

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 4th APRIL 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
27rd March 2024

AGENDA

- 78.2024** Apologies
Absence without apology
- 79.2024** 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
- 80.2024** Minutes of the previous meeting:
RESOLUTION: That Stapleford Parish Council herewith agree the minutes of the Parish Council meeting held on the 7th March 2024
- 81.2024** Parish Council vacancies: Co-option:
RESOLUTION: That Stapleford Parish Council herewith agrees to co-opt Mr Matthew French as a Parish Councillor with immediate effect.
- 82.2024** 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.
Neighbour liaison
Speed limit
Bennett Construction: working outside permitted hours: reported to SCDC
Enforcement: ZFKCNXRJ
Noise from generator
UKPN: HGVs travelling through village
UKPN: to accept a goodwill gesture from UK Power Networks towards a planting scheme in the village.
- 83.2024** 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

84.2024 Neighbourhood Plan: update: Mrs Jenny Flynn (Chair)

Regulation 14 consultation open for comments to 4pm 30th April 2024

Change: Clerk's Piece and Recreation Field to be reallocated Local Green Space from Protected Village Amenity Area following advice from SCDC

85.2024 SCDC & CCC Councillors reports

86.2024 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

87.2024 Planning applications:

23/02675/CONDA: Dingle Dell, Cambridge Road, Stapleford

Submission of details required by conditions 3 (traffic management plan), 8 (biodiversity net gain plan) 10 (ecology enhancement) and 18 (hard and soft landscaping) of planning permission 23/02675/FUL

21/02851/CONDF: Chalk Hill, Haverhill Road, Stapleford

Submission of details required by condition 6 (Biodiversity Enhancement Scheme) of planning permission 21/02851/FUL.

21/02851/CONDD: Chalk Hill, Haverhill Road, Stapleford

Submission of details required by condition 7 (Cycle Parking) of planning permission 21/02851/FUL

21/02851/CONDE: Chalk Hill, Haverhill Road, Stapleford

Submission of details required by condition 7 (Cycle Parking) of planning permission 21/02851/FUL

S4032/17/CONDA: 43 London Road, Stapleford

Submission of details required by condition 6 (Soakaway) of planning permission S/4032/17/FL

24/0325/TTCA: 28 Mingle Lane, Stapleford

T1: fell Sycamore

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/>

The Tree Public House: hoarding falling down/ building in disrepair: letter sent to owner: no reply received to date

Tree Preservation Orders: trees for consideration

Cambridge 2040: discussion

Chalk Hill: water abstraction: which organisation is doing this and how is water being paid for

88.2024

Finance

A. Bank Reconciliation at 29/02/2024

(per Cash Book)

Cash in Hand 01/04/2023	227,562.39
ADD Receipts 01/04/2023 - 29/02/2024	142,894.44
	370,456.83
SUBTRACT Payments 01/04/2023 - 29/02/2024	91,741.38 A
Cash in Hand 29/02/2024	278,715.45 (per Cash Book)

Cash in hand per Bank Statements

Petty Cash 29/02/2024	0.00
Unity Bank 29/02/2024	195,760.84
Lloyds Current 23/02/2024	10,817.19
Cambridge BS Hallmark 29/02/2024	56,585.66
Cambridge BS Sapphire 29/02/2024	15,717.19
Long Term Stocks & Bonds 29/02/2024	0.00
Lloyds 2 Account 29/02/2024	284.57
	279,165.45 B
Less unrepresented payments	450.00
Plus unrepresented receipts	
Adjusted Bank Balance	278,715.45
	278,715.45

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 March:

Administration	BT Group plc	S	40.57	8.11	48.68
Salary	Belinda Irons	Z	1,012.36		1,012.36
Salary	Kerry Byrne	Z	158.40		158.40
PAYE & NICs	HMRC	Z	408.50		408.50
Administration	James Todd & Co Ltd	S	28.60	5.72	34.32
Cemetery Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	341.67	68.33	410.00
Travel	Belinda Irons	Z	79.20		79.20
Travel	Belinda Irons	Z	7.50		7.50
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	110.00	22.00	132.00
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	240.00	48.00	288.00
Cemetery Memorial	Cemetery Development Services Ltd	S	1,508.00	301.60	1,809.60
MUGA maintenance	Leach's	S	236.50	47.30	283.80
Asset Maintenance	Brady Corp Ltd	S	371.89	74.38	446.27

Slaughterhouse Maintenance	Cheffins	S	503.60	100.72	604.32
Pavilion deposit reimbursement	South Cambs Lib Dems	Z	200.00		200.00
Total			5,246.79	676.16	5,922.95

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
- E. Bank Transfer:

89.2024 Sports Facilities & Agreements: Cllrs Disley-Stevens & Green

- a) Tennis Club: Agreement: Resolution
- b) MUGA: maintenance: ETC completed surface treatment. 13.03.2024
- c) Tennis Club use of SPC equipment: leaf blower: insurance cover & purchase of brooms @ £45 each.
- d) Notice board: unable to renew documents as locks damaged by persons unknown: new barrels needed
- e) Sports Shed: roller door damaged: quote received to replace:

RESOLUTION: That Stapleford Parish Council herewith agrees the quote received from Advanced Shopfront and Shutters Ltd to supply and install a new roller shutter to the Sports Shed main entrance in the sum of £1,790 (One thousand, seven hundred and ninety pounds) plus VAT

90.2024 Communications:

91.2024 Highways: Cllrs Disley-Stevens

- a) CCC emergency 20mph submission proposed Haverhill Road 20mph on safety grounds: application submitted.
- Consultation: Haverhill Road and Bury Road: 39 for, 5 against.
- 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) CCC Highway Weed control: consultation response re chemical weed control: SPC response supplied
- e) A1301: extension of 30mph to include Dingle Dell: discussion
- f) Sawston Greenway: GCP proposals for Mingle Lane and Church Street: discussion

92.2024 Pavilion Management: Cllr Pett

- a) Pavilion Working Group: report: toilets/ car park / History: request for storage
- b) Pavilion renovations: Scoping Document : circulated to all Councillors in advance of meeting
- c) BT/Openreach: Broadband issue: Discuss whether to continue with a complaint against Openreach.
- d) Car Park :
 - i) New car park area to be installed on existing grassed area: discussion
 - ii) Gate to entrance: discussion

- e) Toilets: new flooring/ plastering: update
- f) CCTV:
 - i) **RESOLUTION: That Stapleford Parish Council herewith agrees to accept the quote from IO Audio Visual Ltd to provide full coverage CCTV, including internal and external views of the Pavilion, car park, MUGA, recreation field and the Sports Shed entrance, in the sum of £15,184.04 (fifteen thousand, one hundred and eighty four pounds 04 pence) plus VAT**
 - ii) **RESOLUTION: That Stapleford Parish Council herewith agrees to accept the quote from IO Audio Visual Ltd to supply the CCTV/ lighting metal pole, including mounting brackets, manufactured by Norbain, to install the four CCTV camera to the car park area in the sum of £350.00 (three hundred and fifty pounds) plus VAT**
 - iii) **RESOLUTION: That Stapleford Parish Council herewith agrees to accept the quote from Morgan Landscapes to dig 0.8m, install a level concrete slab and partly fill the hole with concrete, soil gravel top, to erect the metal pole for the CCTV cameras in the sum of £800.00 (eight hundred pounds) no VAT**
 - iv) **RESOLUTION: That Stapleford Parish Council herewith agrees to accept the quote from Morgan Landscapes to dig two trenches to install electrical cabling from the pavilion to the metal pole and from the corner of the MUGA to the speed indicator sign on Haverhill Road, to supply the CCTV cameras in the car park area in the sum of £1,900.00 (One thousand, nine hundred pounds) no VAT**
- g) Audio Visual System:
- h) WIFI: There is a saving of £500 if the WIFI upgrade, which includes making the BT router a modem, supply and install three internal WIFI access points, two external access points, one Unifi router and 24 port POE switch, is carried out at the same time as the CCTV installation.
- i. **RESOLUTION: That Stapleford Parish Council herewith agrees to accept the quote from IO Audio Visual Ltd to provide increased WIFI connection through the pavilion building and to the recreation field in the sum of £2,003 (Two thousand and three pounds) plus VAT**
- ii. **RESOLUTION: That Stapleford Parish Council herewith agrees to accept the quote from IO Audio Visual Ltd to provide increased WIFI connection through the pavilion building and to the recreation field in the sum of £1,503 (One thousand, five hundred and three pounds) plus VAT if installed at the same time as the CCTV**
- i) Acoustic improvements:
 - i. Acoustic panels to ceiling, or
 - ii. Suspended ceiling with new integrated lights

93.2024

Playground

Works scheduled: time delay to April/May: all low risk items

- 94.2024** 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
- 95.2024** Grounds Maintenance, Environment and Trees:
- a) Meeting with contractor: not achieved
 - b) Removal of litter bins
 - c) Slaughterhouse Garden: Orchard: completed
 - d) Stapleford Tree Project: **RESOLUTION: That Stapleford Parish Council herewith agrees the formation of the Stapleford (Parish Council) Trees Project Committee and the draft Terms of Reference provided to Parish Councillors in advance of the meeting.**
 - e) Stapleford Tree Project Committee: to accept a goodwill gesture from UK Power Networks towards a planting scheme in the village.
RESOLUTION: That Stapleford Parish Council herewith agrees the provision by UK Power Networks of a goodwill gesture to the Stapleford (Parish Council) Trees Project Committee to facilitate tree, hedge and shrub planting at suitable sites around Stapleford village. Financial management to be completed by the Parish Council Clerk as part of the Parish Council accounts.
 - e) Orchard: David Pepperell Community Orchard plaque
 - f) Recreation Ground: perimeter hedge: update
 - g) Grounds Maintenance Contract: to be issued September 2024
 - h) CCC Interim Corporate Woodland and Tree Strategy: SPC actions
 - i) CCC: Public Consultation: Local Nature Recovery Strategy: open to 19th April
<https://forms.office.com/pages/responsepage.aspx?id=ZLMn4x4EUUyC8skGp4-cyXSt5kPbsB1KulY7SHXZq0FUQUhINEhLWEpISjFVVfkwQVVIRTFYWVdHNS4u>
 - j) Installation of bollards to Haverhill Road entrance: update
 - k) Haverhill Road Beech Tree: lift canopy, reduce crown by 30% to prevent overhanging branches on the MUGA: quotes required.
- 96.2024** Section 106 Reports
Art fund: Cllr G Pett:
- 97.2024** 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
Complaints re pressure testing process x 3
Complaint: damage to headstone resulting instability
- 98.2024** Slaughterhouse: Cllr H Kettel:

- Proposals/ Display for Annual Parish Meeting: discussion/decision
 Renovation of sliding door: discussion/ decision
 Renovation of Village Sign : discussion/ decision
- 99.2024** Village Asset Management:
 London Road telephone kiosk: defibrillator & cabinet received; connection to The Circuit. Maintenance regime
 Speed indicator devices: repairs completed to both units. Recommendation to purchase additional equipment to enable a 3rd unit to be installed.
 Bar Lane noticeboard
- 100.2024** Village Weekend: Cllrs Pett, Gatward, French: update
 SUMUP: **RESOLUTION: That Stapleford Parish Council herewith agrees to appoint Cllrs French, Gatward and Pett, plus Members of the Stapleford Village Weekend Committee Ms R Trigg, Mr W French and Mr C Cooper as authorised official users of SUMUP for the purposes of taking income from the Stapleford Village Weekend Event**
- 101.2024** Annual Parish Meeting: Agenda
Chairman's welcome and report
Cambridge Past Present Future: Cambridge 2040/2050 future growth in Cambridgeshire
Neighbourhood Plan: presentation
Jubilee Pavilion refurbishment
Community Rail Partnership Presentation
Refurbishment of the Slaughterhouse
Parish Council vacancies
Public discussion
- 102.2024** 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
- 103.2024** D Day: 6/6/2024: purchase flag: £28.80
Correspondence :
 Resident: Chalk Hill: water abstraction by persons unknown
 Resident: Rangeford Development site: noise complaint
 Resident: Haverhill Road: in a dangerous condition
- 104.2024** Dates of Meetings: 2024
 2nd May (Annual Parish Council Meeting); 7th June; 4th July; 5th September; 3rd October; 7th November; 5th December
 Annual Parish Meeting: 11th April