

# 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 2<sup>nd</sup> NOVEMBER 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  
27<sup>th</sup> October 2023

## AGENDA

- 209.2023**      Apologies  
Absence without apology
- 210.2023**      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
- 211.2023**      Minutes of the previous meeting:  
**PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the Parish Council meeting held on the 12<sup>th</sup> October 2023**
- 212.2023**      UK Power Networks & Kier Utilities: Haverhill Road utilities work: update
- 213.2023**      Public Issues
- 214.2023**      Parish Council resignation and vacancies: Options  
a) Co-option  
b) 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.
- 215.2023**      SCDC & CCC Councillors reports
- 216.2023**      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
- 217.2023**      Planning applications:

23/03711/FUL Land adj 154 Hinton Way, Gt Shelford  
Change of use from arable land to dog walking paddock on Hinton Way

23/02823/FUL@ Magog Couret, Hinton Way, Gt Shelford: Change of use of Barn 4 to drive thru phlebotomy (blood) testing unit, remodelled access, vehicle circulation space, parking, footpath link, dropped kerbs, landscaping and associated infrastructure at Magog Court.

218.2023 Rangeford development  
Finance

A. **Bank Reconciliation at 31/10/2023**  
(per Cash Book)

**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 November:

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

C. Internal Audit: **PROPOSAL: That Stapleford Parish Council herewith appoints LGS Services to conduct the internal audit for the financial year 2023/2024**

D. Signatories update

E. Budget review

219.2023 Neighbourhood Plan: update

220.2023 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

221.2023 Grounds Maintenance and Trees:

Meeting with contractor update

Removal of litter bins

Verge maintenance for wild flowers: update

Slaughterhouse Garden: Orchard: update

Recreation Ground: perimeter hedge: update

222.2023 Communications:

223.2023 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
- 224.2023** Pavilion Management: Cllr Pett  
a) Pavilion Management Sub-Committee: report  
b) Pavilion renovations:  
c) BT/Openreach: Broadband issue:  
d) Pavilion maintenance: lights/ curtain rails  
e) Rise & fall bollards: update
- 225.2023** Playground  
Monthly contract terminated by contractor: decision whether to enter into a new contract
- 226.2023** CSET & East West Rail: Cllr H Kettel:  
CSET Update
- 227.2023** Section 106 Reports  
Art fund: Cllr G Pett:  
Jubilee Pavilion & Recreation Ground entrance illuminated signage update
- 228.2023** 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.**
- 229.2023** 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
- 230.2023** Village Asset Management:  
London Road telephone kiosk: repurpose: decision  
Notice boards: repair/replace  
Bus shelter: repairs  
Speed indicator devices: replace/repair update
- 231.2023** Clerk's updates  
Gt Shelford PC: caretaker service update  
Clerk instructions/actions: PC decision
- 232.2023** Correspondence :  
Complaints: Haverhill Road road closure/ compound  
Complaints: Rangeford development
- 233.2023** Dates of Meetings: 2023: Change to meeting dates:  
7<sup>th</sup> December  
2024  
4<sup>th</sup> January (Precept & Budget); 1<sup>st</sup> February; 7<sup>th</sup> March; 4<sup>th</sup> April; 2<sup>nd</sup> May (Annual Parish Council Meeting); 7<sup>th</sup> June; 4<sup>th</sup> July; 5<sup>th</sup> September; 3<sup>rd</sup> October; 7<sup>th</sup> November; 5<sup>th</sup> December  
Annual Parish Meeting: 11<sup>th</sup> April