

STAPLEFORD PARISH COUNCIL

MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL held on THURSDAY
1st June 2023 at 7.00pm In the Jubilee Pavilion, Gog Magog Way, Stapleford

PRESENT: Cllr Gillian Pett (Chair), Cllr Francis Bostrom, Cllr Anna Disley-Stevens, Cllr Miranda Harper, Cllr Barbara Kettel, Cllr Howard Kettel

Stapleford Parish Council Clerk: Belinda Irons – Minutes

CCC & SCDC: Cllr Brian Milnes

MEMBERS OF THE PUBLIC: Four members of the public were present

- 109.2023** Apologies Cllr David Pepperell
Absence without apology: none
- 110.2023** Declaration of Members Interest: No declarations made.
- 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. PROPOSED: Cllr Pett, seconded Cllr B Kettel. AGREED AND RESOLVED BY MAJORITY.
Cllr Disley-Stevens raised the issue of signing the Annual Parish Meeting minutes at this Parish Council meeting, and abstained from the vote.
- 112.2023** Parish Council resignation and vacancies: Co-option
Cllr Jenny Flynn resigned.
An application has been received from Mrs Miranda Harper.
PROPOSAL: that Stapleford Parish Council herewith agrees to co-opt Mrs Miranda Harper as a Councillor with immediate effect. PROPOSED: Cllr Pett, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY. *Cllr Harper joined the meeting as a Councillor.*
- 113.2023** SCDC & CCC Councillors reports
Cllr Milnes reported on East West Rail:
Central Government has agreed that East West Rail will be progressed using the southern route. The documentation gives little detail in some parts, which both CCC and SCDC are seeking to have rectified. The height of the embankments will be lowered. A flyover with embankments of the A428 will be constructed at Bourne and Caldecote. A 'cut and fill' rather than a tunnel will be constructed at Harlton. A decision is to be taken regarding electrification, with one possibility to use battery powered trains. East West Rail is a Central Government scheme, part of the OxCamb Arc and the 'Golden Triangle' of London, Cambridge and Oxford. Cambridge and surrounding area is experiencing major growth in the bioscience area, and needs substantial infrastructure including housing for the workforce.
Cllr B Kettel commented that the southern route had up to 1 million new homes planned. Will this alleviate the pressure on Stapleford village and reduce the requirement here?

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Cllr Milnes responded that the Local Plan required 27,930 new homes in South Cambridgeshire but does not as yet direct where they are to go. The Stapleford Housing Needs Survey directs how many new homes are needed for Stapleford which it needs to accommodate. Given the expansion of the bioscience parks, at least 20,000 new jobs will be created and the workforce will need to live locally. Local highway infrastructure is often static at peak times.

Cllr Disley-Stevens asked why bioscience cannot be relocated to more suitable areas such as Haverhill to reduce the impact on South Cambs villages?

Cllr Milnes responded that Cambridge is very attractive to foreigners moving to the area. Haverhill and Royston bioscience were growing and housing was also required in these areas. Growth was being focused on main transport routes. Housing was accommodated at Northstowe, Waterbeach, and Bourne Airfield.

Cllr B Kettel commented that Haverhill was in a different County and District (which would mean a loss of revenue to South Cambs and City Councils)

Cllr Disley-Stevens commented that the proposed high numbers of new houses went against natural growth levels.

Cllr Milnes responded that many areas in the country would be very pleased to receive the economic benefits which Cambridge is currently receiving.

114.2023

Public Issues:

Bus Shelter: a parishioner commented that the bus shelter was cleaned and revamped as part of the Coronation community clean up. It was reported that the shelter is in need of repair. The Parish Council has asked a contractor to assess the work needed.

New noticeboards: it was recommended the noticeboards are replaced. The Parish Council has requested a local contractor repair the board outside the school.

Telephone kiosk: this was repainted and cleaned as part of the Coronation community clean up. A parishioner pressed the Parish Council to take a decision on whether it should be utilised as a mini-library, or house a defibrillator.

NEXT AGENDA

The Parish Council extended a vote of thanks to all residents who undertook the work in the village as part of King Charles III 'Big Clean Up' as part of the Coronation celebrations. Cllr H Kettel commented that the standard of work was outstanding, and that public spirited people make a real difference to the community.

Pavilion refurbishment: a number of comments were received from a parishioner which included:

: what is the budget?

: the layout needs to be amended as the kitchen is the wrong orientation; the ladies toilets need to have a vanity area in addition to cubicles which will

increase turnaround time; toilet doors opening onto the corridor is a danger; why do the men's toilets have so much room; change the position of the proposed meeting room and keep the toilets where they are

: the Parish Council needs to consult the community before spending anything

: how much has the architect been paid?

Parish Councillors responded to the parishioner's comments (provided in advance of this meeting by email) in this meeting, that it had been considered and the plans amended appropriately, including reducing the size of the mens toilet area and reorientating the kitchen. The cost has not been established as no firm plan has been accepted to go to tender. The architect has not as yet submitted an invoice or been paid. The Parish Council would seek grant funding to achieve the renovation.

No decision will be taken on the renovation until a public meeting has been held.

Councillors commented that the Parish Council has a duty to ensure value for money and is responsible for the public purse. Issues relating to costs and budgets have been raised and considered. The Parish Council is committed to ensure all costs are achieved before any progression of an agreed scheme is commenced.

Planning application 51 Priams Way: a parishioner commented that they objected to the application to build a bungalow in the garden, and requested the Parish Council consider the comments submitted on the SCDC website.

(Cllr Harper left the meeting at 7.45pm)

115.2023

Policing:

Anti-social behaviour: request for Police attendance: Shown below are the Police responses received by email following a complaint to the Police and Crime Commissioner:

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.

And

I would like to reassure you that we regularly carry out patrols in the area. We conduct speed checks and will also visit the green areas you have mentioned. I myself have completed drugs searches and found several persons with drugs on them in the areas you have stated over the years.

We would advise that the public report any drugs concerns to us via 101 or our website.

And:

We are reassured that residents have been reporting their concerns to the police. I don't recall whether you attended the sessions last September that

we arranged with Chief Inspector Paul Rogerson regarding policing in South Cambs? He explained how police set their work priorities, and why policing is less visible than residents sometimes expect. I can send you the slides if you would find that useful?

I also draw your attention to the survey, and quarterly engagement events (online at present) that the South Cambs policing team run, details can be found at: [South Cambridgeshire | Cambridgeshire Constabulary \(cambs.police.uk\)](https://www.cambs.police.uk). The survey allows residents to tell police what the concerns are in general in their village each quarter, and the engagement event facilitates residents hearing from police about the work they are undertaking, and residents can ask police for more information on the issues that they are concerned about.

Is there a neighbourhood watch group set up in the affected area? This can be an empowering way for residents to work together to share concerns and avoid intimidation, and remind perpetrators that they will be noticed. It might also be a route to give weight to conversations with shops if they are experiencing shoplifting about actions the shop could take or support that the shop needs (mentioned as you said the bottles had security tags on), and also to ensure that those who have the freedom (if young people?) to commit anti-social behaviour, are also safeguarded from being drawn in to exploitation, to which they are more vulnerable.

Do let me know if I can provide any more information on any of these points, or if there is anything else that you would like me to look in to?

The visibility of the Police in the parish was seriously lacking. Whilst the emails received indicated that the Police were active in the parish, the lack of any response to those making complaints lead to complainants believing no action was being taken. Attendance at a Parish Council meeting has been requested.

116.2023

Planning applications:

23/01782/FUL: Land rear of 51 Priams Way, Stapleford
Proposed new bungalow dwelling: *No objection. Comment: request full Environmental Impact Assessment before a decision is taken as it is believed a protected species may be resident in the area.* **ACTION: CLERK**

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

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

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
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	80.00	16.00	96.00
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	80.00	16.00	96.00
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			

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

	p. 2023.53				
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 PROPOSED: Cllr H Kettel, seconded Cllr Pett.
AGREED AND RESOLVED UNANIMOUSLY

b) Audit

- i) The Internal Auditor, LGS Services, an independent third party which has no relationship with Councillors, did not find any items of concern and approved the accounts.

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

- ii) Financial Controls: The current financial controls, which includes Councillor access into all accounts, receipt by email of invoices and associated accounting and banking system reports, ensures all payments are fully scrutinised. Financial Regulations are followed in regard to achieving quotes. The tender for the proposed renovation of the pavilion will be posted to the Central Government 'Find a Trader' website, with at least three quotes achieved. The Parish Council is committed to achieving best value. Changes to the banking mandate are minuted and the information required will be submitted to ensure correct compliance.

PROPOSAL: That Stapleford Parish Council herewith review the effectiveness of the system of financial controls and make recommendations to ensure all risk is minimised PROPOSED: Cllr Pett, seconded H Kettel. **AGREED AND RESOLVED UNANIMOUSLY**

- 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**

- iv) **30 working days commencing Monday 12th June to Friday 21st July 2023**
PROPOSED: Cllr Pett, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY
- v) **PROPOSAL: That Stapleford Parish Council herewith review and agrees by resolution the Annual Governance Statement for 2022/23** PROPOSED: Cllr Pett, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY
- vi) **PROPOSAL: That Stapleford Parish Council herewith agrees by resolution the Accounting Statement for 2022/23** PROPOSED: Cllr Pett, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY

d) Signatories update: The Clerk requires Councillors to supply specific information to be able to utilise the online banking mandates for the respective accounts. There is a requirement for in person attendance for two accounts. The Clerk will resend the required information list. The Clerk did not recommend the Parish Council agree to online banking with Lloyds Bank as it did not provide sufficient security, and was thus not compliant with Financial Regulations. Online banking is the only mechanism whereby the bank statements can be received before the end of the financial month. The bank reconciliations will reflect this issue. Lloyds Bank has stopped sending statements following the Clerk's contact requesting previous Clerks' names be removed from the account.

d) Budget review: Next Agenda.

118.2023 Neighbourhood Plan: Ms J Flynn, Chair, Neighbourhood Plan Group

- at the time of writing, the consultation still has 3 days to run and we have around 235 e-responses and a few hard copy responses. It is hoped to achieve around 250 by Sun 28th, which will be broadly on par with the numbers responding to the 2022 NP consultation
- disappointingly, despite the incredible turnout at the APM and the large numbers of NP consultations taken away, none have been returned (yet)
- meeting between JF, Gt Shelford PC and CambsACRE on 25/5/23, setting out timeline and work requirements through to completion of the NP, plus associated funding:
 - LW to reapply for returned Locality funding of around £3k not spent in FY22/23, to be used to cover ongoing CambsACRE support
 - no request at this stage for additional funding - all projected work should be covered by money held in NP account
 - please involve me and LW in budget discussions for FY24/25 in case this position changes
- next steps - collate, analyse and write up the consultation outcomes (by end of June). This will take the form of a short report plus Appendix, excerpts from which will be reproduced in the Messenger and GSVN and on local Facebook
- current projections recommend holding a referendum with the parishes around Sept 2024 (there is a very long period of Regulation 14 consultation before that and review by GSPC)

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

I hope that SPC continues to be supportive of work on the NP and would appreciate it if you could note progress in the meeting minutes.

- 119.2023** Sports Facilities & Agreements:
 Cricket Club: complete
 Tennis Club: Agreement:
PROPOSAL: *That Stapleford Parish Council herewith agrees the reviewed Stapleford Tennis Club Licence.* PROPOSED: Cllr B Kettel, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY. The Clerk will provide the agreement to the Tennis Club Committee. **ACTION:CLERK**
- 120.2023** Grounds Maintenance and Trees:
 Meeting with contractor update: this has been difficult to achieve given the time constraints of the contractor at what is now the busiest time of the year for mowing.
 Schedule: Gordon Close added to verge mowing schedule
 Verge Mowing: no mow May activated.
 Removal of litter bins: refer to French of Stapleford Ltd.
- 121.2023** Communications: Report to be submitted to Stapleford Messenger.
- 122.2023** Highways: Cllrs Disley-Stevens & Bostrom
 Road Highways Initiative: speed reduction measures on Haverhill Road:
 Cambs Police Speed Watch: Cllr Disley-Stevens is continuing to press for action.
 Potholes and highway maintenance update: CCC is proving elusive when Cllr Disley-Stevens is trying to progress action in Stapleford.
- 123.2023** Pavilion Management: Cllr Pett
 a) Pavilion Management Sub-Committee: report: no recent meeting has taken place
 b) Pavilion renovations: Following comments from a parishioner, the proposal shown below was not carried. The Parish Council decided that it would continue to progress a scheme, but it would hold a public consultation event prior to continuing to seeking quotes for work.
(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: The Parish Council would need to verify public support for any scheme which may include Survey Monkey and/or in person public meeting.
 Options: Landfill/ fund raising events/ PWL: these options also require public support.

Match funding: some grant funders will allow volunteer hours to be included as part of match funding.

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

c) BT/Openreach: installation of telephone pole/ services: the pole has been installed and the service has been installed in the main hall. However, an engineer is still required to connect the router to the service, and yet another router will be delivered to enable this to happen. A vote of thanks was extended to Michael Gatward who has been instrumental in enabling the installations to be achieved.

d) Water leak: The Clerk has had extensive discussions with the insurer and Prism regarding making good following the mains water leak which caused damage to the floors and walls in the toilets. The insurer agreed that it was a waste of resources to make good if the Parish Council was going to reconfigure the toilet area, and also agreed that a settlement be provided to enable the Parish Council to make good once the reconfiguration had taken place. The fund provided was recommended to be spent on the toilets.

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:*

PROPOSED: Cllr Pett, seconded Cllr Disley-Stevens. AGREED AND RESOLVED UNANIMOUSLY.

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 strongly questioned this position. It has emerged that a sub-contractor was used to install the wet pour. The Parish Council has challenged the assertion that Kompan has fulfilled its responsibilities under the guarantee. The Parish Council will continue to press for a suitable resolution.

Area around slide: weeded. No grass seed was applied. The Parish Council expressed its disappointment that this work was not carried out when it was first commissioned in November 2022, with volunteers carrying out weeding in preparation. The Clerk was instructed to formally write to the contractor.

125.2023

CSET & East West Rail: Cllr H Kettel:

CSET Update: The busway vote has been delayed until September. Better Ways 4 Busways newsletter has been distributed to subscribers.

Cllr H Kettel requested residents sign the CPPF petition. He further requested fund raising donations be supplied via CPPF, to ensure sufficient funds are achieved to appoint a Barrister to represent the community at the Transport and Public Works Act committee where a final decision will be taken.

Coton update: residents immediately raised £60,000 for legal representation when the C2C application goes to the Transport and Public Works Act committee meeting.

126.2023

Section 106 Reports

Art fund: Cllr G Pett: ongoing.

Jubilee Pavilion & Recreation Ground entrance illuminated signage update: in process.

- 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:
 A very informative meeting was achieved with the Conservation Officer of SCDC and a vote of thanks was extended to the Officer for taking the time to inspect the building with Cllrs Pett, H Kettel, the Clerk and Architect.
 The recommendation is for the building to be used for community or business use. It will need to have services installed (water/ foul water) beneath the flag stone floor which will need to be lifted, insulation installed with underfloor heating, and the flag stones relaid.
 A modest and subservient extension for a kitchen and bathroom would be considered, but a glazed link to leave the gable end exposed would be required. This would mean that it would not be suitable for residential use. The main building can receive some energy saving improvements such as stud walling to the wall plate, and boarding beneath the thatch, but the gable end walls and above the wall plate will need to be left exposed to the ridge. The doors can be repaired but not replaced. An internal glazed panel may be agreed to enable the main doors to be opened for light whilst ensuring the main building remains secure.
- Recommendations by the architect: Blue Ink will produce sketches based on the information received from the Conservation Officer, but also to comply with planning regulations.
 Future actions: discussion: the sketches will be provided to an estate agent to establish what level of rental may be achieved by letting the building once it is renovated.
 Insurance/ rebuild assessment requirement: a new rebuild quote is required by the insurer to continue the insurance policy. As the building is not occupied for the majority of time, the stand alone insurance policy is very expensive at the same amount as is paid for all other assets including the pavilion.
- 129.2023** Governance:
 Retail Price Index vs Consumer Price Index: RPI operational until 2030. The Clerk will investigate what mechanism SCDC uses in its calculations.
- 130.2023** Village Weekend:
 a) TENS application: completed
 b) Insurance: checked with insurer
 c) programme: delivered to every household.
- 131.2023** Clerk's updates
 Gt Shelford PC: caretaker service update: Gt Shelford PC is in the process of advertising a joint PC role. A vote of thanks was extended to Gt Shelford for assisting Stapleford PC with this important role.

Annual Parish Meeting: items arising: There were two complaints that those attending were unable to hear. It was agreed that a microphone will be provided for future meetings.

Following discussion, it was agreed that media advice was needed to provide an integrated system for inclusion in the renovation.

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; 31st August; 12th October; 2nd November; 7th December

Meeting closed at 9.20pm