

STAPLEFORD PARISH COUNCIL

NOTICE OF PARISH COUNCIL MEETING

To Members of Stapleford Parish Council

You are hereby summoned to attend the **MEETING OF STAPLEFORD PARISH COUNCIL** on to be held on **THURSDAY 7th MARCH 2024 at 7.00pm** in the Jubilee Pavilion, Gog Magog Way, Stapleford to transact the business in the agenda shown below. Members of the public and press are invited to attend and to address the Council in its open forum.

Belinda Irons
Stapleford Parish Clerk
23rd February 2024

AGENDA

- 51.2024** Apologies
Absence without apology
- 52.2024** Declaration of Members Interest:
a) To receive declarations of interest from councillors on items on the agenda
b) To receive written requests for dispensations for declarable interests
c) To grant any requests for dispensation as appropriate
- 53.2024** Minutes of the previous meeting:
RESOLUTION: That Stapleford Parish Council herewith agree the minutes of the Parish Council meeting held on the 1st February 2024
- 54.2024** UK Power Networks & Rangeford: Haverhill Road utilities work: update
Joint Working Group with UK Power Networks and Rangeford: Issues:
Impact on local highways: including road closures/ damage
HGV impacts: including blocking Drift Track entrance and verge damage
Request for permissive use of land adjacent to Drift Track whilst construction in process.
Haverhill Road verges reported to Parish Council as dangerous by a number of residents including to horse riders, pedestrians, vehicles, cyclists. Urgent action requested.
Noise: including use of vehicle horns
Neighbour liaison
Hedging
Speed limit
Rangeford Site: Light left on overnight
Bennett Construction: working outside permitted hours: reported to SCDC
Enforcement: ZFKCNXRJ
UKPN: HGVs travelling through village
- 55.2024** Public Participation Section:
a) Members of the public are able to comment on items on the agenda or raise issues for future agendas
b) To allow any members or the public or Councillors declaring an interest to address the meeting in relation to the business to be transacted at the meeting. Each person has 3 minutes to express their views unless there are a group of people attending on one item, when it is expected that there will be one person acting as spokesperson.

c) At the close of this item, members of the public will not longer be able to address the Council unless invited to do so by the Chairman.

This item will take a maximum time of 15 minutes

56.2024 Neighbourhood Plan: update: Mrs Jenny Flynn (Chair)

57.2024 Parish Council resignation and vacancies:

Co-option: no applications received

58.2024 SCDC & CCC Councillors reports

59.2024 Gt Shelford & Stapleford Joint Issues:

a) Transport: Cllr H Kettel

b) Highways: Cllr H Kettel

c) Shops and village centre

d) Planning: Cllr B Kettel

e) Caretaker: Cllr G Pett

60.2024 Planning applications:

24/00398/HFUL: 84 Haverhill Road, Stapleford

Garage conversion, changes to ground floor layout and rendered external wall insulation to rear façade

24/00515/HFUL: 14 St Andrews Close, Stapleford

Removal of existing single storey side and rear extension. Construction of new part single storey, part 2 storey rear extension, and single storey side extension.

24/0216/TTCA: 2 Gog Magog Way, Stapleford

T8: Fell Cherry

21/05612/CONDD: 2 Gog Magog Way, Stapleford

Submission of details required by Condition 3 (Brick sample panel) and 3 (Cladding details) of planning permission 21/05612/FUL

24/00350/FUL: Land adj to 154 Hinton Way, Gt Shelford

Retrospective change of use from arable land to dog walking paddock (resubmission of 23/03711/FUL)

24/0241/TTCA: 30 Mingle Lane, Stapleford: T1: Silver Birch: fell

24/0229/TTCA: 25 Church Street. Stapleford: Magnolia - Reduce height by approximately 2m down to previous pruning points. Trim back on garden side by approximately 1 - 1.5m. Trim back around doors. Retain lateral spread across walls. Trim back to clear walls of house by approximately 30m

Enforcement: EN/00078/24: 8 Gog Magog Way, Stapleford: removal of hedge in the Conservation Area

SCDC: Consultation on the Greater Cambridge Housing Strategy 2024 – 2029: Discussion/decision

<https://southcambsweb.azurewebsites.net/housing/housing-strategy-policy-and-performance/consultation-on-the-greater-cambridge-housing-strategy-2024-2029/>

Street naming & numbering: Land at Haverhill Road/Hinton Way:

Agreed: Strawberry Fields and Meadow Walk

The Tree Public House: hoarding falling down/ building in disrepair: letter sent to owner

Tree Preservation Orders: trees for consideration

Cambridge 2040: discussion

61.2024

Finance

A. **Bank Reconciliation at 31/01/2024**

(per Cash Book)

Cash in Hand 01/04/2023	227,562.39
ADD Receipts 01/04/2023 - 31/01/2024	139,665.34
	367,227.73
SUBTRACT Payments 01/04/2023 - 31/01/2024	86,368.39
A Cash in Hand 31/01/2024	280,859.34 (per Cash Book)

Cash in hand per Bank Statements

Petty Cash 31/01/2024	0.00
Unity Bank 31/01/2024	198,843.25
Current 25/01/2024	10,873.24
Hallmark 31/01/2024	56,585.66
Sapphire 31/12/2023	15,717.19
Long Term Stocks & Bonds 30/09/2023	0.00
2 Account 09/01/2024	284.26
	282,303.60
B Less unrepresented payments	1,444.26
Plus unrepresented receipts	0.00
Adjusted Bank Balance	280,859.34

280,859.34 A = B Checks out OK

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

B. Payments for February:

RESOLUTION: 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

- D. Saffron Building Society: **RESOLUTION: That Stapleford Parish Council herewith agrees to open a Saffron Building Society Savings Account to ensure compliance with Financial Services Compensation Scheme and the Stapleford Parish Council Investment Strategy with an opening balance of £80,000 (eighty thousand pounds). Cllrs Gillian Pett, Howard Kettel, and Michelle Green are appointed signatories and the Clerk will be the account manager.**

E. Bank Transfer:

RESOLUTION: That Stapleford Parish Council herewith agrees to transfer £10,000.00 (ten thousand pounds) from Unity account to Sapphire Account

62.2024

Sports Facilities & Agreements: Cllrs Disley-Stevens & Green

a) Tennis Club: Agreement: Resolution

b) MUGA: maintenance: ETC completed moss treatment. Nov 2023 Tennis Club reported moss on Court 1: ETC inspection results

- 63.2024**
- c) Notice board: unable to renew documents as locks damaged by persons unknown: new barrels needed
 - d) Football/ Cricket Shed: roller door damaged
- Grounds Maintenance, Environment and Trees:
- a) Meeting with contractor: not achieved
 - b) Removal of litter bins
 - c) Slaughterhouse Garden: Orchard: update
 - d) SCDG: raised bed(s) for community food growing: discussion
 - e) Orchard: David Pepperell Community Orchard plaque
 - f) Recreation Ground: perimeter hedge: update
 - g) Grounds Maintenance Contract:
 - h) CCC Interim Corporate Woodland and Tree Strategy: SPC actions
 - i) CCC: Public Consultation: Local Nature Recovery Strategy: open to 5th April
<https://forms.office.com/pages/responsepage.aspx?id=ZLMn4x4EUUyC8skGp4-cyXSt5kPbsB1KuIY7SHXZq0FUQUhINEhLWEpISjFVVfkwQVVIRTFYWVdHNS4u>
- 64.2024**
- Communications:
- 65.2024**
- Highways: Cllrs Disley-Stevens
- a) CCC emergency 20mph submission proposed Haverhill Road 20mph on safety grounds: application to be submitted
 - b) CCC permanent 20mph application for Bury Road and Haverhill Road: application to be submitted
 - c) CCC: application to extend current speed limit on Haverhill Road beyond new entrance to Strawberry Fields development.
 - d) TRO : 24/202 : Hinton Way
 - e) SCDG Parking Enforcement:.
 - f) CCC Highway Weed control: consultation response re chemical weed control
 - g) A1301: extension of 30mph to include Dingle Dell
 - h) Sawston Greenway: GCP proposals for Mingle Lane and Church Street
- 66.2024**
- Pavilion Management: Cllr Pett
- a) Pavilion Working Group: report:
 - b) Pavilion renovations:
 - c) BT/Openreach: Broadband issue: 8m gap between poles and building: Openreach scheduled to complete on 22.12.2023. Work reported complete 23.02.2024.
 - d) British Gas Lite: reading smart meter very difficult.
 - e) Pavilion maintenance:
 - f) Rise & fall bollards: New bollards ordered.
 - g) Toilets: new flooring
 - h) CCTV: discussion/decision
- 67.2024**
- Playground
- Works scheduled: time delay to April/May
- 68.2024**
- CSET & East West Rail: Cllr H Kettel:
- a) CSET Update: Response received from Dept for Levelling Up, Communities
 - b) The Combined Authority Local Transport and Connectivity Plan

- 69.2024** Section 106 Reports
Art fund: Cllr G Pett:
- 70.2024** Cemetery:
Pressure testing headstones: report:
13 High Risk Memorials
17 Medium Risk Memorials
Options:
a) Write to owners of the graves
b) Lay memorials down
c) Repair memorials
d) Request to remove rubbish and vegetation heap next to a grave:
discussion/decision
- 71.2024** Slaughterhouse: Cllr H Kettel:
Proposals/ Display for Annual Parish Meeting: discussion/decision
- 72.2024** Village Asset Management:
London Road telephone kiosk: defibrillator & cabinet received awaiting
installation; connection to The Circuit. Maintenance regime
Speed indicator devices: replace/repair:
Bar Lane noticeboard
- 73.2024** Village Weekend: website live
RESOLUTION: *That Stapleford Parish Council herewith appoints the Village Weekend Committee with a remit to deliver the Village Weekend Annual Event every June, and to achieve a balanced account (receipts and payments) within a budget of £6,000 (six thousand pounds) provided by Stapleford Parish Council, and adhering to the terms of reference created by the Parish Council.*
- 74.2024** Annual Parish Meeting: Agenda
Community Rail Partnership Presentation
Cambridge Past Present Future: growth in Cambridgeshire
Future of the Slaughterhouse
Pavilion renovation
- 75.2024** Governance:
RESOLUTION: *That Stapleford Parish Council herewith agrees and adopts the revised Standing Orders, Financial Regulations, and Risk Assessment Policy Documents provided to Councillors in advance of the meeting by email*
Martyn's Law: Standard Tier Consultation open to 18.3.2024: Relates to
Terrorism (Protection of Premises) Bill:
https://www.gov.uk/government/consultations/martyns-law-standard-tier-consultation?utm_campaign=Village%20Hall%20Communications&utm_medium=email&_hsmi=293782640&_hsenc=p2ANqtz--PF8udxlpbJpb89vJXiNSkhHA0l_MDrUoW3ZDnF4IVPE9PdrM0vl_nJRUuy62UIC5JUB0fl-ABTZmKie2sJUq1kxKeexA1y0OfcwL4l3Z-MMSJ5Y&utm_content=293782640&utm_source=hs_email
- 76.2024** Correspondence:
Resident: Damage to Haverhill Road verges: dangerous for horse riders,
walkers and other road users

Resident: Damage to Haverhill Road verges: dangerous to all road users: by telephone

Resident: UKPN: HGV travelling through the village in contravention of agreement

Resident: request to extend London Road 30pmh to Dingle Dell

77.2024

Dates of Meetings: 2024

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