

# 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 12<sup>th</sup> OCTOBER 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  
4<sup>th</sup> October 2023

## AGENDA

- 183.2023**      Apologies  
Absence without apology
- 184.2023**      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
- 185.2023**      Minutes of the previous meeting:  
**PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the Parish Council meeting held on the 31<sup>st</sup> August 2023**
- 186.2023**      UK Power Networks & Kier Utilities: Haverhill Road utilities work: presentation
- 187.2023**      Public Issues
- 188.2023**      Parish Council resignation and vacancies: Options  
a) Advertising campaign  
b) Co-option  
c) Grouping with Gt Shelford Parish Council:  
(i) **RESOLUTION:** to apply to South Cambridgeshire District Council to undertake a Community Governance Review with the view to grouping Great Shelford Parish Council with Stapleford Parish Council for administration and governance purposes.  
(ii) **RESOLUTION:** that the number of parish councillors for a grouped parish council of Great Shelford and Stapleford Parish Council be set at 17 councillors.  
(iii) **COUNTER-RESOLUTION:** Cllr B Kettel: That Gt Shelford and Stapleford Parish Councils herewith agree to work together on an informal basis for the forthcoming year on areas of mutual interest and compatibility which may include planning, highways and transport, administration, and asset management or any other area which is pertinent to both Parishes, to support the betterment of the physical environment and increase community cohesion, whilst retaining the individual identities of both Parishes.
- 189.2023**      SCDC & CCC Councillors reports
- 190.2023**      Gt Shelford & Stapleford Joint Issues:  
a) Transport inc CSET & EW Rail  
b) Highways: inc Gt Shelford one way system  
c) Shops and village centre  
d) Planning

191.2023

Planning applications:

**23/03292/HFUL** Proposal: External alterations and rear extension as part of the conversion of two of the cart lodge spaces, so that all the building known as The Lodge is in use as an ancillary domestic annex to the main dwelling of House on the Hill (retrospective)

Site address: The House On The Hill Hinton Way Great Shelford

**23/1098/TTPO:** 12 Vine Close, Stapleford

T1 Willow Re-pollard to 5-6m

Anthony Browne MP: letter supporting stance opposing 250,000 new dwellings plus 'silicone valley' proposals in a quadrant of Cambridge: decision

192.2023

Finance

**A. Bank Reconciliation at 31/09/2023**

(per Cash Book)

Cash in Hand 01/04/2023	£227,562.39
ADD Receipts 01/04/2023 - 30/09/2023	£123,464.86
	£351,027.25
SUBTRACT Payments 01/04/2023 - 30/09/2023	£55,739.30
A Cash in Hand 30/09/2023	<b>£295,287.95</b> (per
Cash Book)	

Cash in hand per Bank Statements

Petty Cash 30/09/2023	£0.00
Unity Bank 30/09/2023	£213,065.51
Lloyds Current 25/09/2023	£11,121.70
Cambridge BS Hallmark 06/07/2023	£55,315.83
Cambridge BS Sapphire 02/08/2023	£15,502.30
Long Term Stocks & Bonds 30/09/2023	£0.00
Lloyds 2 Account 10/07/2023	£282.61
	£295,287.95

B Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance **£295,287.95**

**PROPOSAL: That Stapleford Parish Council herewith agrees the July bank reconciliation calculated through the Scribe accounting system, against the bank statements emailed to all Councillors in advance of the meeting.**

**B. Payments for September:**

Description	Supplier	VAT Type	Net	VAT	Total
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
Pavilion consumables	Gillian Pett	Z	91.17		91.17

Travel	Howard Kettel	Z	39.15		39.15
Clerk Pension	NEST Pension	Z	51.19		51.19
Salary	Great Shelford Parish Council	S	89.57	17.91	107.48
Salary	Belinda Irons	Z	962.44		962.44
Salary	Kerry Byrne	Z	129.60		129.60
Salary	HMRC	Z	375.06		375.06
Pavilion Fire Inspection	New Flame Fire Equipment Co Ltd	S	61.45	12.29	73.74
Slaughterhouse Electricity	British Gas Trading	L	14.87	0.74	15.61
Clerk Mobile Phone	Three t/a H3G Collections	S	10.00	2.00	12.00
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
Cemetery Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	341.67	68.33	410.00
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	680.00	136.00	816.00
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	340.00	68.00	408.00
Street Light Electricity	Total Energies G & P	L	6.10	0.31	6.41
Administration	PKF Littlejohn LLP	S	420.00	84.00	504.00
Administration	Kerry Byrne	Z	23.60		23.60
Administration	Unity Bank	Z	18.00		18.00
<b>Total</b>			<b>3,933.87</b>	<b>445.58</b>	<b>4,379.45</b>

#### PAYMENTS TO DATE

Description	Supplier	VAT Type	Net	VAT	Total
Salary	Belinda Irons	Z	962.44		962.44
Salary	Kerry Byrne	Z	28.80		28.80
Salary	HMRC	Z	349.86		349.86
Pavilion cleaning	SF Cleaning Services Ltd	Z	350.00		350.00
Administration	James Todd & Co Ltd	S	28.60	5.72	34.32
<b>Total</b>			<b>1,719.70</b>	<b>5.72</b>	<b>1,725.42</b>

**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: PKF Littlejohn report:

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause

for concern that relevant legislation and regulatory requirements have not been met.

*The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:*

- *The smaller authority has not restated the 2021/22 figure when revaluing assets in Section 2, Box 9. Please note that the Practitioners' Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability.*

*An asset was revalued as at 31 March 2023 as a result of remedial work undertaken in the year to 31 March 2022 and this revaluation was not reflected in the prior year Section 2, Box 9 which should read £790,266.*

- *Section 2, Box 10 is inconsistent with the balance published by the Public Works Loan as the smaller authority has confirmed that the loan was repaid in April 2022. The figure in Box 10 for the current year should read £Nil.*

**PROPOSAL: That Stapleford Parish Council herewith accepts the findings of the external auditor and will ensure the 2024 AGAR is correctly submitted.**

D. Signatories update

E. Budget review

**193.2023** Neighbourhood Plan: update

**194.2023** Sports Facilities & Agreements:

Tennis Club: Agreement: level of service relating to keeping the surface free of debris to be discussed

MUGA: maintenance: ETC instructed to carry out moss and weed removal and carry out surface maintenance

**195.2023** Grounds Maintenance and Trees:

Meeting with contractor update

Removal of litter bins

Verge maintenance for wild flowers:

**PROPOSAL: That Stapleford Parish Council herewith agrees to appoint Blades Turf Care to cultivate and plant wild flowers to the specification supplied in the sum of £2,840 plus an annual maintenance charge of up to £900**

Slaughterhouse Garden: Orchard: **PROPOSAL: That Stapleford Parish Council herewith agrees to purchase suitable fruit trees from the East of England Apple and Orchard Project to commence planting Autumn 2023 to a maximum cost of £500 (five hundred pounds only) plus planting and maintenance costs**

Recreation Ground: perimeter hedge: update

**196.2023** Communications:

**197.2023** Highways: Cllrs Disley-Stevens

Road Highways Initiative: speed reduction measures on Haverhill Road:

Potholes and highway maintenance update

Work timetabling

Vegetation overgrowth

Accessible access issues

- 198.2023**     Pavilion Management: Cllr Pett  
a) Pavilion Management Sub-Committee: report  
b) Pavilion renovations:  
c) BT/Openreach: Broadband issue:  
      **PROPOSAL: That Stapleford Parish Council herewith agrees to enter into agreement with BT to provide broadband services on the Hyperfast 1 agreement at £46.95 per month**  
d) Pavilion maintenance: lights/ curtain rails  
e) Rise & fall bollards: update
- 199.2023**     Playground  
Monthly contract terminated by contractor: decision whether to enter into a new contract
- 200.2023**     CSET & East West Rail: Cllr H Kettel:  
CSET Update
- 201.2023**     Section 106 Reports  
Art fund: Cllr G Pett:  
Jubilee Pavilion & Recreation Ground entrance illuminated signage update
- 202.2023**     Cemetery:  
Pressure testing headstones  
**PROPOSAL: That Stapleford Parish Council herewith agrees to appoint CDS Group to pressure test and report on the condition of memorials and headstones in Stapleford Cemetery in the sum of £1,388 plus warning signs at £4.00 each for failed memorials or headstones**  
Common Wealth War Graves:  
**PROPOSAL: That Stapleford Parish Council herewith agrees to commission a sign to advise that War Graves are located in the Stapleford Cemetery.**
- 203.2023**     Slaughterhouse:  
Future of Slaughterhouse: Recommendations by the architect  
Future actions: discussion  
Dr Bike : request for another year of use; village sign; double door repair request
- 204.2023**     Village Asset Management:  
London Road telephone kiosk: repurpose: decision  
Notice boards: repair/replace  
Bus shelter: repairs  
Speed indicator devices: replace/repair update
- 205.2023**     Clerk's updates  
Gt Shelford PC: caretaker service update  
Clerk instructions/actions: PC decision
- 206.2023**     Correspondence :  
Complaints: Haverhill Road road closure/ compound  
OASISS: Annual report
- 207.2023**     Dates of Meetings:    2023:    Change to meeting dates:  
   2<sup>nd</sup> November; 7<sup>th</sup> December