

STAPLEFORD PARISH COUNCIL

MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL held on THURSDAY 7th March 2024 at 7.00pm In the Jubilee Pavilion, Gog Magog Way, Stapleford

PRESENT: Cllr Gillian Pett (Chair), Cllr Anna Disley-Stevens, Cllr Michelle Green, Cllr Barbara Kettel, Cllr Howard Kettel.

Stapleford Parish Council Clerk: Belinda Irons – Minutes

Cambridgeshire County Council: Cllr Brian Milnes

South Cambs District Council: Cllr Peter Fane

Stapleford & Shelford Neighbourhood Plan: Mrs Jenny Flynn

MEMBERS OF THE PUBLIC: There were 7 members of the public present.

51.2024 Apologies: Cllr Gatward, Cllr Northmore

Absence without apology: none

52.2024 Declaration of Members Interest: No declarations made

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:

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

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. It was reported that Rangeford had a meeting with Street Works to discuss a number of issues including the condition of Haverhill Road. The Parish Council is awaiting an update on the meeting and hope that workable solutions will result.

Noise: including use of vehicle horns: resolved

Neighbour liaison: Rangeford has produced its newsletter which is on its website, and on the Parish Council website. Hard copies are available. CCTV is in process of being installed.

Hedging: the roots of hedging to be retained is reported to be protected by hoarding. Any hedging which fails will be replaced.

Speed limit: Rangeford is pressing for an emergency speed limit as it has agreed current speed is too fast.

Rangeford Site: Light left on overnight: resolved

Bennett Construction: working outside permitted hours: reported to SCDC

Enforcement: ZFKCNXRJ

UKPN: HGVs travelling through village: Both UKPN and Rangeford have made every endeavour to ensure HGVs travel from the A1307 to their respective sites. Both organisations stated that whilst they are doing their best, they have no control once an HGV has left the site.

Road Closures: Both organisations were aiming to coordinate works under the same road closure. However, Street Works has been overwhelmed by road closure applications. Rangeford has advised that it's application has been pushed back and a date has yet to be agreed. Hinton Way will be subject to further road closures with diversions affecting Stapleford. Street Works officers do not appear to understand local road conditions, or requirements of local residents, businesses and services. The Parish Council can only attempt to resolve the issues through negotiation as it is not the Highway Authority.

Facebook complaints: Councillors urged those currently using Facebook to complain about issues in the village, to report their concerns and complaints directly to the Clerk. The Parish Council does require photos ideally with registration numbers of vehicles transgressing the current agreement, and a note of date and time. The Parish Council can then formally raise issues at the joint working meetings and seek resolution. The Parish Council cannot take action on Facebook reports.

Cllr H Kettel advised that the Parish Council meets every two weeks with UK Power Networks, Rangeford, and their respective associates to discuss issues which have been brought to the Parish Council's attention. Cllr H Kettel thanked Cllrs Fane and Milnes for their ongoing support both in the meetings and with their respective Authorities, and commented that the Parish Council had strong confidence in their District and County Councillors.

55.2024

Public Participation Section:

Highways: The Parish Council when responding to the Rangeford planning application and appeal specified that it wanted highway restrictions. This was ignored by the Appeals Inspector.

London Road: Residents requested Parish Council support to achieve speed reduction between Stapleford and Sawston to include properties near the Dernford entrance. Serious hazard concerns were raised with specific examples provided where children are cycling into oncoming traffic. Cllr Milnes advised that the area in question has a history of accidents. Data is required to have any realistic chance of achieving speed reduction which should include daily traffic movements and Police data.

Slaughterhouse: A resident urged the Parish Council to consider retention of the Slaughterhouse for community use. The Chairman advised those present that this will be one of the options for public consideration.

The Tree PH: The Tree is deteriorating, and the boundary treatment is a hazard. Cllr Fane advised that the planning permission has expired. The Clerk advised that SCDC will contact the owner on an informal basis. The Parish Council has written to the owner.

Trees Project: A volunteer group comprising three Parish Councillors plus 17 residents met to discuss moving the project forward. Land ownership is a key consideration and assistance will be required to make contact. The group is seeking support from CCC and SCDC through their respective policies related to biodiversity, tree planting strategies, and saving nature strategy. A survey is planned where people will be able to vote for their favourite village trees. Mrs Flynn commented that Neighbourhood Plan Policy 10 deals with tree management and would be a key document for consideration by the group.

56.2024 Neighbourhood Plan: update: Mrs Jenny Flynn (Chair)
Gt Shelford PC Clerk will send out emails notifying the Regulation 14 consultation will commence 9am on Mon 11th March for 6 weeks. They will go to (a) residents on our contacts database from previous consultations, and landowners contacted in the process of doing the NP (b) local businesses (c) community groups (d) statutory consultees (e) Greater Cambridge Shared Planning. Stapleford Parish Council will be cc'd as this is being done for and on behalf of Stapleford Parish Council (the qualifying body for the NP). Gt Shelford Parish Council Clerk will handle all responses.

This is a very detailed document, with 20 diverse policies which cover issues raised by residents. This consultation provides the opportunity for residents and those with interests in Stapleford and Shelford to comment. All comments will be assessed against criteria, with the potential for changes to be made which may result in the document being redrafted. The document will then be submitted for independent examination. It then goes to referendum with final document being 'made' by South Cambs District Council by the end of 2024. Banners and posters will be erected around the village. Every household will be leafleted.

Whilst the Neighbourhood Plan cannot stop development, it can influence what is built, where. Once made, it carries the same weight as the District Council's Local Plan and the NPPF. Whilst nothing is guaranteed, it provides as much protection for the villages as it is possible to achieve within the current planning framework.

57.2024 Parish Council resignation and vacancies:
Co-option: no applications received.

58.2024 SCDC & CCC Councillors reports
Cllr Fane:
Local Plan: The Local Plan is subject to further delays.

SCDC Budget: Full Council agreed a £5.00 increase to Council Tax, which increases Band D costs to £171.

Cambridge 2040: Cllrs Fane and Milnes provided their respective views on the potential impacts of Cambridge 2040 and potential impacts on the Green Belt. There is a serious lack of detail from Central Government, and Councillors made it clear that comments were their personal views.

CCC Budget: Cllr Milnes advised that the County Council budget is on track to cover the deficit.

Highways: More money is to be spent on highways, but it is difficult to achieve action.

Councillors raised the issue of pot holes and why the substrates are failing. Also under discussion were TTROs. Cllr Milnes advised that the County Council does not want to go to the expense of resurfacing only to have a utility company dig it up a few weeks later. It is critical that Street Works balance best value against needs.

Sawston Greenway: mixed messages are being sent out by Street Works. The GCP wants to progress its scheme but there are conflicting road closures on many roads. Councillors have very limited influence on the process. This scheme resurfaces the worst roads in the village.

Cllr Pett commented that issues surrounding parking at the Church need to be resolved before work commences. The current schedule requires further road closure and reengineering works to be completed in Church Street near the shop. No report on the GCP consultation undertaken in December 2022 has been made public.

CSET: Cllr H Kettel asked Cllr Milnes if the GCP will review the cheaper option proposed by Better Ways 4 Busways Group and given the Phase 4 Addenbrookes scheme is progressing? Cllr Milnes responded the scheme has already been costed.

59.2024 Gt Shelford & Stapleford Joint Issues:

a) Caretaker: Cllr G Pett: Gt Shelford has yet to appoint. The joint Chairmen meeting was postponed due to a clash of meetings.

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: *no objection*

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. *No objection*

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

T8: Fell Cherry: *Application lacks detail why the Cherry needs to be felled. SPC recommends at least one replacement to be planted.*

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) *No objection*

24/0241/TTCA: 30 Mingle Lane, Stapleford: T1: Silver Birch: fell: *Application lacks detail why the Silver Birch needs to be felled. SPC recommend at least one replacement to be planted*

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. *No objection*

Enforcement: EN/00078/24: 8 Gog Magog Way, Stapleford: removal of hedge in the Conservation Area: *No update received from SCDC*

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. SCDC will make contact with the owner.

Tree Preservation Orders: trees for consideration: recommendation. Cllr Disley-Stevens commented that the Ash trees near the Granary were professionally pollarded in line with national guidance.

Cambridge 2040: discussion: Cllr Fane advised that if a development corporation is appointed, the District Council will not be able to take decisions on what may be proposed. There are no indications where potential sites for development may be. The document from Michael Gove MP is short on detail. Cllr Fane highlighted areas which need consideration including where development is to go, impact on water resources, City centre congestion and management, contradictory statements regarding the Green Belt, and whether development will fund East West Rail. Delivery of the plan is questionable given the short time frame to the next General Election. However, it is unlikely that a Labour Government would change proposed development around Cambridge.

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 January 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 February:

Description	Supplier		VAT Type		Net
Administration	BT Group plc	S	41.92	8.38	50.30
Salary	Belinda Irons	Z	1,012.16		1,012.16
Salary	Kerry Byrne	Z	144.00		144.00
PAYE & NICs	HMRC	Z	405.10		405.10
Pavilion cleaning	SF Cleaning Services Ltd	Z	450.00		450.00
Pavilion cleaning	Open Air Film & Chill Ltd	S	1,320.00	264.00	1,584.00
Administration	James Todd & Co Ltd	S	28.60	5.72	34.32
Street Light Electricity	Total Energies G & P	L	6.85	0.34	7.19
Village Weekend	Trigg R	Z	116.40		116.40
Speed Indicator Device	TWM Traffic Control	S	850.00	170.00	1,020.00
Administration	Hallmaster	S	220.83	44.17	265.00
Pavilion deposit reimbursement	Lawrence A	Z	200.00		200.00
Clerk Mobile Phone	Three t/a H3G Collections	S	10.00	2.00	12.00
Slaughterhouse Electricity	British Gas Trading	L	15.69	0.78	16.47
Total			4,821.55	495.39	5,316.94

RESOLUTION: 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 H Kettel. AGREED AND RESOLVED UNANIMOUSLY

C. Signatories update: ongoing

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

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

- E. Bank Transfer:
RESOLUTION: *That Stapleford Parish Council herewith agrees to transfer £10,000.00 (ten thousand pounds) from Unity account to Sapphire Account* PROPOSED: Cllr Pett, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY

62.2024 Sports Facilities & Agreements: Cllrs Disley-Stevens & Green

a) Tennis Club: Agreement: a meeting took place between Cllrs Disley-Stevens, H Kettel and members of the Tennis Club. Cllr Disley-Stevens will provide a written report next week.

It was agreed at that meeting that the Tennis Club would pay a peppercorn rent for the 2024/2025 year as a new agreement cannot be resolved and implemented before July 2024. Cllr Disley-Stevens will review other management options and report back to the Parish Council.

Outstanding payment: Tennis Club will decide what it believes to be a fair charge.

b) MUGA: maintenance: ETC inspection will take place on the 13th March with the first treatment applied. Cllr H Kettel commented that there is a concern regarding responsibility for routine maintenance going forward. All income received is swallowed by maintenance costs. The proposal would be that Tennis Club would pay a peppercorn rent but then they will manage maintenance. There is potential for a hybrid sports group to take over management and maintenance. Cllrs Green and Disley-Stevens will manage bookings until any alternative agreement is reached.

The Chairman changed the running order the meeting:

65.2024 Highways: Cllrs Disley-Stevens

a) CCC emergency 20mph submission proposed Haverhill Road 20mph on safety grounds: application submitted. A poll is in process of properties on Haverhill Road and Bury Road, with notification on the Parish Council website.

66.2024 Pavilion Management: Cllr Pett

a) Pavilion Working Group: report: toilets: Councillors agreed the toilets need to be refurbished as they are to remain in situ when the pavilion renovation takes place. Quotes are to be obtained regarding plastering and flooring.

b) Pavilion renovations: Scoping Document: Cllr H Kettel advised that this is highly important process which needs urgent progress. It was agreed that the

Parish Council would hold a meeting to discuss options with the Pavilion Committee at a date to be agreed.

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

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

The Chairman moved to close the meeting immediately as Cllrs Kettel left the meeting due to ill health and the meeting would no longer be quorate.

Meeting closed at 9.15pm