

STAPLEFORD PARISH COUNCIL

MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL held on THURSDAY 12th October 2023 at 7.00pm In the Jubilee Pavilion, Gog Magog Way, Stapleford

PRESENT: Cllr Barbara Kettel (Chair), Cllr Anna Disley-Stevens, Cllr Michael Gatward, Cllr Michelle Green, Cllr Howard Kettel, Cllr James Northmore.

Stapleford Parish Council Clerk: Belinda Irons – Minutes

Cambridgeshire County Council: Cllr Brian Milnes

SCDC: Cllr Peter Fane

UK Power Networks: Mr A Waters, Mr I Churchman, Ms R Woodman

Kier Utilities: Mr R O'Regan, Mr A Shellard.

MEMBERS OF THE PUBLIC: There were 20 members of the public present.

183.2023 Election of Chairman: **PROPOSAL: That Cllr Barbara Kettel be appointed as Chairman due to the ill health of Cllr Pett.** PROPOSED: Cllr Gatward, seconded Cllr Disley-Stevens. AGREED AND RESOLVED UNANIMOUSLY.

184.2023 Apologies: Cllr Pett, Cllr Harper
Absence without apology: none

185.2023 Declaration of Members Interest: none.

186.2023 Minutes of the previous meeting:
PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the Parish Council meeting held on the 31st August 2023 PROPOSED: Cllr Green, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY

187.2023 UK Power Networks & Kier Utilities: Haverhill Road utilities work: presentation
Mr Waters opened his presentation with an apology for lack of communication, liaison, and poor working practices which is not what was expected of such companies. The scheme was initially discussed in 2019, but no correspondence was supplied to the Parish Council. Mr Waters presentation provided details on the scheme, addressed issues which had been raised and additional issues raised at the meeting by members of the public in person and via the Zoom link, and Councillors, including strong representation by Cllr Brian Milnes on behalf of Cambridgeshire County Council which revealed adherence to process had not been followed. The UK Power Networks presentation will be available on the Stapleford Parish Council website.
UK Power Networks has committed to monthly liaison meetings with residents, greater levels of communication and increased mitigation for the impacts on those nearest the compound and the wider community.
(UK Power Networks and Kier Utilities representatives left the meeting at 8.20pm)

Chairman's signature..... 2nd November 2023

Stapleford Parish Council agreed to apprise Anthony Browne MP of this situation and ask his assistance to ensure that all issues are suitably resolved.

188.2023

Public Issues:

Verge cutting and No Mow May: verge cutting requires review as Bar Lane is overgrown to the point pedestrian access is significantly reduced. Verges were not mown until September which is unacceptable. Lack of verge maintenance has resulted in pernicious weeds encroaching the hedges killing them.

CSET: concern was expressed that the information provided to the public was incorrect. The route along the A1307 was not considered due to safety issues and particularly the crossing point. The underpass has been removed from the scheme. The Parish Council was urged to liaise with the GCP.

Cllr H Kettel responded that the Parish Council has made strong presentation on this issue to the GCP. The A1307 has a lane restriction to reduce speed, which is likely remain. There was no explanation why the underpass was removed from the scheme. Cllr H Kettel agreed that it was vitally important that correct information was supplied. The resident commented that she was on a GCP working group and appeared to have more information than the Parish Council. The Parish Council needs a Plan B if the busway goes ahead to acquire as much benefit as possible for the Parish.

Definitive Map: The Definitive Map has been modified and the Drift Track is now shown as a bridleway. The Parish Council was urged to liaise with Corpus Christy to achieve a permissive path to join the Drift Track to other bridleway routes.

Speeding on Haverhill Road: The road closure has been beneficial to residents as the road is now safely navigable. The Parish Council was asked to progress physical speed reductions.

Cllr Disley-Stevens advised that positioning of rumble strips which would provide speed data has been postponed due to the road closure. The Parish Council is working hard to establish what residents' views are on speed and is in the process of developing a survey for residents. A comment was received that the Police will not support a speed reduction on Haverhill Road as they cannot police it. If the busway is approved, the GCP will support speed reduction. The Parish Council has continuously worked to get speeds reduced. Another resident commented the 20mph limit in Mingle Lane doesn't work. Cllr B Kettel advised that the Parish Council would be responsible for funding any speed projects which would require an increase in the precept.

189.2023

Parish Council resignation and vacancies: Options

- a) Advertising campaign: unsuccessful
- b) Co-option: Welcome to Cllr James Northmore. Two residents are interested but haven't lived in the Parish for 12 months so are not eligible to be Councillors. There are currently three vacancies.
- c) Grouping with Gt Shelford Parish Council: Councillors undertook extensive discussion, but were agreed there was insufficient information provided on benefits and negatives to take an informed decision. The resolutions were not carried.

(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.

190.2023 SCDC & CCC Councillors reports

Cllr Fane: by email: due to the late hour, Cllr Fane restricted his report to grant funding, community involvement consultation and bin collections shown in his emailed report below, and asked the Parish Council to review and make contact with any issues.

District council meetings:

Full council meeting was held on 5th October. The main focus of discussion was on the four-day week trial, extended to Spring 2024. Although the decision on its extension was for Cabinet not for full Council, a vote would be needed in full Council at the end of the trial if four-day week is to be adopted as part of the Council's policy framework.

Planning and development control committees:

South Cambs Planning Committee met on 11th October. The decision on the application by the South Cambs Investment Partnership for 256 new homes (102 affordable) on land to the south of Cambourne Business Park was deferred to a future meeting. Consent was granted to TWI (The Welding Institute) for three new buildings and an extension to the existing engineering hall covering 31,500 m2 at the TWI Campus, Granta Park, Abington was granted despite opposition from Great and Little Abingdon parish councils and both local members.

Statement of community involvement consultation:

South Cambridgeshire residents are being encouraged to have their say on a document that outlines how they can become involved in the planning process. Greater Cambridge Shared Planning (GCSP) is consulting on a new 'Statement of Community Involvement' from 18 October to 29 November 2023¹.

The Statement of Community Involvement sets out how the councils will involve communities in the range of planning related activities. It seeks to ensure that as many people as possible can participate in and share their views on our emerging joint Local Plan as well as how development proposals are prepared, assessed, and determined. Bringing forward new homes that are genuinely affordable to live in and being green to our core are key priorities for the Council.

¹ <https://www.greatercambridgeplanning.org/about-us/statement-of-community-involvement/>

Staffing and Employment committee:

Both Will Jackson-Wood and Peter Fane attended the committee meeting on 15th September, which considered the staff health and well-being survey and the recruitment and retention surveys, including the initial impact of the 4-day week which seems positive in both surveys.

Grants

Cabinet has approved £100,000 for a one-year '24/25 extension in funding for Mobile and Community Warden Schemes, to include a contingency fund for any new schemes expressing an interest in setting up in the period). Agreement was reached in principle on a three-year grant scheme from April 2025 to March 2028, subject to a review and further development work on the sustainability of the schemes.

Bin collection changes

The changes from 18th September are listed here <https://www.scambs.gov.uk/binchanges> Every household affected should have received a letter. Bins will no longer be collected on a Monday, which will avoid disruption to collections that has previously happened after bank holiday Mondays throughout the year as crews catch-up.

Cllr Henry Batchelor, lead member for Environmental Services at SCDC, says "We have carefully considered how routes operate as we continue to replace our older diesel trucks with new electric ones and those powered by alternative fuels, such as biofuels".

Pink bins for electrical waste:

Bright pink bins for electrical waste have been introduced by Greater Cambridge Shared Waste Service, in a bid to reduce the hundreds of tonnes of electrical items that end up in black bins.

Nearly 50 tonnes of small electrical appliances, from toasters to telephones, have been collected since the new banks were put in place last year. These items are full of materials like copper and lithium. A worldwide lithium shortage including for EV batteries is predicted for 2025 ².

Electrical items cannot be put into kerbside recycling bins, and with Cambridgeshire households throwing an average of 4kg of electrical items away in their black bins each year, this adds up to around 500 tonnes per year in Greater Cambridge. The unwanted small appliances are sorted for re-use and recycling by specialist company Wiser Recycling in Thetford. Items that are unsuitable for re-use are dismantled into component parts.

Cllr Henry Batchelor, lead councillor for Waste in South Cambridgeshire, is promoting the community Repair Cafés, such as those run by the local Green Group, 2G3S, next in Sawston on 18th November ³.

Cost of Living support to residents:

South Cambs District Council declared a cost of living crisis at its September 2022 meeting. An initial support package of nearly £400,000 was agreed by Cabinet in November, and a grant of £211,000 was secured from the Integrated Care Board (ICB).

² <https://www.ft.com/content/154c53aa-5a9a-4004-abf9-2e6e5396dca4>

³ <https://cambridgecarbonfootprint.org/events/sawston-repair-cafe-2/>

In March 2023 the Council entered the second phase of its cost of living crisis response with £206,000 to create self-sustaining projects that could continue beyond initial funding and provide support to residents across the district experiencing hardship.

Phase one of the cost of living support package saw:

- Over 400 people provided with either an electric blanket, a slow cooker, or both. It is estimated that the average electric blanket recipient saved £384.93 on their heating bill from January to March.
- 25 Warm Hubs operating across South Cambridgeshire saw over 9,000 attendee visits from October 2022 to March 2023.
- 100 Warm Packs containing a blanket, hot water bottle, thermos flask, thermal socks, a hat, and gloves were distributed to residents struggling with fuel poverty.

Cllr Brian Milnes: Cllr Milnes likewise restricted his report to questions from Councillors.

County Councillor Monthly Report - Sawston & Shelford Division

(includes Sawston, Little and Great Shelfords, Stapleford, Babraham, South Trumpington, Hauxton, Harston, Newton and Haslingfield)

Brian Milnes (Brian.Milnes@cambridgeshire.gov.uk) & Maria King (Maria.king@cambridgeshire.gov.uk)

October 2023

Making Connections update

At its Board meeting on 28 September, the Greater Cambridge Partnership decided not to proceed with the revised Making Connections proposals, as they clearly did not have sufficient public or political support. The work to develop a new approach for improving public transport, reducing congestion and improving air quality in Cambridge is under way.

CSET Busway update

Phase two of the Cambridge South East Transport project – a new dedicated busway, travel hub and active travel route connecting Cambridge with communities to the south-east of the city – has been formally paused following a decision at the GCP meeting on 28 September. Should funding become available, a formal request to Cambridgeshire County Council to submit a Transport and Works Act Order (TWAO) application as the relevant Highways Authority for the area will be made. The GCP will continue to deliver its planned improvements along the A1307 as part of Phase one.

Foxton travel hub update

GCP has also recommended to members to consider whether the Foxton Travel Hub project should be paused. If members take the decision to pause the projects the GCP would develop them to a point where they are 'planning ready' whilst we seek alternative sources of funding to enable them to be delivered in future.

Bus services contracts

The long-awaited revision of the Combined Authority's Local Transport & Connectivity Plan for Cambridgeshire & Peterborough was vetoed at the September meeting of the Combined Authority Board.

Meanwhile, the Board decided to approve the extension of 51 bus service contracts to March 2025 including routes 15 and 26. Services recommended for further review include 7A and 31. The Board also agreed to commission a review by an independent auditor of the bus franchising assessment—a step forward towards the aim of improving bus services across Cambridgeshire.

Sustainable Farming Incentive 2023 fund

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Applications are now open for the Sustainable Farming Incentive. The SFI pays farmers for taking actions that support food production, farm productivity and resilience, whilst protecting the environment. More information at <https://www.gov.uk/government/news/government-announces-applicationdates-for-sustainable-farming-incentive-2023>

Help to insulate your home

If your home has an Energy Performance Certificate (EPC) of D to G, and if you are in council tax band A-D (in England) you may qualify for cheaper (or even free) insulation. The government has launched a £1 billion scheme to help some families insulate their homes. Families in lower council tax bands with less energy-efficient homes will be offered upgrades such as roof, loft or cavity wall insulation.

You can use an online checker for the scheme to find out if you are eligible. The tool will ask a series of questions – including how you heat your home, whether your home has solid or cavity walls, and if you are receiving any benefits. You can be a homeowner, landlord or tenant (either renting privately or from a housing association). If you're a tenant, speak to your landlord before you apply. You'll need their permission before any insulation can be installed. <https://www.gov.uk/apply-great-british-insulation-scheme>

A separate online checker has also been launched for the Home Upgrade Grant, which will help people in off-gas-grid homes with an Energy Performance Certificate rating of D to G. The grant provides energy efficiency upgrades and low carbon heating to households in England. <https://www.gov.uk/apply-home-upgrade-grant> If you use the online checkers you will then be referred to either your energy supplier, for support from the Energy Company Obligation programme and Great British Insulation Scheme, or your council for the Home Upgrade Grant.

Smart street lamps

Cambridgeshire is one of six areas to be granted funding to test smart street lamps that can house EV charging hubs and boost wireless coverage including 5G. The County Council has been awarded £220,000 to install 'smart poles' on which to host various smart city infrastructure.

Weeds and street sweeping

At the County Council's Highways & Transport Committee meeting on 3 October the issue of the relationship between weeds and street sweeping was discussed. Residents have complained about debris from unswept streets (district council) being caught up in weeds from uncleared gutters and gulleys (county council). Subsequently the reassurance was provided that county council officers were entering into discussions with district council officers about how better to align management of our streets, kerbs, gulleys and gutters.

More 20MPH schemes get the green light

Twenty more 20MPH schemes across South Cambridgeshire, East Cambridgeshire and Huntingdonshire have been given the go-ahead in the latest round of funding from the County Council.

The County Council is keen to find additional funding to increase the number of applications it can support. With eighty-eight applications received, it is clear that road safety measures are very popular with residents and local communities.

A 20mph limit is prioritised against the following criteria:

- evidence of traffic incidents or potential dangers within an existing 30/40mph zone
- vulnerable road users
- visible homes, shops and businesses
- a school or a school route
- a cycling route
- an area that would benefit from more active travel such as cycling and walking.

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Cambridgeshire County Council put in place a new process for communities to access additional funding to install more 20mph zones or limits. The scheme will reopen for new applications in January 2024 with any schemes which fell below the funding level for this year automatically entered.

Either a 20mph limit or a 20mph zone will be installed depending on the specific location. A 20mph limit typically covers individual or a small number of streets and requires signs only, whereas 20mph zones typically cover larger areas and require both signs and markings.

To find out more about 20mph schemes, and to submit an application visit: <https://www.cambridgeshire.gov.uk/20mph-funding>

Free vehicle checks

A series of free vehicle checking events is being organised around the county throughout October, in support of the national campaign for safer vehicles.

Members of the public are invited to attend a free vehicle check session, where they will be taught how to conduct a simple check on their own vehicle and spot potentially dangerous problems. The check consists of examining tyre condition and tread depth, ensuring correctly working external lights and correct washer fluid levels. To assist members of the public, a free top-up of screen wash will be offered to every participating vehicle, as well as free resources to help with subsequent checking.

The events are being delivered by the Vision Zero Road Safety Partnership, of which Cambridgeshire County Council is an active member. The partnership aims to reduce the number of road traffic collisions across Cambridgeshire and Peterborough and for zero deaths on the county's roads by 2040. More information on Facebook at www.facebook.com/CambsRoadSafety

EWR: latest round of consultations

EWR's latest round of informal mediated consultations has taken place over the last two weeks, including a hybrid in-person/online event in Great Shelford. There was a distinct lack of notable information despite a lengthy discussion. Notes from 'Cambridge and the surrounding area' meeting attached to this report.

191.2023 Gt Shelford & Stapleford Joint Issues: Cllrs B and H Kettel have applied to be Councillors on Gt Shelford PC in an effort to establish closer working ties.

- a) Transport inc CSET & EW Rail
- b) Highways: inc Gt Shelford one way system
- c) Shops and village centre
- d) Planning

Cllr H Kettel commented that residents utilise Gt Shelford facilities and the Parish needs closer working commitment to ensure Stapleford residents have some level of input to the decision making process.

192.2023 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) *no objection*

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: Not agreed.

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(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	£295,287.95 (per
Cash Book)	

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

Plus unrepresented receipts

Adjusted Bank Balance **£295,287.95**

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

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

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p. 2023.75					
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
Total			3,933.87	445.58	4,379.45

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
Total			1,719.70	5.72	1,725.42

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

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*

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

D. Signatories update: ongoing.

E. Budget review: ongoing

194.2023 Neighbourhood Plan: update

- first draft of NP report circulated to NP steering group to review - this is a major milestone; thank you and well done to everyone involved in getting to this point
- steering group will review every proposed planning policy against set criteria and test their efficacy in achieving a desirable outcome against various fictional planning application scenarios
- draft NP contains 21 planning policies covering: housing and the built environment; climate change and biodiversity; our rural setting and landscape; community amenities and infrastructure; active travel; managing the impacts of traffic movements; countryside access; countryside enhancement. All planning policies built upon solid evidence base combining community consultation in 2022 and 2023, Landscape Character Assessment, Housing Needs Assessment, Design Guidance and existing planning policies
- second draft of NP report to be submitted to SCDC planners for informal review at end of Oct - this will identify any possible issues/areas of resistance early on in the process
- still on track for community referendum in Q4 2024
- follow our monthly updates in Stapleford Messenger, Gt Shelford Village News and at <https://www.greatshelfordparishcouncil.gov.uk/sqsnplan/sqsnplan-latest-news/>

195.2023 Sports Facilities & Agreements:

Tennis Club: Agreement: level of service relating to keeping the surface free of debris to be discussed: Cllr Disley-Stevens had a productive meeting with the Tennis Club, where clarification regarding maintenance and frequency were key issues. Extensive discussion was undertaken and it was agreed that Cllr Disley-Stevens would agree any health and safety maintenance specification requirements advised by ETC at the site meeting which will take place on the 20th October. Cllr Disley-Stevens and Cllr Gatward to attend.

PROPOSAL: That Stapleford Parish Council herewith agrees to authorise Cllr Disley-Stevens to agree the specification of any additional Health & Safety work as advised by ETC Sports. PROPOSED: Cllr B Kettel, seconded Cllr H Kettel. **AGREED AND RESOLVED UNANIMOUSLY.**

Cllr H Kettel recommended that information on SPC's annual income and costs be collated along with rental terms for similar facilities, all to be circulated a week before the next meeting in order to facilitate proper consideration and early negotiation with STC and bring resolution. Agreement: this needs to be resolved. Cllr H Kettel suggested investigation of a lease where the Tennis Club becomes responsible for maintenance as it is best placed to understand the requirements, at a reduced fee. MUGA: maintenance: ETC instructed to carry out moss and weed removal and carry out surface maintenance

196.2023

Grounds Maintenance and Trees:

Meeting with contractor update: no response from the contractor.

Removal of litter bins: Cllr Gatward will progress.

Verge maintenance for wild flowers: The Parish Council was provided with a presentation by email in advance of the meeting. Cllr Gatward explained the proposal to those present. Ongoing maintenance was raised as an objection.

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 PROPOSED: Cllr Disley-Stevens, seconded Cllr Green. AGREED AND RESOLVED BY MAJORITY FOUR VOTES AGAINST TWO.

Slaughterhouse Garden: Orchard: Cllr Gatward advised that local volunteers have committed to planting and maintaining the trees: **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** PROPOSED: Cllr Northmore, seconded Cllr Green. AGREED AND RESOLVED UNANIMOUSLY.

Recreation Ground: perimeter hedge: update: the Parish Council contractor has been awarded the contract to install a new hedge and infill parts missing around the recreation field. To date, he has not indicated when this will take place.

197.2023

Communications:

A vote of thanks was extended to Jenny Flynn for her work on behalf of the Parish Council. She has kept the Facebook group updated, and ensured the community was advised of today's presentation by UK Power Networks.

198.2023

Highways: Cllrs Disley-Stevens

Highways Initiative: speed reduction measures on Haverhill Road: Rumble strips on hold until Haverhill Road is reopened. Survey to be developed for residents.

Potholes and highway maintenance update: Cllr Disley-Stevens has been in contact with the CCC Officer and has been advised there is a 10 year programme of works for Church Street and Gog Magog Way. Cracking and pot holes have been reported.

Work timetabling: responsibility of CCC.

Vegetation overgrowth: contractor issues.

Accessible access issues: uneven and dangerous footways and road surfaces prevent those with mobility issues from using them. This is a potential discrimination issue.

Speed Indicator Devices : The Clerk was instructed to contact the supplier to arrange repairs.

ACTION: CLERK

199.2023

Pavilion Management:

a) Pavilion Management Sub-Committee: report

A meeting of the Pavilion Management committee was held at 6pm on Tuesday 26th September 2023.

It was disappointing that no member of the Parish Council attended.

An inspection of the premises was made to assess the state of the building at the beginning of this new term for hiring.

It is recommended that the following actions are taken as soon as possible. At the moment, the pavilion is not an attractive and well cared for venue for parties and meetings.

Curtains and Blinds:

One curtain has been left in a heap on the floor for nearly two months after being reported. Today we picked it up and folded it. The rail is off the wall. This is a professional job and we recommend that InterLace Blinds Ltd are contacted. Telephone 01223 897809.

This was the original supplier. The blinds in the small windows were also fitted by them and could be repaired at the same time.

Lights:

Only 5 of the 10 lights work and the switch system is not reliable. The switch panel is broken. Three of the four lights in the small hall don't work.

A professional electrician needs to re-assess the system to make the switches more user-friendly for visitors. There are some bulbs missing in other parts of the building.

Cupboards for tables:

One chain needs fixing and hinges need attention. This is a health and safety issue.

Carpets:

We understand why carpets were removed but strongly recommend that some flooring is replaced in the corridor and adjoining spaces. The present situation is not attractive and does not give the right impression to visitors.

One pane of glass in a small window has blown. Can this be fixed on insurance, as there is usually a 10 year warranty?

BT and Sky boxes left in the hall. Chris Cooper will take these home and report back.

General tidiness:

Lost property should be disposed of.

Sports equipment, cricket scoreboard needs storing properly.

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White and other plastic chairs need a permanent home. If they are to be left in the pavilion for use outside, they need a place to be stacked securely.

There is no key to the store cupboard in the bottom changing room. This is usually hanging in the kitchen.

We recommend that the council employs professionals to do these tasks. This facility should be kept safe and in good repair. At the moment this is not the case.

We are aware of meetings taking place in the near future, so urge the council to take note of our recommendations as soon as possible.

There are other venues in the village for hire, so it is important that the pavilion remains a well used attractive facility for Stapleford.

From the Pavilion Management Committee.

b) Pavilion renovations: next agenda: A request was received from a member of the Pavilion Committee that the Parish Council agree to install a permanent drop down screen to enable projected images to be shown.

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

d) Pavilion maintenance: lights/ curtain rails: Cllr Gatward has resolved the light issue but an inspection by an electrician is required. Cllr Gatward also assured those present that he will rehang the pole and curtain. (This item is completed)

e) Rise & fall bollards: update: ongoing

200.2023 Playground

Monthly contract terminated by contractor: decision whether to enter into a new contract. The Clerk will seek a quote from an alternative contractor.

ACTION: CLERK

201.2023 CSET & East West Rail: Cllr H Kettel:

CSET Update: Cllr H Kettel reported that Better Ways 4 Busways has had two meetings with the GCP at the Joint Assembly and the Executive Board meeting. Cllr H Kettel has asked the GCP to review the proposal for the A1307, but funding needs to be supplied so that all the issues including safety can be correctly explored and analysed. The use of the A1307 is a considerably cheaper option than what is currently proposed. Phase 1, which commenced in 2017, included an underpass which has subsequently been withdrawn.

Cllr Brian Milnes advised that the voting Members are all elected local Councillors.

202.2023 Section 106 Reports

Art fund: ongoing.

Jubilee Pavilion & Recreation Ground entrance illuminated signage completed.

