gog Magog Way, Stapleford

PRESENT: Cllr Gillian Pett (Chair), Cllr Francis Bostrom, Cllr Anna Disley-Stevens, Cllr Jenny Flynn Cllr Barbara Kettel, Cllr Howard Kettel, Cllr David Pepperell

Stapleford Parish Council Clerk: Belinda Irons – Minutes

MEMBERS OF THE PUBLIC: One member of the public was present

98.2023 Election of Chairman and signing Chairman's Declaration of Acceptance of Office

PROPOSAL: *Stapleford Parish Council herewith agrees to appoint Cllr Gillian Pett as Chairman.* PROPOSED: Cllr H Kettel, seconded Cllr Pepperell. AGREED AND RESOLVED UNANIMOUSLY

99.2023 Apologies None

Absence without apology: None

100.2023 Declaration of Members Interest: None

101.2023 Minutes of the previous meeting:

PROPOSAL: *That Stapleford Parish Council herewith agree the minutes of the Parish Council meeting held on the 6th April 2023* PROPOSED: Cllr Pett, seconded Cllr Flynn. AGREED AND RESOLVED UNANIMOUSLY

102.2023 Public Issues:

Cllr Pett: discharged fire extinguishers have been retrieved from Basil's Piece. Cllr Pett will attempt to find out where they have come from to return them.

Cllr Disley-Stevens is liaising with the Police to install speed monitoring devices to enable speed data to be gathered which will then be used to inform speed restriction highway modifications.

Cllr Pett: The PC TV licence needs to be changed to commercial. Cllr Pett is progressing.

103.2023 Planning applications:

Other planning issues:

Rangeford Retirement Village: Reserved Matters Application: The formal decision has yet to be released.

The House on the Hill: Certificate of Lawfulness application: under S191 for existing ancillary domestic uses which covers three cart lodge covered parking spaces/storage, two bays and the attic floor in use as private home office/study, a library and domestic book storage with a wc and kitchenette: no objection

Chairman's signature..... 1st June 2023

104.2023 Finance**Bank Reconciliation at 31/03/2023**

Cash in Hand	01/04/2022	£183,271.32
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ADD

Receipts	01/04/2022 - 31/03/2023	£141,111.10
		£324,382.42

SUBTRACT

Payments	01/04/2022 - 31/03/2023	£96,820.03
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A Cash in Hand 31/03/2023 227,562.39

(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	31/12/2022	£0.00
BS Sapphire	31/12/2022	£14,931.52
BS Hallmark	31/12/2022	£54,187.60
Current	22/03/2023	£11,370.12
Unity Bank	31/03/2023	£148,557.25
		£229,328.39

B

Less unrepresented payments	£1,766.00
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Plus unrepresented receipts

Adjusted Bank Balance	£227,562.39
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A = B Checks out OK

PROPOSAL: That Stapleford Parish Council herewith agrees the March bank reconciliation calculated through the Scribe accounting system, against the bank statements presented at the meeting PROPOSED: Cllr H Kettel, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY Cllr H Kettel instructed the Clerk to insert the year end actual figures into the budget.

ACTION: CLERK

b) April payments to date:

Description	Supplier	Total
Business Rates	South Cambs District Council	424.15
Business Rates	South Cambs District Council	247.01
Administration	BT Group plc	173.21
Pavilion ad-hoc hire	Golpalakrishna A	200.00
Salary	Belinda Irons	962.44
Salary	Kerry Byrne	114.30
Salary	HMRC	369.66
Pavilion cleaning	Gillian Pett	88.14
Subscription	CAPALC	613.33
Pavilion sewage charge	Source for Business (Cambridge Water Business)	78.34
Play inspection	Herts & Cambs Grounds Maintenance Ltd	120.00
Administration	James Todd & Co Ltd	31.20
MUGA maintenance	CIA Fire & Security Ltd	800.40
Cemetery Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	410.00
Pavilion deposit reimbursement	Coles R	200.00
Pavilion deposit reimbursement	Ammann Franziska	380.00

Chairman's signature..... 1st June 2023

Pavilion deposit reimbursement	Northmore G	p. 2023.47 252.50
Pavilion deposit reimbursement	Gentle H	200.00
Slaughterhouse Electricity	British Gas Trading	17.83
Clerk Mobile Phone	Three t/a H3G Collections	12.00
		5,694.51

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

- 105.2023** Governance:
Noticeboard outside school: replacement quotes.
PROPOSAL: *That Stapleford Parish Council herewith agrees the quote provided by David Fox Carpentry to replace the Bar Lane noticeboard in the sum of £706 (seven hundred and six pounds)* PROPOSED: Cllr B Kettel, seconded Cllr Pepperell. AGREED AND RESOLVED UNANIMOUSLY
- 106.2023** Clerk's updates:
Audit: The Clerk has emailed the required documents to the Internal Auditor for his attention, and asked for the internal audit to be completed in advance of the next PC meeting.
- 107.2023** Correspondence :
Mrs M Fyfe: Why does SPC continue to use RPI when it should use CPI?
This is an item for the June PC meeting for discussion
- 108.2023** Dates of Meetings: 2023: 1st June (Audit); 6th July; 7th September; 5th October; 2nd November; 7th December Annual Parish Meeting: 4th May: 7.30pm start

Chairman's signature..... 1st June 2023