

STAPLEFORD PARISH COUNCIL

MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL held on THURSDAY
6th April 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

South Cambs District Council: Cllr Peter Fane

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

- 72.2023** Apologies: Cllr Bostrom
Absence without apology: none
- 73.2023** Declaration of Members Interest:
Cllr Pett: 80.2023: Finance: reimbursement for items purchased for the pavilion
Cllr Flynn: 79.2023: Planning: 35 Gog Magog Way: personal friend of applicants.
- 74.2023** Minutes of the previous meeting:
PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the Parish Council meeting held on the 2nd March 2023 PROPOSED:
Cllr Pett, seconded Cllr Flynn. AGREED AND RESOLVED UNANIMOUSLY
- 75.2023** Parish Council vacancies: Co-option: No applications have been received.
The Parish Council cannot undertake all the work it has planned without sufficient Councillors.
- 76.2023** SCDC Councillors reports:

Revised South Cambridgeshire District Council Business Plan

The revised business plan was approved in February and includes:

- support for the Homes for Ukraine scheme – to help guests who have arrived within the past year to move into more independent living arrangements;
- Continued efforts to reduce fly-tipping at hotspots through use of cameras, and prompt investigation of reports of rubbish being dumped;
- Working with Cambridgeshire County Council and the Greater Cambridge Partnership, to introduce Civil Parking Enforcement in South Cambridgeshire;
- A new Mobile Warden scheme, to help keep older people living independently in their homes for longer, for the years ahead.

Business support targets include:

- The promotion of local businesses, and tailored support packages;
-

Chairman's signature..... 4th May 2023

- Increased support for start-ups and small businesses, including providing space for them at the Council's Cambourne office;
- Providing advice to help businesses become greener.
- helping establish and support local markets across South Cambridgeshire.

In-line with the Council's **Zero Carbon and Doubling Nature Strategies**, there are plans to:

- Work with Cambridge City Council, the water industry, and others to help address water scarcity in Greater Cambridge.
- Distribute up to £125,000 as part of the Council's annual Zero Carbon Communities grant scheme – see *below*.
- Grants to villages for more tree-planting.
- Award up to £50,000 in grants to help with the installation of electric vehicle charging points at village halls and community buildings;
- Replace diesel bin lorries as they come to the end of their working lives with low-emission vehicles, or those powered by alternative fuels such as biofuel.

Zero Carbon Grant Scheme re-opens:

The scheme is intended to encourage exciting community projects that reduce carbon emissions and engage local people about climate change.

The closing date for applications is Friday June 2nd, and community groups in the district are invited to bid: groups in South Cambridgeshire can apply for between £1,000 to £15,000 from the District Council. The process has been simplified to aid applicants, with applications invited under two categories ¹:

- 1. projects which reduce carbon emissions or lock up carbon in a measurable way such as low carbon, energy saving improvements to community buildings, or tree-planting initiatives, and
- 2. community engagement projects which support and encourage lower carbon living.

Medium term financial strategy

The estimated funding gap between expected resources and expenditure in the period to 2027/2028 stands at just under £4 million. £2 million in possible savings have been identified to date in the first two years of the period.

Council Tax 2023/24:

The District Council element of Council Tax for 2023/2024 has been set at £11.13million, based on an increase in the District element of the Council Tax of £5 per annum, giving an average Band D Council Tax of £165.31, in addition to the precepts of the Parish Councils, Cambridgeshire County Council, Cambridgeshire Police & Crime Commissioner, Combined Authority and the Cambridgeshire Fire Authority.

• ¹ Full eligibility criteria and ideas for projects are available at scambs.gov.uk/zerocarbongrant

Council housing target:

The target for new council houses over the next two years is to be raised to 75 homes per year. SCDC met its target of doubling the number of new homes delivered from 35 to 70 in 2021-22. The District Council now owns about 5,600 Council homes.

New funding of £1.7 million has been secured from Central government to go towards energy efficiency upgrades within these homes. Measures such as exterior wall insulation, cavity wall insulation, loft insulation, new windows and doors, draft proofing and in some cases heat pumps and solar panel installation can be provided, which could save tenants up to £400 a year on energy bills.

Four-day working week trial:

The three-month trial concluded at the end of March, and will be subject to an objective assessment by Bennett Institute for Public Policy at Cambridge University before any decision is taken on its possible extension.

The full council meeting on 30th March formally approved ('made') the Fulbourn Neighbourhood Plan. Council also approved in principle the appointment of John Murphy as Monitoring Officer (replacing Rory McKenna) and political assistants to each of the party groups. Council also approved the revised pay policy statement and the investment strategy.

Note: Peter Fane chairs the Council's planning committee and is vice-chair of the Council, Will Jackson-Wood chairs the Employment and Staffing committee.

Will Jackson-Wood and Peter Fane, District councillors for Shelford ward.

Cllr Fane agreed to liaise between SCDC and SPC to achieve an economic development assessment of the village, including the Slaughterhouse and The Tree.

Affordable Housing: Councillors discussed affordable housing for local people. Cllr Fane commented that SCDC is keen to promote 'exception sites' which fulfil this aim.

CCC Cllr Milnes offered apologies as he was unwell.

Cllr Pett commented that local roads are very dangerous for cyclists due to the number of deep potholes.

77.2023

Public Issues:

Rangeford Retirement Village: SCDC decision was believed to be questionable. The Design Review Panel comments were not properly considered. The decision was influenced following pressure from the GCP regarding the impact the development would have on the busway route. There are wider District implications. Short cuts were taken which circumvented procedure.

The Chairman changed the running order of the meeting

88.2023

CSET & East West Rail: Cllr H Kettel:

CSET Update: Cllr H Kettel reported that both CCC and GCP have received extensive media criticism over the proposal to destroy the 100 year old orchard at Coton to install the busway. Residents consider it an 'outrage' that such action is planned. It is important that CSET does not impact the Coton objections.

Timetable: CCC will vote on the CSET proposal in June 2023 to progress to the TWAO. Fund raising is required to raise the funds to undertake a legal challenge. Donations are needed urgently.

Cllr H Kettel commented that the GCP funding is insufficient to cover CSET, C2C, Waterbeach, and the greenways, which are the most important aspect of the schemes, are already been significantly scaled back. £100m of the £500m has already been spent with little to show for it.

Cllr Flynn commented that CCC approved its 'Active Travel' strategy in March. Sawston is Tier 1, and Granhams Road is Tier 2, both joined by Church Street and Mingle Lane which do not have a scheme for upgrading the dangerous road surfaces. It is a waste of public money not to fill the potholes.

East West Rail: Central Government will be making a statement which is likely to recommend a resumption of this scheme. Gt Shelford will be very seriously impacted.

78.2023

Proposals to Members

PROPOSAL: That Stapleford Parish Council herewith agrees and approves the Honorary Freedom of Stapleford Parish Policy:

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

PROPOSAL: That Stapleford Parish Council herewith agrees to enter into an legal agreement to contract village warden and caretaking obligations to Gt Shelford Parish Council PROPOSED: Cllr H Kettel, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY.

PROPOSAL: That Stapleford Parish Council herewith agrees that its street lighting energy contract is transferred to EPOS with immediate effect PROPOSED: Cllr H Kettel, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY.

79.2023

Planning applications:

23/00777/FUL Gog Magog Hills Estate, Wandlebury

Siting of mobile pop-up café: no objection

23/00917/HFUL 25 Hawthorne Road, Stapleford
 Single storey rear extension: no objection
 23/01053/HFUL 35 Gog Magog Way, Stapleford
 Single and 2 storey rear extensions: no objection
 23/01075/S73 31 Gog Magog Way, Stapleford
 S73 to vary condition 2 (approved drawings) of ref 22/01831HFUL (single storey rear extension and front entrance porch), rear extension to have lean-to roof and render to front elevation: no objection

Councillors raised the issue of multiple applications commencing in conjunction with each other and the cumulative impact on the highway. The Clerk will respond regarding this issue. **ACTION: CLERK**

Other planning issues:

Rangeford Retirement Village: Reserved Matters Application: granted: SPC solicitor advice following response from SCDC: SPC will not continue action to a legal challenge due to the cost of litigation.

80.2023

Finance

a) Bank Reconciliation

Bank Reconciliation at 28/02/2023

Cash in Hand 01/04/2022 £183,906.47

ADD

Receipts 01/04/2022 - 28/02/2023 £137,613.97
 £321,520.44

SUBTRACT

Payments 01/04/2022 - 28/02/2023 £90,304.45

A Cash in Hand 28/02/2023 £231,215.99

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 31/12/2022 £0.00

Lloyds 2 Account 28/02/2023 £281.77

Long Term Stocks & Bonds 31/12/2022 0.00

Cambridge BS Sapphire 31/12/2022 £14,931.52

Cambridge BS Hallmark 31/12/2022 £54,187.60

Lloyds Current 24/02/2023 £11,551.67

Unity Bank 28/02/2023 £150,513.43

£231,465.99

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance £231,215.99

£231,215.99

250.00

A = B Checks out OK

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

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

b) March payments to date:

Description	Reference	Value
Salary	March	£962.44
Salary	March	£56.50
PAYE NICS	March	£335.66
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 electricity		£730.55
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
pavilion: water leak: pipework	inv 126	£120.00
pavilion deposit refund		£200.00
Councillor training	3763	£75.00
Councillor training	3748	£75.00
Pavilion cleaning	3123	£400.00
Cemetery: hedge cutting	SI 2282	£816.00
pavilion deposit refund		£200.00
booking cancelled 22.3.2023 event date 24.3.2023		£226.25
pavilion deposit refund		£200.00
Cemetery business rates	3030105614	£247.01
Slaughterhouse business rates	3030116772	£424.15
		-£8,229.76

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 Flynn. AGREED AND RESOLVED UNANIMOUSLY

c) Signatories

PROPOSAL: That Stapleford Parish Council herewith agrees to appoint Councillors Disley-Stevens and Bostrom as signatories on the Parish Council bank accounts. PROPOSED: Cllr Pett, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY

The Chairman asked Cllr Pepperell to leave the meeting

Chairman's signature..... 4th May 2023

95.2023 Exclusion of Public and Press: **PROPOSAL: *That Stapleford Parish Council herewith excludes members of the press and public from the meeting in accord with Standing Orders 3 (d) due to the sensitive nature of the following item titled Freedom of the Parish Award*** Cllr B Kettel, seconded Cllr Disley-Stevens. AGREED AND RESOLVED UNANIMOUSLY

96.2023 **Freedom of the Parish Award:** Section 249 (5) of Local Government Act 1972, as amended by Section 29 of the Local Democracy, Economic Development & Construction Act 2009, allows the Council of a relevant authority (including a Parish Council) to admit to be honorary freemen or honorary freewomen: Councillors discussed the application and agreed the award unanimously. Cllr Pett from the Chair. AGREED AND RESOLVED UNANIMOUSLY

Cllr Pepperell rejoined the meeting.

Cllrs Kettel left the meeting at 8.20pm

The Chairman resumed the meeting

81.2023 Neighbourhood Plan: Cllr Flynn
Stapleford and Great Shelford Neighbourhood Plan - April/May 2023 consultation goes live!

There are only 3 things in life that are certain: death, taxes...and that development will be coming to Stapleford and Gt Shelford. We can't stop development, but we can shape it to meet our community's needs, protect the things we value and improve the less good bits. We do this through legal powers given to us in Neighbourhood Planning.

Building on an initial opinion survey in 2022, a group of Stapleford and Gt Shelford residents and parish councillors has drafted a vision for our villages in 2040 and actions we could take to realise it. We want to know if we've got these right before we start work on the policies against which all planning applications for our area will be assessed.

Please give a few moments to help shape the place where you live. We've got a lot of good ideas to share with you and we'd really appreciate your views. The survey is open until the end of May – it's available online or pick up a hard copy at a pop-up event or at Gt Shelford Library. And 3 lucky-dip winners will each receive a £50 voucher as thanks for taking part.

Find us at www.greatshelfordparishcouncil.gov.uk/SGSNPlan and:

- Stapleford Granary, 14-17 April, 10am-3pm
- Gt Shelford Country Market, Wed 19 April, 9-11.30am
- Gt Shelford Village Market, Sat 22 April, 10am-1pm
- Stapleford Pavilion, 4 May, 6.30-7.30pm

Chairman's signature..... 4th May 2023

82.2023 Sports Facilities & Agreements:
Cricket Clubs: Chairman objects to prices as it has been stated that the cricket clubs won't be playing as many games and the cost needs to be reduced to reflect this. Councillors discussed this issue and decided that a formal letter is to be sent reiterating the Parish Council requirements, and the costs. **ACTION: CLERK**
Tennis Club: want a lit path from the car park to the MUGA: Councillors agreed that this is a rural village, and the installation of a formal lit path would create an urbanisation of the village.

The agreement between SPC and the Tennis Club is due for review.

83.2023 Grounds Maintenance and Trees:
Meeting with contractor update: ongoing
Schedule:
Verges
Rec
Slaughterhouse Garden
Cemetery
MUGA
Removal of litter bins

84.2023 Communications: Cllr Flynn:
The Annual Parish Meeting agenda will be published in the Messenger and on line. The Coronation Weekend events will also be published.

85.2023 Highways: Cllrs Disley-Stevens & Bostrom
Road Highways Initiative: speed reduction measures on Haverhill Road: Cllr Disley-Stevens is progressing speed monitoring.
Potholes and highway maintenance update: Cllr Disley-Stevens reported that some of the worst potholes have been filled. There is a priority listing which is managed by CCC. Church Street and Gog Magog Way were considered to have dangerous potholes.
CCC consultation: 40pmh limit on Haverhill Road: PRO908: The Clerk will respond that SPC supports the initiative. **ACTION: CLERK**

86.2023 Pavilion Management: Cllr Pett
a) Pavilion Management Sub-Committee: report
b) Coronation:
Sunday, 7th May: village picnic commences 1pm,with live music at 2pm
Monday 8th May: village spring clean
c) Caretaker/Village Warden: Gt Shelford PC has agreed to contract their staff to fulfil Stapleford PC caretaking and village warden services. SPC is keen to progress its agreement with Gt Shelford PC.
d) Pavilion renovations: grant funding applications: discussion/decision: ongoing.

- 87.2023** Playground ongoing
Repairs: toddler swing shackles need lubricating
 Bolt caps missing
 Gate not closing properly
 Slaughterhouse Garden: bin needs emptying
- 89.2023** Section 106 Reports
Art fund: See below: costs to be allocated against S106
- Jubilee Pavilion & Recreation Ground entrance illuminated signage update
Cllr G Pett: A local contractor has provided a quote to build a plinth for a metal entrance sign, lit by LED solar system, at the entrance to the Pavilion.
PROPOSAL: That Stapleford Parish Council herewith agrees to instruct David Fox Carpentry to build a plinth in the sum of £468. Cost excludes the metal sign, posts and installation. PROPOSED: Cllr Pett, seconded Cllr Pepperell. AGREED AND RESOLVED UNANIMOUSLY.
- 90.2023** Cemetery:
91.2023 Slaughterhouse:
Future of Slaughterhouse:
Recommendations by the architect recommended a pre-application consultation with SCDC planning department, but this requires plans to be drawn up for focused discussion, which is not what SPC is seeking.
Future actions: discussion: ongoing
- 92.2023** Governance:
Noticeboard outside primary school needs either replacing or a door affixed to the front. The Chairman advised a new notice board is needed as the current one is in very poor condition. The Clerk will seek quotes **ACTION: CLERK**
- 93.2023** Clerk's updates
94.2023 Correspondence :
Gt Shelford PC: Traffic Infrastructure Policy
Stapleford Primary School: Collier Field
Stapleford Tennis Club: request for lit footpath from pavilion car park to MUGA
Stapleford and Phoenix Cricket Clubs: objection to licence charges as not as many games stated to be played this season
- 97.2023** Dates of Meetings: 2023: 4th May (APCM) 6.30pm start; 1st June (Audit); 6th July; 7th September; 5th October; 2nd November; 7th December Annual Parish Meeting: 4th May: 7.30pm start
- Meeting closed at 9.20*