

STAPLEFORD PARISH COUNCIL

MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL held on THURSDAY
7th December 2023 at 7.00pm In the Jubilee Pavilion, Gog Magog Way, Stapleford

PRESENT: Cllr Gillian Pett (Chair), Cllr Anna Disley-Stevens, Cllr Michael Gatward, Cllr Howard Kettel,.

Stapleford Parish Council Clerk: Belinda Irons – Minutes

Cambridgeshire County Council: Cllr Brian Milnes

MEMBERS OF THE PUBLIC: There were 3 members of the public present.

234.2023 Apologies: Cllr B Kettel, Cllr Green

Absence without apology: Cllr Northmore

235.2023 Declaration of Members Interest:

Cllr H Kettel: Member of Gt Shelford PC

236.2023 Minutes of the previous meeting:

PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the Parish Council meeting held on the 2nd November 2023

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

237.2023 UK Power Networks & Rangeford: Haverhill Road utilities work: update

Joint Working Group with UK Power Networks and Rangeford

The Parish Council had received information that a new electricity sub-station is to be installed somewhere between Cambridge and this parish. This will be explored at the joint meeting.

The promised UKPN website and the Rangeford draft newsletter have not been provided.

The agenda for the meeting will cover: working hours; HGVs; neighbour impact; road widening; speed outside Rangeford development; wheel washing; mud on the road; website; newsletter; substation.

The Chairman reported that the noise from the Rangeford development was so loud that she was unable to hear a contractor when standing inside the pavilion. This will be raised at the joint meeting.

Councillors also discussed options for reparation from both Rangeford and UKPN. Cllr H Kettel will undertake to produce a proposal to send to both contractors.

ACTION: HK

238.2023 Public Participation Section:

A member of the public has a number of native shrubs and trees for sale at cost price should the Parish Council want to use them around the MUGA to replace the failed laurel.

Chairman's signature..... 4th January 2024

- 239.2023** Parish Council resignation and vacancies:
a) Co-option: no applications received. The Parish Council is keen to establish working parties if people want to take part in specific projects.
- 240.2023** SCDC & CCC Councillors reports
SCDC Cllr Fane has provided a report by email.
CCC: Cllr Milnes was available to answer questions:
Cllr Disley-Stevens asked for clarification regarding residents application to replant in Gog Magog Way. Cllr Milnes advised that CCC would not allow vegetation overhanging the public highway including footways, and the width of the verge must be maintained. It is likely the area in question is owned either by SCDC or CCC.
- Gog Magog Way/Bar Lane Triangle: A very large vehicle has run over the triangle leaving two deep ruts and damaged the bollard. It was recommended that it be reported to CCC.
- Rangeford development: Cllr Milnes was asked how much hedgerow should be removed for the highway visibility splays, as virtually the whole hedge has been removed. Cllr Milnes advised that it was dependent on what the speed limit was. Cllr Milnes is pressing CCC to review the speed limit on Haverhill Road at the Rangeford entrance to bring forward any speed restriction under consideration.
- 241.2023** Gt Shelford & Stapleford Joint Issues:
a) Transport inc CSET & EW Rail: no further comments as yet
b) Highways: inc Gt Shelford one way system: the one-way system consultation results are in process of being analysed.
c) Shops and village centre: the Co-op is moving site.
d) Planning: The position of the proposed sub-station was raised at the Chairmen and Clerks meeting. The Chairman of Gt Shelford PC felt that a more appropriate site would be found closer to Cambridge rather than the villages.
e) Caretaker: The Chairman and Clerk have met the new Caretaker, who has experience in caretaking. It is likely there will be seasonal changes and the Clerks will liaise. It is hoped that we will establish a good working relationship going forward.
- 242.2023** Planning applications:
23/04452/HFUL: 7 Vine Close, Stapleford
Single storey rear extension and internal alterations: *No objection*
23/1429/TTPO: 2 Bury Road, Stapleford
5 day notice T9: Beech tree in dangerous condition: *noted*
23/04175/HFUL: 23 Vine Close, Stapleford
Single storey rear extension. Part single, part 2storey front extension. Internal reconfiguration, replacement of all existing windows and doors: *Objection: impact on street scene.*
23/03929/TELNOT: Land off Haverhill road, Stapleford
Installation of 5 x wooden telegraph poles and associated equipment: granted

22/04303/CONDD: Land between Haverhill Road and Hinton Way, Stapleford
Reserved matters: 22/04303/REM: Condition 3 (plant noise): discharged in full

22/04303/CONDF: Land between Haverhill Road and Hinton Way, Stapleford
Reserved matters: 22/04303/REM: Condition 7 (Biodiverse Roof)

22/04303/CONDE: Land between Haverhill Road and Hinton Way, Stapleford
Reserved matters: 22/04303/REM: Condition 3 (Central Green) and Condition 8 (Street Furniture)

243.2023 Finance

A. **Bank Reconciliation at 30/11/2023** (per Cash Book)

Cash in Hand 01/04/2023	227,562.39
ADD	
Receipts 01/04/2023 - 30/11/2023	133,874.83
	361,437.22
SUBTRACT	
Payments 01/04/2023 - 30/11/2023	75,561.17
A Cash in Hand 30/11/2023	285,876.05
(per Cash Book)	
Cash in hand per Bank Statements	
Petty Cash 30/09/2023	0.00
2 Account 01/11/2023	283.34
Long Term Stocks & Bonds 30/09/2023	0.00
Sapphire 02/08/2023	15,502.30
Hallmark 06/07/2023	55,315.83
Current 24/11/2023	11,019.32
Unity Bank 30/11/2023	203,755.26
	285,876.05
B	
Less unrepresented payments	
Plus unrepresented receipts	
Adjusted Bank Balance	285,876.05
	285,876.05

A = B Checks out OK

PROPOSAL: That Stapleford Parish Council herewith agrees the November 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. Payments for December:

Description	Supplier	VAT Type	Net	VAT	Total
Administration	James Todd & Co Ltd	S	28.60	5.72	34.32
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

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Salary	Belinda Irons	Z	1,362.08		1,362.08
Salary	Kerry Byrne	Z	79.20		79.20
PAYE & NICs	HMRC	Z	648.34		648.34
Pavilion deposit reimbursement	Orabona M	Z	200.00		200.00
Administration	Kerry Byrne	Z	65.11		65.11
Travel	Belinda Irons	Z	9.90		9.90
Travel	Belinda Irons	Z	19.80		19.80
Travel	Belinda Irons	Z	20.00		20.00
Travel	Belinda Irons	Z	29.70		29.70
Travel	Belinda Irons	Z	29.70		29.70
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	380.00	76.00	456.00
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	250.00	50.00	300.00
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	341.67	68.33	410.00
Clerk Pension	NEST Pension	Z	51.19		51.19
Pavilion deposit reimbursement	Taylor AL	Z	200.00		200.00
MUGA maintenance	ETC Sports Surfaces	S	525.00	105.00	630.00
Pavilion cleaning	SF Cleaning Services Ltd	Z	400.00		400.00
MUGA maintenance	ETC Sports Surfaces	S			
Pavilion deposit reimbursement	Anderson W	Z	200.00		200.00
Cemetery Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	341.67	68.33	410.00
Slaughterhouse Electricity	British Gas Trading	L	15.58	0.78	16.36
Street Light Electricity	Total Energies G & P	L	31.17	1.56	32.73
Clerk Mobile Phone	Three t/a H3G Collections	S	10.00	2.00	12.00
Street Light Electricity	Total Energies G & P	L	6.63	0.33	6.96
Administration	BT Group plc	S	9.95	1.99	11.94
Street Light Electricity	Total Energies G & P	L	31.17	1.56	32.73
Administration	Unity Bank	Z	18.00		18.00
Total			5,404.46	401.60	5,806.06

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

C. Signatories update: ongoing

D. Budget & Precept 2024/25: The Clerk thanked Cllr H Kettel for his scrutiny of the budget. The document was circulated to all Councillors in advance of the meeting. Hard copies were presented at the meeting. Councillors will have the opportunity to further scrutinise the documents before the next meeting. The Clerk will assess the impact in relation to Band D properties.

ACTION: CLERK

E. Clerk Salary: NALC agreed annual increase:

Chairman's signature..... 4th January 2024

PROPOSAL: That Stapleford Parish Council herewith agrees to implement the NALC nationally agreed pay increase to be backdated to April 2023 at Salary Scale point 28, with immediate effect.

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

244.2023

Neighbourhood Plan: update: by email

Having submitting a draft of the Neighbourhood Plan to SCDC for informal review last month (feedback due mid-Dec), we have now turned our attention towards preparing for our first formal consultation on a completed draft of the NP (referred to as 'Regulation 14 consultation') in early 2024. For the benefit of councillors and residents, here is an explanation of what we are required to do under The Neighbourhood Planning (General) Regulations 2012:

"14. Before submitting a plan proposal to the local planning authority, a qualifying body [which in our instance is Stapleford Parish Council] must—

- (a) publicise, in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area—
 - (i) details of the proposals for a neighbourhood development plan;
 - (ii) details of where and when the proposals for a neighbourhood development plan may be inspected;
 - (iii) details of how to make representations; and
 - (iv) the date by which those representations must be received, being not less than 6 weeks from the date on which the draft proposal is first publicised;
- (b) consult any consultation body referred to in paragraph 1 of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a neighbourhood development plan; and
- (c) send a copy of the proposals for a neighbourhood development plan to the local planning authority."

We are currently in the process of locating and contacting all landowners whose land is directly impacted by the various policies in our NP to give them an opportunity to discuss this with us directly before formal consultation starts. This requires detailed maps to have been created to illustrate the precise location and extent of relevant NP policies. For example, where we are proposing an extension to an existing off-road route, we need to contact the relevant landowner(s) to inform them of this, supply a map showing the impacted land, and give them a chance to discuss this with the NP steering group if they wish. We aim to complete this piece of work by year end.

We are also preparing to make the draft NP available for residents, workers and businesses to view and comment on. Amongst other tasks, this will require an information leaflet to be delivered to every household in Stapleford and Gt Shelford. The steering group will be meeting w/b 11 Dec to brainstorm a potential

action plan. This plan could include making a short film about our NP, highlighting what it seeks to improve and protect.

Jenny Flynn

Chair, Stapleford & Great Shelford Neighbourhood Plan Steering Group

245.2023

Sports Facilities & Agreements: Cllr Disley-Stevens:

a) Tennis Club: Agreement: Progress report: A member of the Tennis club produced a very helpful document which indicated that the level of income from the membership subscriptions could not, in the long term, cover the cost of the licence agreement. There is a reserve, which the Parish Council confirmed could be ring-fenced for capital expenditure on the MUGA if the Tennis Club was wound up. An investigation into alternative management arrangements will be undertaken. A proposal including day to day management and finances is required to progress any changes to the current system. Further discussion will take place.

b) MUGA: maintenance: Cllr Disley-Stevens strongly recommended at least an annual contract with ETC be established with more regular sweeping to be conducted by either a contractor or the caretaker.

246.2023

Grounds Maintenance and Trees:

Meeting with contractor: not achieved

Removal of litter bins: ongoing

Slaughterhouse Garden: Orchard: trees on order

Recreation Ground: perimeter hedge: update: It is hoped that an alternative arrangement can be made to establish new hedging via restitution.

Grounds Maintenance Contract:

PROPOSAL: *that Stapleford Parish Council herewith agrees to put the Grounds Maintenance Contract out to tender, with a commencement date of 1st April 2024, which includes mowing, hedge cutting, MUGA regular sweeping, and wild flower area maintenance* PROPOSED: Cllr Pett, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY

247.2023

Communications:

a) Facebook posts: Councillors discussed social media and information dissemination. The Parish Council has a very dedicated volunteer who is undertaking to do this. A vote of thanks was extended to Jenny Flynn for her diligence in ensuring the public is kept apprised of the situation. It was important that Jenny was advised of the information the Parish Council wanted disseminated as soon as it was available.

b) email system issues: The Clerk advised Councillors that the most effective mechanism for resolving email issues is to log into the online system rather than download to personal systems.

248.2023

Highways: Cllrs Disley-Stevens

Cllr Disley-Stevens commented that all focus is on Rangeford and UK Power Networks as this has the biggest impact on the local highway system. The

damage to the triangle was a case in point. The impact of so many HGVs on the highway surface needed to be assessed.

The Chairman raised the dangerous pot holes in Church Street, which are of particular danger to cyclists.

249.2023

Pavilion Management: Cllr Pett

a) Pavilion Management Sub-Committee: report:

b) Pavilion renovations:

PROPOSAL: That Stapleford Parish Council herewith agrees to submit a grant funding bid to Cambridgeshire County Council in the sum of £40,000 (forty thousand pounds) to assist with renovation costs to the Jubilee Pavilion.

c) BT/Openreach: Broadband issue: A new agreement has been entered into with BT.

d) Pavilion maintenance:

e) Rise & fall bollards: update

250.2023

Playground: Broadmead Leisure Ltd will undertake quarterly inspections and carry out maintenance. It is hoped the Caretaker will be able to do weekly inspections.

251.2023

CSET & East West Rail: Cllr H Kettel: no further updates at this time
CSET Update

252.2023

Section 106 Reports

Art fund: Cllr G Pett: Cllr H Kettel commented that the fund needs to be utilised in the Pavilion refurbishment.

253.2023

Cemetery:

Pressure testing headstones: Clerk to chase contractor. **ACTION: CLERK**
Common Wealth War Graves:

254.2023

Slaughterhouse:

Slaughterhouse: Cllr H Kettel approach to estate agent for most financially viable renovation: Cheffins recommendations are awaited.

Dr Bike : request for another year of use: AGREED; village sign; double door repair request: under the supervision of Cllr Gatward. **ACTION: MGATWARD**

255.2023

Village Asset Management:

London Road telephone kiosk: defibrillator: Two grant funding applications have been refused due to oversubscription. The Chairman will continue to pursue grants. **ACTION: GP**

Speed indicator devices: replace/repair: email sent to TWM: The Clerk has requested the supplier carry out repairs but no response. **ACTION: CLERK**

256.2023

Village Weekend: proposed website: Ongoing.

257.2023

Correspondence :

Hedge removal and biodiversity loss.

258.2023

Dates of Meetings: 2024

4th January (Precept & Budget); 1st February; 7th March; 4th April; 2nd May (Annual Parish Council Meeting); 7th June; 4th July; 5th September; 3rd October; 7th November; 5th December

Annual Parish Meeting: 11th April

Meeting closed at 9.15pm