

STAPLEFORD PARISH COUNCIL

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

SCDC: Cllr Peter Fane

MEMBERS OF THE PUBLIC: No members of the public were present

One minute silence to commemorate David Pepperell

Chairman's tribute:

It has been an honour and a privilege to know and serve our community with David for some of his 50 years as a Parish Councillor and Chairman. The Parish Council was delighted to be able to pay tribute to the man we all knew and loved by presenting him with the Honorary Freedom of the Parish Award at the Annual Parish Meeting which took place on the 4th May 2023.

David's contributions to village life are immeasurable, and we are truly grateful to have known him and received the benefit of his wisdom, sharp mind, and kindness.

Our thoughts are with his family.

134.2023 Apologies: None

135.2023 Declaration of Members Interest:
None

136.2023 Minutes of the previous meeting:

PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the Parish Council meeting held on the 1st June 2023

137.2023 Parish Council resignation and vacancies: Options

a) Resignation: Francis Bostrom: Councillors wished Mr Bostrom well for the future.

b) Advertising campaign: Cllr Pett advised that advertisements have been placed in the Stapleford Messenger, Stapleford Online, and on the notice boards. To date, no applications have been received.

c) Merger with Gt Shelford Parish Council:

i) Benefits: shared responsibility across a greater number of Councillors; stronger voice with Local Authorities; reduced workload on existing Stapleford Councillors; bigger budget to work with; joint decision making on major issues affecting both communities.

Chairman's signature..... 31st August 2023

ii) Potential issues: Stapleford has a distinct community and history which may be lost; potential lack of input in decision making processes; would need to have clear governing documentation apportioning equal or near equal input from both community representatives; significant increase on the precept; lack of autonomy in decision making.

All Councillors fully supported a joint working partnership on issues which affect both communities.

Cllr Fane advised that Stapleford Parish Council would need to conduct a Local Governance Review if it wanted to merge with Great Shelford Parish Council. This may take 6 months. A proposal would need to be made to the Civic Affairs Committee, which would consider it, with a vote taken by Full Council. Stapleford Parish Council would need to properly consult the electorate. Gt Shelford Parish Council would also need to consult its electorate, and the Councillors would need to agree. Stapleford residents would need to be Councillors on the joint Parish Council.

There would be a single precept for both Parishes.

Current Band D precepts are Gt Shelford: £153; Stapleford: £96. This equates to a £57 difference per annum, which is £1.01 per week.

Following discussion, Councillors agreed to explore a merger with Gt Shelford Parish Council.

ACTION: CLERK

138.2023

SCDC Councillor report

Apologies received from CCC Cllr Brian Milnes.

Congestion Charge: Cllr Fane reported that the Conservative candidate won the Cambridge City by-election, campaigning against the congestion charge. This may put the future of the GCP congestion charge under scrutiny.

Results of the Sustainable Travel public consultation showed 70% of respondents agreed with more money being spent on bus services. Stapleford currently has a good bus service, but this is not the case across the County. Many village residents are unable to attend college or get to work by bus.

SCDC four day week: The Central Government Junior Minister for Levelling up, Housing and Communities has written to SCDC and demanded it stops the four day week. SCDC has been advised that Central Government has no power to make such a demand, as Central Government is in process of consulting on the rules. SCDC Cllr Bridget Smith has stated that the initial assessment demonstrates the scheme is good value for money, as key posts are now being filled including important Planning vacancies. Posts filled have saved £300,000 in consultancy fees. SCDC will continue with the trial.

Hope On The Go: SCDC is financially supporting this scheme, which provides free or low cost food, in Duxford, and is considering expanding it to this area.

Grants: There are a number of grants available for health schemes.

Rural Housing Week: the Parish Council was urged to consider bringing forward suitable exception sites which it would support for affordable housing, for SCDC assessment.

Cllr Fane advised that he has stood down as Chair of Planning Committee, and is now Chair of Civic Affairs.

139.2023

Public Issues:

No public present.

Cllr Disley-Stevens raised a land ownership issue

Cllr Pett raised a vegetation management issue in Bar Lane

Cllr B Kettel raised the issue of lack of accessible routes across the village due to deformation of footways from tree roots, pot holes, and uneven surfaces, resulting in no access for wheeled mobility vehicles, or the visually impaired. All footways have some level of damage, and the highways are even more unsafe.

140.2023

Gt Shelford & Stapleford Joint Issues:

a) Transport

b) Highways including one way system

c) Shops and village centre

d) Planning: including Neighbourhood Plan and SCDC Local Plan

Councillors were unanimously in favour of proactively working on a joint initiative between the two Parish Councils on issues which affect both communities.

PROPOSAL: *That Stapleford Parish Council herewith agrees to enter into a Joint Working Group with Great Shelford Parish Council on issues concerning and affecting both parishes.* PROPOSED: Cllr B Kettel, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY.

The Clerk will advise the Clerk of Gt Shelford PC of the decision.

141.2023

Planning applications:

23/02232/HFUL 14 Bar Lane, Stapleford

Single storey rear extension. 1st floor front extension

Response by 26th July: no objection

23/02257/HFUL Bury Farmhouse, 64 Bury Road, Stapleford

Repairs to outbuilding including: slates and lights to roof, raise height of existing lean-to structure to rear, convert existing garage into a studio.

Repairs to brick yard wall. Install air source heat pump.

.Response by 26th July: no objection

57-61 London Road, Stapleford: the cob wall rebuilt is excellent.

1 Ford End, Stapleford: Certificate of Lawfulness has been granted

14 Vine Close, Stapleford: tree work has been approved.

The House on the Hill, Stapleford: the retrospective application has been granted.

Wandlebury Coffee Shop has been granted

Rangeford Retirement Village: the archaeological condition has been approved.

142.2023 Finance

a) **Bank Reconciliation at 30/06/2023**

(per Cash Book)

Cash in Hand 01/04/2023 £ 227,562.39

ADD

Receipts 01/04/2023 - 30/06/2023 £71,243.40
£298,805.79

SUBTRACT

Payments 01/04/2023 - 30/06/2023 £29,326.28

A Cash in Hand 30/06/2023 £269,479.51

(per Cash Book)

Cash in hand per Bank Statements
Petty Cash 31/12/2022 £0.00
Lloyds 2 Account 09/05/2023 £282.24
Long Term Stocks & Bonds 11/05/2023 £0.00
Cambridge BS Sapphire 11/05/2023 £14,931.52
Cambridge BS Hallmark 31/12/2022 £54,652.13
Lloyds Current 30/06/2023 £11,070.21
Unity Bank 30/06/2023 £188,961.63
£269,897.73

Less unrepresented payments £418.22

Plus unrepresented receipts

Adjusted Bank Balance £269,479.51

£269,479.51

A = B Checks out OK

PROPOSAL: That Stapleford Parish Council herewith agrees the June bank reconciliation calculated through the Scribe accounting system, against the bank statements emailed to all Councillors in advance of the meeting. PROPOSED: Cllr Pett, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY.

b) June payments to date:

Description	Supplier	VAT Type	Net	VAT	Total
Asset Purchase	Gillian Pett	Z	106.17		106.17
Administration	Gillian Pett	Z	85.70		85.70
Village Weekend	New Print Ltd	Z	226.35		226.35
Village Weekend	Saffron Walden Bouncy Castles	Z	70.00		70.00
Village Weekend	Day One Training	S	200.00	40.00	240.00
Village Weekend	Three Horseshoes PH	Z	1,034.62		1,034.62
Salary	Belinda Irons	Z	962.24		962.24
Salary	Kerry Byrne	Z	50.40		50.40

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Play inspection	Herts & Cambs Grounds Maintenance Ltd	S	95.00	19.00	114.00
PAYE & NICs	HMRC	Z	355.46		355.46
Administration	James Todd & Co Ltd	S	28.60	5.72	34.32
Pavilion cleaning	SF Cleaning Services Ltd	Z	400.00		400.00
Pavilion maintenance	Matthew's Plumbing & Heating	S	50.00	10.00	60.00
Village Weekend	Pimp My Fish	S	1,100.00	220.00	1,320.00
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	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	341.67	68.33	410.00
Village Weekend	Cambridge Marquees	S	2,435.51	487.10	2,922.61
Pavilion deposit reimbursement	Jing W & Y	Z	200.00		200.00
Pavilion deposit reimbursement	Reed AJ	Z	200.00		200.00
Total			8,141.72	890.15	9,031.87

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

- c) Audit: all documents submitted and awaiting the external auditor, PKF Littlejohn, report.
- d) Signatories update: details provided to the clerk at the meeting to enable update to bank accounts.
- d) Budget review: next agenda

143.2023

Neighbourhood Plan:

Agreement with Cambs ACRE reviewed to enable completion of Neighbourhood Plan

- our Mid-Term Community Consultation closed on 28th May, with 261 residents and workers in our villages taking part and others visiting our pop-up displays and events
- the report and analysis of consultation outcomes is now on our dedicated NP webpage at www.greatshelfordparishcouncil.gov.uk/SGSNPlan and a hard copy will shortly be given to Gt Shelford Library. Key findings will be reported in Stapleford Messenger and GSVN and via local FB pages. I urge all SPC councillors to read the summary of the consultation at the front of the report
- a new contract with CambsACRE to provide support for the rest of the NP has been drafted and signed by GSPC; awaiting same by SPC; no additional funds required to cover this consultant support
- a second draft of the Design Guidance has been submitted by AECOM because we were unhappy with the quality of the first. The second draft has now been ferociously

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- edited by JF and CambsACRE and returned to AECOM for further improvements. Hopefully, the next version will be much better... This is a crucial document in our NP evidence base so we cannot afford any weaknesses in its coverage
- the next step is for CambsACRE and JF to draft a table of contents for our NP, such that it can start being populated by CambsACRE over the summer. This will highlight areas which still need more evidence and stakeholder engagement (not community engagement) and those which will be for the steering group to deliver
- things will go rather quiet on the NP front at our end over the summer, picking up again where CambsACRE leave off in Sept
- we're in a strong position to move forward successfully to completion in late 2024...fingers crossed!

A vote of thanks was extended to Mrs Flynn for her dedication and hard work to progress the Neighbourhood Plan.

144.2023 Sports Facilities & Agreements:

Tennis Club: Agreement: to be sent

145.2023 Grounds Maintenance and Trees:

Meeting with contractor update: awaited

Removal of litter bins: contractor asked to complete

146.2023 Communications: All articles need to be submitted to The Messenger by the 14th July.

147.2023 Highways: Cllrs Disley-Stevens

Road Highways Initiative: speed reduction measures on Haverhill Road: ongoing.

Potholes and highway maintenance update: A long list of potholes in roads across the Parish have been reported to CCC, including Dolphin Way, Gog Magog Way, and Church Street. Cllr Pett asked how long a pot hole takes to repair once it is marked for work? Cllr Disley-Stevens agreed to enquire.

Addenbrookes Roundabout: public consultation: open to 23.7.2023 12 noon
https://consultcambs.uk/engagementhq.com/addenbrookes-roundabout?utm_medium=email&utm_source=govdelivery

Cllr Pett advised that there have been a number of fatalities at the roundabout which the proposed works aims to prevent.

148.2023 Pavilion Management: Cllr Pett

a) Pavilion Management Sub-Committee:

b) Pavilion renovations: Cllrs Pett and H Kettel to progress. The insurer has settled the claim for water damage. The funds will be used on the toilet reconfiguration.

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

(ii) Grant funding:

Evidence of support required; Survey Monkey?

Options: Landfill/ fund raising events/ PWL

Match funding

b) BT/Openreach: Installation complete and working. The internet was not operational on the day of the meeting.

c) Key safe: **PROPOSAL: That Stapleford Parish Council herewith agrees to purchase two key safes for installation at the Pavilion to**

ensure provision of the necessary keys for ancillary use, to a maximum cost of £100 plus installation PROPOSED: Cllr Pett, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY.

- d) Recreation Field: rise and fall bollards need to be replaced: Clerk to seek quotes **ACTION: CLERK**

149.2023 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. Kompan has offered to resurface.

PROPOSAL: That Stapleford Parish Council herewith accepts the Kompan offer to lay additional wet pour safety surface around the Super Nova play equipment PROPOSED: Cllr Pett, seconded Cllr Harper. AGREED AND RESOLVED UNANIMOUSLY.

150.2023

Area around slide: grass seed not applied: letter to contractor

CSET & East West Rail: Cllr H Kettel:

CSET Update

Cllr H Kettel advised the meeting that he fully endorsed joint working with Gt Shelford Parish Council on CSET and EW Rail, and is seeking involvement with its Transport Committee. Cllr H Kettel provided a brief history of how the current proposal had come into being. However, the proposed 'high speed' transport system failed once it reached Cambridge as the buses then had to contend with the very congested City roads. There is also a requirement to change buses from double to single deck to enable travel under the low bridge. The whole system was fraught with anomalies which the GCP has failed to address or acknowledge. The GCP is clearly biased towards its own scheme as it must spend the £500m budget or lose it. Costings are now three years out of date. On present GCP budgeting, completing all the proposed greenways is unlikely to be possible as the GCP have insufficient funds given their uneconomic expenditure on the busway. There is no car parking at the local stops.

Cllr H Kettel commented that significant funding is required to provide a serious legal challenge to the Transport and Works application, once it is scheduled.

The date for the GCP to take a decision may change. Cllr Brian Milnes is one of only three people taking the decision on the GCP Panel. He will be asked for an update on dates.

Better Ways Than Busways Group had a strong presence at the Village Weekend which necessitated printing more leaflets. Councillors agreed that Stapleford Parish Council would pay this cost. Considerable interest was generated at the event.

151.2023 Section 106 Reports

Art fund: Cllr G Pett:

Jubilee Pavilion & Recreation Ground entrance illuminated signage: completed. Posts are to be purchased and the whole installed.

- 152.2023** Cemetery:
Grave H35: Headstone safety vs new headstone; interment of ashes; plot ownership: The plot is more than 100 years old. The ownership will need to be renewed. All renovations are to be at the applicant's own expense.
Grave (Dykes) holes reported: contractor asked to fill
Grave C78: holes reported: contractor asked to fill
- 153.2023** Slaughterhouse:
Future of Slaughterhouse: Recommendation by SCDC: dependent on the architect's sketches.
Recommendations by the architect: awaited
Future actions: discussion: ongoing
Insurance/ rebuild assessment requirement: completed and submitted to the insurer.
- 154.2023** Village Asset Management:
London Road telephone kiosk: repurpose: library/defibrillator/other: The telephone kiosk looks extremely good following the repaint. An advertisement has been placed in The Messenger for public consultation on repurposing. No response received to date.
Notice boards: repair/replace: contractor is in process of quoting.
Bus shelter: repairs: contractor has been asked to quote.
Speed indicator devices: replace/repair update: contractor has been asked to quote.
- 155.2023** Village Weekend: update:
Cllr Pett advised that this was a very well supported and successful event. Income is lower than previous years as no charge could be made to view Glastonbury, and there wasn't a music band for the Saturday night celebrations which would ordinarily generate income. Dog Show entries were reduced to the high temperature. An attendee commented that it was the best locally run dog show they had attended. Friday quiz night with fish and chips was very well attended. The Sunday cycle ride was not as well attended again due to the high temperature.
- 156.2023** Clerk's updates
Gt Shelford PC: caretaker service update: a new caretaker has been appointed and will be assisting Stapleford. A street map is to be provided. Part of the duties will be to inspect the play areas. A RoSPA training course will be offered once the caretaker has become more established in his role. Play area inspection is not part of his role for Gt Shelford.
- 157.2023** Correspondence:
Kompan: playground: RoSPA items: response
- 158.2023** Dates of Meetings: 2023: Change to meeting dates:
31st August; 12th October; 2nd November; 7th December
Meeting closed at 9.00pm