

STAPLEFORD PARISH COUNCIL

MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL held on THURSDAY 4th January 2024 at 7.00pm In the Jubilee Pavilion, Gog Magog Way, Stapleford

PRESENT: Cllr Gillian Pett (Chair), Cllr Michael Gatward, Cllr Michelle Green, Cllr Barbara Kettel, Cllr Howard Kettel (8.40pm arrival).

Stapleford Parish Council Clerk: Belinda Irons – Minutes

Cambridgeshire County Council: Cllr Brian Milnes

South Cambs District Council: Cllr Peter Fane, Cllr Will Jackson-Wood

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

01.2024 Apologies: Cllr Disley-Stevens

Absence without apology: none

02.2024 Declaration of Members Interest:

Cllr B Kettel: Gt Shelford PC Councillor

Cllr H Kettel: Gt Shelford PC Councillor

03.2024 Minutes of the previous meeting:

PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the Parish Council meeting held on the 7th December 2023

PROPOSED: Cllr Pett, seconded Cllr Gatward. ABSTAIN: Cllr B Kettel.

MOTION CARRIED BY MAJORITY.

04.2024 UK Power Networks & Rangeford: Haverhill Road utilities work: update

Joint Working Group with UK Power Networks and Rangeford

Haverhill Road was opened before Christmas in line with information provided by UK Power Networks. However, further works will require road closure within the first half of 2024 for cabling. The road will be closed for three weeks. Rangeford will take advantage of this closure to complete additional highway related works. Rangeford will undertake road widening using temporary traffic lights at a later date. Cllr Green raised the issue of closures of Haverhill Road and Hinton Way: if both are closed at the same time it will be chaotic. The Parish Council will raise this at the joint meeting.

ACTION: SPC

The Rangeford newsletter has been provided as hardcopy to near neighbours, and on the Rangeford website.

Hedging: It has been reported that more hedging has been grubbed out. The Parish Council will challenge Rangeford on this item.

ACTION: SPC

Speed limit: the Parish Council has been advised that it needs to apply for a 30mph limit to be extended beyond the Rangeford site entrance.

ACTION: CLERK

05.2024 Public Participation Section:

Rangeford Site: the site machinery operatives are using vehicle warning horns to communicate with each other across the site, often in unison. Noise is already excessive, and this is adding to the problem. This will be raised with Rangeford.

Rangeford Site: the speed which machinery is being driven along Haverhill Road is considered excessive, with what seems to be 'road racing' taking place.

Rangeford Site: HGVs accessing the site from Bury Road/Haverhill Road instead of from the A1307 in contravention of planning conditions. This will be raised with Rangeford.

CCC Interim Corporate Woodland and Tree Strategy: it was reported that CCC intends to liaise with Parish Councils to achieve increased tree cover across the County. It was recommended that SPC undertakes a tree project to increase tree cover. It was noted that a number of mature trees have been lost from the street scene and private gardens. The loss of mature trees on Gog Magog Way was flagged, with a request that the Parish Council write to the landowner (Peterhouse College) and request that appropriate replanting be undertaken. The Woodland Trust has free trees available for community groups and schools, and low cost trees to buy. Cllr Gatward responded that the Parish Council will be planting 15 new fruit trees in the Slaughterhouse Garden. The Parish Council has limited land in its ownership. A parishioner advised that she was willing to work with the Parish Council to achieve the survey, and increase tree cover on appropriate sites. Cllr B Kettel commented that Stapleford did not seem to have many protected trees, and recommended that the Parish Council make Tree Preservation Order applications to achieve cover for important trees. Councillors expressed their agreement with both TPO and tree cover increase initiatives. Items for next agenda.

06.2024

Neighbourhood Plan: update: Mrs Jenny Flynn (Chair) Mrs Flynn outlined the purpose of the Neighbourhood Plan for new Councillors and members of the public present. Both Stapleford and Great Shelford Parish Councils need to progress the Neighbourhood Plan to the next phase. Stapleford Parish Council fully supports the aims and ambitions of the Neighbourhood Plan. The proposal on the agenda was amended at the meeting on the recommendations of Cambs ACRE to ensure full compliance with legislation:

PROPOSAL: That Stapleford Parish Council herewith agrees that the land in the ownership of Stapleford Parish Council be included in The Stapleford and Great Shelford Improved Landscape Area as part of the Stapleford and Great Shelford Neighbourhood Plan Regulation 14 consultation

AMENDED TO:

“That Stapleford Parish Council, in its role as the qualifying body for the emerging Stapleford and Great Shelford Neighbourhood Plan, agrees that the draft Neighbourhood Plan can be published for the purposes of undertaking community and stakeholder engagement under Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 (as amended) “the Neighbourhood Planning Regulations”. It is agreed that the Stapleford and Great Shelford Neighbourhood Plan Steering Group will facilitate the consultation process, ensuring the requirements set

out in Regulation 14 of the Neighbourhood Planning Regulations are met.

The version of the plan to be published at this formal stage of consultation will be as presented at the 3 January 2024 Parish Council meeting, subject to any changes agreed by the Chair of the Parish Council in light of changes recommended by the Neighbourhood Plan Steering Group with respect to:

- informal feedback provided by officers at Greater Cambridge Shared Planning Services***
- requests received from Great Shelford Parish Council when it meets to consider and agree the draft plan***
- missing maps***
- required typographical changes.”***

PROPOSED: Cllr Pett, seconded Cllr Northmore. AGREED AND RESOLVED UNANIMOUSLY.

Mrs Flynn also raised the issue of funding, with a recommendation that a further £5,000 be budgeted by both Stapleford and Gt Shelford Parish Councils to ensure sufficient funds are available to complete the document, including writing to all stakeholders, and for Cambs ACRE to complete the policies to ensure compliance with the NPPF, SCDC Local Plan, and the independent inspector, and to implement any amendments arising as a result of consultation.

PROPOSAL: *That Stapleford Parish Council herewith agrees to budget £5,000 (Five Thousand Pounds) in the financial year 2024/2025 to ensure completion of the Stapleford and Shelford Neighbourhood Plan.*

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

Mrs Flynn will email the Zoom link to the Neighbourhood Plan meetings to enable Parish Councillors to attend. Cllr Green will support Cllr B Kettel as the Stapleford Parish Council representative.

Stapleford Parish Council proposed a vote of thanks to Mrs Flynn for her outstanding work as Chairman of the Neighbourhood Plan Group on behalf of the community.

07.2024 Parish Council resignation and vacancies:

Co-option: no applications received

08.2024 SCDC & CCC Councillors reports

SCDC: Cllr Fane:

Local Plan: The Greater Cambridge Local Plan (GCLP) process has been delayed due to factors outside the control of the two councils.

The Local Plan timetable (or Local Development Scheme) sets out the expected timings for the production of the documents that will replace the 2018 Local Plans to become the planning policy framework for Greater Cambridge.

The latest timetable was agreed by the Councils in 2022. However, continuing uncertainties relating to water availability and transport strategy mean this timetable can no longer be met,

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and a revised timetable cannot be confirmed. A report on the Local Plan will be not now be presented before March 2024. The Government's Planning reforms and Cambridge 2040 initiative may also have implications that are uncertain at this time.

Confirmation regarding water availability during the plan period and beyond, and the environmental impacts of this, is required to allow the plan's housing and employment land targets to be confirmed. We need to know how much of the identified need for jobs and homes (as updated in the Development Strategy Update in January 2023) can actually be met.

The statutory process for agreeing Cambridge Water's Water Resource Management Plan (WRMP) has continued to be delayed and it is not yet clear when a final decision will be made. Officers from GCSPS are involved in the government's recently convened Cambridge Water Scarcity Group, but this work is at an early stage and no resolution is yet in sight.

The development strategy in the new Local Plan needs to be integrated with a Transport Strategy to ensure development can happen without significant adverse transport impacts and that the plan addresses the challenges of climate change and local environmental impacts. Previous drafts reflected both the county Council's former transport strategy and the Cambridgeshire and Peterborough Combined Authority (CPCA) Local Transport and Connectivity Plan. The earlier local plan proposals included assumptions on traffic reductions in the Cambridge area to be delivered by the GCP's City Access proposals.

The recent decision by the GCP Board not to take forward the Making Connections (congestion charge zone) proposal and to pause the Cambridge South East Transport Scheme (CSETS) and the C2C busway means that the earlier development strategy in the Joint Local Plan may no longer be achievable.

Cambridge 2040/Cambridge Delivery Group

Officers and lead members are seeking to engage with government regarding the impact of their recently publicised aspirations for 150,000 additional houses in and around Cambridge on the emerging local plan. There remains considerable uncertainty over the specific form of the 2040 proposals, and the extent to which any incoming Labour government would take them forward. It seems reasonable to assume Labour would leave any development corporation in place, and Keir Starmer is known to favour more development of green belt land 1. The scale of the additional growth ambitions outlined (3X the quantum of the Joint Local Plans earlier identified need) would be expected to have implications for the Local Plan process.

Additional factors that could delay any future programme for the Local Plan include recent government announcements of a new plan-making system. Further changes to the National Planning Policy Framework (NPPF) are expected in 2024 following Royal Assent to the Levelling Up and Regeneration Act, likely to introduce a new plan-making system with a fixed 30-month timetable.

There is also uncertainty about the proposed relocation of the Cambridge Waste Water Treatment Plant (CWWTP). The Development Consent Order (DCO) is currently under consideration in a Public Inquiry, and plans for development at North East Cambridge must await the outcome of that.

The Joint Director of Planning says he hopes that there may be sufficient certainty regarding water and transport to recommend a revised Local Plan timetable to committees in March

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2024, but the factors that impact upon the plan preparation timetable are not within the control of the Councils.

Bringing forward new homes that are genuinely affordable to live in and being green to our core are key priorities for the Council.

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.

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).

The Council has appointed Cambridgeshire ACRE to support Community Hubs across the district for a further two years, thanks to nearly £200,000 of funding from NHS Cambridgeshire & Peterborough, part of the local Integrated Care System.

The Council's Economic Development & Investments Team continues supports local businesses facing economic challenges, and local markets across the district. The Council recognises that markets remain important to our rural communities and is committed to a Local Markets Programme which provides trading opportunities to both market organisers and stallholders.

CCC Cllr Milnes

FULL COUNCIL

Five motions from councillors were debated at the Cambridgeshire County Council full council meeting on 12 December. Four were passed, one was not.

1. Noting the crisis in adult social care caused by chronic Government underfunding to councils, and asking officers to be ready to take advantage of any future change in Government policies. (Passed)
2. Asking the council's Communities, Social Mobility & Inclusion Committee to consider actions to ensure a more diverse council. (Passed)
3. Expressing concern at the lack of availability of NHS dentistry, and committing to take action to address the problem. (Passed)
4. Complaining of confusion about highways consultations, and wanting to consult all who could potentially be affected by changes to the highway. (Not passed)
5. Welcoming options for more flexible working, and committing to promote these within the council and among local employers. (Passed)

Joint statement on 'Cambridge 2040' announcement:

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The Rt Hon Michael Gove, Secretary of State for Levelling Up, Housing & Communities, unveiled updated plans for the Government's 'Cambridge 2040' vision on Tuesday 19 December 2023. These include 'northwards' of 150,000 new homes around Cambridge as part of a major new expansion of the city.

The leaders of Cambridge City Council, South Cambridgeshire District Council, Cambridgeshire County Council, and the Mayor of Cambridgeshire and Peterborough Combined Authority, said:

"Despite working hard to engage constructively with Government officials since the Secretary of State's initial Cambridge 2040 announcement in the summer, it's deeply disappointing that once again Government plans for Cambridge seem to be being negotiated through the press.

We note in the latest announcement that the number of new homes put forward by Rt Hon Michael Gove MP has come down from 250,000 to 150,000, but this is still substantially more than the over 50,000 homes we have identified as needed in the emerging Greater Cambridge Local Plan (to 2040)—a number which will already be incredibly challenging to bring forward. We are ambitious for high quality sustainable, green growth but can't stress enough how vital it is that Government supports us to tackle the issues that will otherwise act as roadblocks to sustainable growth.

We have written to the Secretary of State a number of times over the past month to stress the importance of committing to sustainable growth, and to reiterate the support that is needed to enable us to plan for the homes set out in the emerging Greater Cambridge Local Plan.

This includes prioritising sustainable public transport, community infrastructure such as schools and GPs, and water shortages in this region, which are putting our chalk streams under extreme pressure, an issue which the Greater Cambridge Planning Service warned in January 2023 could delay existing plans for housebuilding if not addressed by Government. We are still waiting for responses to these questions which would detail how Government proposes to support us in delivering a proposed 50,000 or so homes responsibly, let alone 150,000.

Clarity is also needed as to who is involved in the 'Cambridge Delivery Group', what it will do, and how it will be governed. Devolution works best when local politicians are empowered to lead and deliver sustainable development and we will continue to work hard to represent our residents and ensure that Cambridge and its surrounding villages grow in a sustainable and carefully planned way."

Since the initial announcement in summer 2023 about the Government's 'Cambridge 2040' plans, council leaders and officers have begun to explore the vision for Cambridge 2040 with Government officials.

Following a visit to Cambridge by the Secretary of State in November, leaders from Cambridgeshire County, Cambridge City and South Cambridgeshire District councils, the Cambridgeshire and Peterborough Combined Authority, the Greater Cambridge Partnership, and local business wrote to urge Government to make a number of commitments—including water supply and transport, necessary to support sustainable growth in and around Cambridge.

£368,000 to help council respond to major projects A successful bid to Government means an additional £368,000 to help the council respond to proposals for major infrastructure in Cambridgeshire. The money will help support the council with the administration of Development Consent Orders (DCO) for schemes like East West Rail, the A428 Black Cat to Caxton Gibbet upgrade, and the Fenland Reservoir, as well as other Nationally Significant Infrastructure Projects (NSIPs). £268,000 will bring in extra technical and specialist resource, and a further £100,000 will enable work across all these types of projects.

Consultation begins on budget proposals Consultation is to begin on the council's proposals for its 2024/5 budget, in what is being called 'the toughest year to set a balanced council budget'. The Government's one-year Local Government Financial Settlement announced last month does not compensate for the levels of demand and inflation that the council is faced with, particularly in areas such as children's social care, home to school transport and provision for children and young people with special educational needs or disabilities. A fair funding review for local councils promised by the Government has never materialised. And all local authorities face significant financial uncertainties as a consequence, as I reported last month.

The council is looking to support vulnerable people and improve highways maintenance, while still seeking to bridge a remaining £2M gap—even with a proposed council tax rise of 4.99 per cent (two per cent for adult social care services, and 2.99 per cent for general services).

The Strategy, Resources & Performance Committee received and considered draft budget proposals at its meeting on Tuesday 19 December. The council's service committees will consider these at their various meetings in January. An online public survey has been launched and is open until Tuesday 16 January <https://www.cambridgeshire.gov.uk/budget-consultation-2024-5>

The Strategy, Resources & Performance Committee will make a final budget recommendation at its meeting on Tuesday 30 January for Full Council to debate on Tuesday 13 February.

The draft proposals have been shaped by views gathered in the council's first Quality of Life Survey conducted over the summer. They focus on sustaining social services, continuing to provide free school meal vouchers for eligible children during holidays, progressing the council's commitment to pay the real living wage to people providing adult social care, and prioritising highways and cycleways maintenance across the county.

Potential savings have been identified to help bridge the funding gap. These include

- * Moving to LED streetlights (£1M in energy savings each year)
- * Rationalising office accommodation (£1.5M in the next three years)
- * Reviewing the highest cost children's placement costs, and home to school transport routes (more than £2M)
- * Driving down the amount of bad debt (£0.5M)
- * Reviewing income from permits and parking charges (Just under £1M)

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Covid Covid is far from over and testing for the type of illness remains important. We have asked the Director of Public Health to explore opportunities for procuring single tests which identify covid, flu, and respiratory syncytial virus (RSV) on a single test cassette. These are available in the EU countries but not yet in the UK.

Preventing falls Falls and related injuries are a common and significant problem for older adults and a major public health issue. Falls are a major cause of disability and injury-related death in people aged 75 and over, and have a large impact on quality of life—and as our population ages, this will become even more of an issue.

Around one in three people over 65 years old and half of those over 80 experience a fall at least once a year. In Cambridgeshire and Peterborough in 2022/23, there were 2,699 emergency admissions due to falls and 1,015 admissions due to a hip fracture. The estimated combined total cost of these hospital admissions was £16.3M, an increase of over £1.9M on the previous year. These costs do not include wider health and social care costs such as primary care, ambulance, or adult social care costs.

Cambridgeshire County Council's Adults and Health Committee has endorsed a three-year Falls Prevention Strategy and detailed delivery plan, working with a multi-agency Cambridgeshire & Peterborough Falls Prevention Strategy Group.

The strategy includes a number of interventions that have been shown to be effective at preventing some falls and fractures, and its intended outcome is a reduction in the rate of hip fracture admissions, and an improvement to the quality of life of older adults who experience a fall or fracture.

Supermarket voucher scheme continues in Christmas holiday The council's supermarket voucher scheme continued to operate in the Christmas school holiday for all eligible families in Cambridgeshire. The scheme will run until the February 2024 half term, using the Household Support Fund from the Department for Work & Pensions topped up with additional funding provided by the council.

Over 20,000 vouchers were claimed in the October half term alone. Over seventy per cent of families said the vouchers had helped them cope with the rising cost of living. More than half said the scheme had reduced the need for them to seek other sources of support in the school holidays such as food banks.

Total spend in the October half term week was £317,000, with this expected to more than double to £660,000 in the two-week Christmas holiday. In addition to the holiday voucher scheme, there is further support available in response to the cost of living
<https://www.cambridgeshire.gov.uk/council/communities/support-with-the-cost-of-living>

Libraries offer a helping hand to stay connected this winter A successful pilot scheme offering free mobile SIM cards to those unable to afford internet access is now available in eleven of Cambridgeshire's libraries. Cambridgeshire Libraries have signed up to the National Databank, an initiative run by Good Things Foundation which provides free mobile SIM cards to anyone over the age of 18 who is on a low income. The SIM cards are donated to the National Databank by Virgin Media, O2, Vodafone and Three.

They are then supplied to members of the National Digital Inclusion Network, including the eleven Cambridgeshire libraries, to be passed on to those in need of data.

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Life-saving defibrillators installed at thirteen council sites Life-saving automated external defibrillators have been installed at thirteen county council offices for use by local communities as well as county council staff and visitors. The council purchased the units, but all installations were carried out free of charge by the county council's maintenance contractor GSH as part of their commitment to support social value in Cambridgeshire.

Network Rail signs up to County Council biodiversity site

Network Rail is the first investor in the council's pioneering biodiversity and habitat restoration scheme at Lower Valley Farm in Fulbourn. Arable land is being transformed into a one-of-a-kind 345-acre biodiversity net gain site.

Council land there will be used to replace habitat lost due to construction of the new Cambridge South railway station at Cambridge Biomedical Campus.

From January 2024, legislation comes into effect requiring new developments in England to not only provide for nature lost as part of works but to achieve a minimum biodiversity net gain of 10%. As part of the Cambridge South Infrastructure Enhancement scheme, Network Rail has purchased 65 biodiversity units at the Fulbourn site to create an environmental legacy that will complement their creation of Hobson's Park on the Campus.

The Lower Valley Biodiversity Site is part of the council's commitment to a greener Cambridgeshire and helps tackle the ongoing country-wide nature crisis. It also supports the council's aim to become a net zero county by 2045, five years ahead of national targets.

Change to access at Royston and Thriplow recycling centres Cambridgeshire residents now need to apply for a digital permit to use Royston Household Recycling Centre in Hertfordshire. The change comes following the announcement last year that Hertfordshire County Council would be adopting a policy restricting access to non-residents at Hertfordshire's network of sixteen recycling centres.

However, the county council has reached an agreement with Hertfordshire County Council that enables continued cross-border access to Royston Household Recycling Centre for Cambridgeshire residents living close to the county boundary, whilst allowing Hertfordshire residents access to Thriplow Household Recycling Centre in South Cambridgeshire.

Resident-only policies are becoming increasingly common across the region and indeed the country, with many neighbouring counties having had this policy in place for some time.

Briefly:

* LHI Scheme deadline is Friday 12th January at 5pm

* Any damage from the recent storms, please report to Highways and email Brian and Maria with photos and description of the issue

* Parking enforcement by the County Council has started. Details on frequency of traffic warden visits to our villages and opportunity to provide information to the parking team will be provided in the next report

- 09.2024** Gt Shelford & Stapleford Joint Issues:
- a) Transport inc CSET & EW Rail: Cllr H Kettel is on the Working Group for this item as a Gt Shelford Parish Councillor.
 - b) Highways: inc Gt Shelford one way system:
 - c) Shops and village centre
 - d) Planning
 - e) Caretaker: The Chairman and Clerk will arrange a meeting with Cllr Gatward to set parameters of work for the caretaker, ensuring that he is in agreement with Stapleford PC proposals.

- 10.2024** Planning applications:
- 23/04398/HFUL: 78 Haverhill Road, Stapleford
Single storey front, side and rear extensions to house: Objection to front extension: in front of build line/ impact on street scene. Comment: neighbours light.
- 23/04875/HFUL 3 Dukes Meadow Stapleford
Single storey side extension and Installation of 2no air source heat pumps.
Response: 19.1.2024: request for extension of time to respond.
- 23/04915/HFUL 28 Aylesford Way Stapleford.
Single storey extension to rear and side. Response: 19.1.2024: request for extension of time to respond.

11.2024 Finance

A. Bank Reconciliation at 31/12/2023
(per Cash Book)

Cash in Hand 01/04/2023	227,562.39
ADD	
Receipts 01/04/2023 - 31/12/2023	135,061.86
	362,624.25
SUBTRACT	
Payments 01/04/2023 - 31/12/2023	81,367.23
A Cash in Hand 31/12/2023	281,257.02
(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 31/12/2023	10,968.13
Unity Bank 31/12/2023	199,187.42
	281,257.02
B	
Less unrepresented payments	
Plus unrepresented receipts	
Adjusted Bank Balance	281,257.02
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 Northmore,
seconded Cllr Pett. 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
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* PROPOSED: Cllr Pett, seconded Cllr Green.
AGREED AND RESOLVED UNANIMOUSLY

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C. Signatories update

PROPOSAL: That Stapleford Parish Council herewith agrees that Cllrs Michelle Green and James Northmore are agreed as a signatory to the Parish Council accounts

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

D. Budget & Precept 2024/25: The budget was scrutinised by Cllr H Kettel in advance of provision to all Councillors. The Clerk amended the budget in line with recommendations, and it was circulated to all Councillors for additional comment. The finalised budget with precept recommendation was circulated to all Councillors by email in advance of the meeting.

PROPOSAL: That Stapleford Parish Council herewith adopts the budget and sets the precept for 2024 2025 at £95,000 (ninety five thousand pounds) PROPOSED: Cllr Gatward, seconded Cllr Northmore. AGREED AND RESOLVED UNANIMOUSLY

12.2024

Sports Facilities & Agreements:

a) Tennis Club: Agreement: Progress report: Cllr Disley-Stevens by email:

I have been in contact with a representative of the Tennis Club and we're meeting next week to discuss progress. Various options have been put forward by Stapleford PC and Stapleford Tennis Club which we discussed at the last meeting. The Club have their next committee meeting on the 30th January and I will keep Councillors updated after our meeting to be held next week.

In terms of progress on our maintenance obligations to STC, ETC have completed a winter clean which has resulted in the court surfaces being much safer. Brushing is still required to deal with tree fall on a day by day basis.

Maintenance going forward needs to be confirmed and I have sent the quote from ETC for continuing maintenance, last year. Councillor's opinions welcome please before next weeks meeting.

We do still have the option of managing the maintenance ourselves and relevant training and agreement would need to be put in place should we decide to go for that option.

Regular sanding of these courts is advised.

Councillors discussed the points raised, and Councillors present agreed that Cllr Green will assist Cllr Disley-Stevens to speed the process and resolve issues.

ACTION: MGREEN

b) MUGA: maintenance: Councillors discussed maintenance and agreed that the Caretaker will be asked to undertake routine and regular sweeping using the Parish Council machine. Cllr Gatward will instruct the Caretaker in the use of the machine. It was also agreed that ETC would be instructed to undertake more complex maintenance. The Clerk will forward the quote provided by ETC to all Councillors for discussion at the next meeting. **ACTION: CLERK**

13.2024

Grounds Maintenance and Trees:

Meeting with contractor: not achieved

Removal of litter bins: ongoing

Slaughterhouse Garden: Orchard: trees on order. Cllr Gatward has agreed to plant these and the proposed replacement MUGA shrubs which is a condition of the planning permission. Works will be completed on the same day.

Recreation Ground: perimeter hedge: update: The Parish Council is in discussion with Rangeford over this item.

Grounds Maintenance Contract: ongoing

ACTION: CLERK

14.2024

Communications:

a) Facebook posts: Cllr Disley-Stevens by email:

Our Facebook page is attached to a personal FB page. This is common practice but means that admin has to run through that person who is no longer a Councillor. This has been discussed at the last meeting and opinion overall, is that status quo should be maintained. I have been posting on Facebook largely in response to Resident's concerns over the dual projects taking place in our Village currently. An immediate response although I am not responding on behalf of the PC but as an individual, is important and Community Engagement is essential at this time. I have sent FB posts via email to some Councillors this morning concerning Contractor vehicle behaviour.

b) email system issues: Cllr Disley-Stevens by email:

I had some email issues when the new system was introduced and dealt with them directly with supplier. Initially, information hadn't been imported onto my new account but that was corrected. Attachments were not opening via Safari which was reported to the Developer via the supplier- it appears that Chrome doesn't have the same issues so that is the better platform to use. System is working well now.

15.2024

Highways: Cllrs Disley-Stevens by email

Rangeford/UKPN

I have been in email contact with CCC Highways Officer with regard to keeping on top of existing potholes so as we can then begin to deal with the new ones!

With regards to measuring vehicle traffic through the village, it remains as before that we will have to wait until the additional traffic resulting from the current projects, has subsided. Nonetheless, I have tried to reach AL this week to keep her aware of our situation but I haven't been able to reach her. I hope to contact her next week when everyone has returned to work.

Proposed closure of Hinton Way from February until May: I have already responded via email however, concerns have to be raised with Rangeford/UKPN with regards to road closures which may take place from March for 8 weeks. Traffic chaos potentially.

Additionally, the proposed alternative route is one that I believe will be ignored by many drivers who will choose to drive through Stapleford via Bury and Haverhill Roads which will increase traffic to an unsafe level particularly bearing in mind the amount of heavy industrial vehicles on the roads. If there are road closures in Stapleford and on Hinton Way at the same time, drivers will have two major through routes into Cambridge and the Babraham Park and Ride, blocked.

- 16.2024** Pavilion Management: Cllr Pett
- a) Pavilion Management Sub-Committee: report:
 - b) Pavilion renovations: Cllr H Kettel strongly recommended a focused Working Group be formed to progress this item, which will consist of Cllrs H & B Kettel, Pett, Gatward, and Green with the Clerk. Cllr H Kettel will liaise with the Architect. Cllr Pett will chair the group.
- PROPOSAL: That Stapleford Parish Council herewith agrees to appoint Blue Ink Architects to produce a brief to renovate the Jubilee Pavilion.**
- PROPOSED: Cllr H Kettel, seconded Cllr Gatward. AGREED AND RESOLVED UNANIMOUSLY.
- c) BT/Openreach: Broadband issue: 8m gap between poles and building: This should have been resolved on the 22.12.2022 but was not. The revised date for resolution is now the 13.1.2024.
 - d) British Gas Lite: smart meter not working since June 2023 – formal complaint submitted. Communication is only achievable via a chat facility. The Chairman and Clerk have spent hours trying to resolve the issue. A new video has been produced which will need to be sent to an unmanned email account during a chat session, to request an engineer attend site. This is a very unsatisfactory situation.
 - e) Pavilion maintenance: Electrical inspection : Cllr Gatward reported that the inspection provided by the electrician was valid for 5 years.
 - f) Rise & fall bollards: update: ongoing.
- 17.2024** Playground : Broadmead Leisure Ltd will conduct quarterly inspections. It is hoped that the Caretaker will be able to conduct weekly inspections once training has been undertaken.
- 18.2024** CSET & East West Rail: Cllr H Kettel:
- CSET Update: Cllr H Kettel advised that Cambridge Past Present and Future had sent a letter to Michael Gove MP regarding the GCP application for further Government Grant Funding in the sum of £162m. Stapleford Parish Council agreed that Cllr H Kettel should draft a response to the GCP funding application highlighting the inefficiencies and misinformation supplied by the GCP regarding the CSET scheme. Cllr H Kettel recommended that the letter should be sent to Gt Shelford PC for its comments and potential joint publication. The Parish Council agreed Cllr H Kettel should draft the letter as he has had extensive experience of the CSET scheme and the GCP.
- ACTION: HK**
- 19.2024** The Combined Authority Local Transport and Connectivity Plan: noted
- Section 106 Reports
- Art fund: Cllr G Pett: The Clerk has emailed SCDC to request permission to transfer the Art fund to the pavilion renovation. The Clerk will chase a response.
- ACTION: CLERK**
- 20.2024** Cemetery:
- Pressure testing headstones: Clerk to chase for a date. **ACTION: CLERK**
- 21.2024** Slaughterhouse:
- Slaughterhouse: Cllr H Kettel approach an estate agent for advice on the most financially viable option. The estate agent has advised that there is

currently no market for commercial premises. Cllr H Kettel will seek advise on a residential option.

ACTION: HK

22.2024

Village Asset Management:

London Road telephone kiosk: defibrillator (potential £500 donation) The Chairman has submitted a number of applications for grant funding, none of which have been successful. A resident has very kindly offered to donate £500 toward a defibrillator. Councillors agreed to seek additional donations or sponsorship.

ACTION: SPC

Speed indicator devices: replace/repair:

PROPOSAL: That Stapleford Parish Council herewith agrees to appoint TWM to install the new speed indicator device at Haverhill Road, and repair the speed indicator device in London Road in the sum of £1,020 (one thousand and twenty pounds)

PROPOSED: Cllr Northmore, seconded Cllr Gatward. AGREED AND RESOLVED UNANIMOUSLY

23.2024

Village Weekend: proposed website: ongoing

24.2024

Correspondence :

SCDC/Age UK: Rose Regeneration: Community warden: workshop: 9 & 11.1.2024

25.2024

Dates of Meetings: 2024

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 9.23pm