

STAPLEFORD PARISH COUNCIL

NOTICE OF PARISH COUNCIL MEETING

To Members of Stapleford Parish Council

You are hereby summoned to attend the **ANNUAL MEETING OF STAPLEFORD PARISH COUNCIL** on to be held on **THURSDAY 2nd MAY 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
25th April 2024

AGENDA

- 105.2024** Election of Chairman & signing acceptance of office
- 106.2024** Apologies
Absence without apology
- 107.2024** 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
- 108.2024** Minutes of the previous meeting:
a) RESOLUTION: That Stapleford Parish Council herewith agree the minutes of the Parish Council meeting held on the 4th April 2024
b) RESOLUTION: That Stapleford Parish Council herewith agrees the minutes of the Stapleford Annual Parish Meeting held on the 11th April 2024
- 109.2024** Election of Vice-Chairman
- 110.2024** Magog Trust: update on Countryside Park progress
- 111.2024** Parish Council vacancies: Co-option:
- 112.2024** 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
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 CCC action requested.
Neighbour liaison
Speed limit
Bennett Construction: working outside permitted hours: reported to SCDC
UKPN: HGVs travelling through village
UKPN: goodwill gesture from UK Power Networks towards a planting scheme in the village: received with thanks.
- 113.2024** 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

114.2024 Neighbourhood Plan: update: Mrs Jenny Flynn (Chair)

Regulation 14 consultation

115.2024 SCDC & CCC Councillors reports

116.2024 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

117.2024 Planning applications:

24/01190/S73: REF. 22/04303/REM AT LAND BETWEEN HAVERHILL ROAD AND HINTON WAY, STAPLEFORD SECTION S73 (VARIATION OF CONDITIONS 1 & 2)

24/01424/HFUL: 26 Priams Way, Stapleford

Two storey side and rear extensions, single storey front and rear extensions. Solar panels on the front roof elevations and Velux rooflight for the side roof elevation.

24/0378/TTCA: 6 Gog Magog Way, Stapleford: T1 Ash: dead: fell

24/0399/TTPO: Stapleford Granary: Monolithing of both T1 and T2 to 5m, to be retained as habitat.

24/0449/TTPO: 2a Dukes Meadow, Stapleford

T1 Apple within group TPO: tree is heavily suppressed by adjacent trees causing excess shading and unbalanced crown. Client to replant with several new fruit trees in more favourable positions. Recommendation to fell.

24/0452/TTPO: 2 St Andrews Close, Stapleford

Beech - reduce height and spread on all sides by 1.5m back to previous pruning points and shape round.

Reasons - maintain Beech in appropriate size for location. Spreading over adjacent gardens.

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

Submission of details required by condition 4 (lighting design strategy for biodiversity) of planning permission 21/02851/FUL

23/03641/CONDA: Galewood, Hinton Way, Gt Shelford:

Submission of details required by conditions 3(a) (render), (b) (aluminium frame), (c) (roof tile), (d) (glazing) and 4 (joinery) of Listed Building Consent 23/03641/LBC

23/03440/CONDA: Galewood, Hinton Way, St Shelford

Submission of details required by condition 3 (arboricultural method statement and tree protection strategy) of planning permission 23/03640/HFUL

23/03060/CONDA: 2 Priams Way, Stapleford

Submission of details required by condition 4 (Contractor Parking) of planning permission 23/03060/HFUL

23/03292/CONDB: The House on the Hill. Hinton Way, Gt Shelford
Submission of details required by condition 3 (Surface Water Drainage) of planning permission 23/03292/HFUL

24/01058/CLUED: Dingle Dell, Cambridge Road, Stapleford
Certificate of lawfulness under S191 for the existing 6 outbuildings

Other planning issues:

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

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

Tree Preservation Orders: trees for consideration

Cambridge 2050 & The Cambridge Delivery Group

a) Haverhill Railway

b) Water

c) Green Belt

118.2024

Finance

Bank Reconciliation at 31/03/2024

Cash in Hand 01/04/2023 227,562.39

ADD

Receipts 01/04/2023 - 31/03/2024 145,316.94
372,879.33

SUBTRACT

Payments 01/04/2023 - 31/03/2024 97,795.18

A Cash in Hand 31/03/2024 275,084.15 (per Cash Book)

Cash in hand per Bank Statements

Petty Cash 31/03/2024 0.00

Unity Bank 31/03/2024 191,735.28

Lloyds Current 25/03/2024 10,761.14

Cambridge BS Hallmark 31/03/2024 56,585.66

Cambridge BS Sapphire 31/03/2024 15,717.19

Long Term Stocks & Bonds 31/03/2024 0.00

Lloyds 2 Account 28/03/2024 284.88

275,084.15 B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 275,084.15

A = B Checks out OK

A. **Bank Reconciliation at 31/03/2024**

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

B. Payments for April:

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:

119.2024

Sports Facilities & Agreements: Cllrs Disley-Stevens & Green

- a) Tennis Club: Agreement: Resolution
- b) MUGA: maintenance: ETC surface treatment due June 2024
- c) Tennis Club: recommend 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: update
- f) Stapleford Cricket Club & Stapleford Phoenix Cricket Club licence agreement: **RESOLUTION: that Stapleford Parish Council herewith agrees that the fee for the season 2024 is set at £50 per match to include use of the toilets, and the total fee is set following provision of the fixtures lists from Stapleford Cricket Club and Stapleford Phoenix Cricket Club with no further alterations.**
- g) Cricket Club request to affix an electronic score board to the pavilion wall
- h) Fuel storage
- i) MUGA: Leaf blower: use by Tennis Club: discussion

120.2024

Communications:

121.2024

Highways: Cllrs Disley-Stevens

- a) CCC emergency 20mph submission proposed Haverhill Road 20mph on safety grounds: application 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. Issue for CCC
RESOLUTION: That Stapleford Parish Council herewith agrees to make application to Cambridgeshire County Council to extend the current speed restriction on Haverhill Road to include the Strawberry Fields development
- d) Sawston Greenway:
 - i) GCP proposals for Mingle Lane and Church Street: update.
 - ii) Parishioner recommendations received by email: discussions/decision
- e) TTRO: Church Street: road closure to lay cables 03/06/2024 – 14/06/2024
- f) TTRO: Babraham Road: Crack sealing Carriageway Works. 10 Nights 8pm to 5am . Between Hinxtton Roundabout and Wandlebury Park: Dates to be advised
- g) Haverhill Road closure

122.2024

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: complaint against Openreach.
- d) Car Park : New car park area to be installed on existing grassed area: discussion

- e) Electric Vehicle Charging: CCC fully funded provision and installation for three units/6 charging points
Requirement: free overnight car parking & minimum 15 year period
- f) Toilets: new flooring/ plastering: update
- g) CCTV: update on installation
- h) Audio Visual System: update
- i) WIFI: update on installation
- j) Acoustic improvements: Suspended ceiling with new integrated lights: update

123.2024 Playground

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

124.2024 CSET & East West Rail: Cllr H Kettel:

125.2024 Grounds Maintenance, Environment and Trees:

- a) Stapleford Tree Project Committee: update
- b) Orchard: David Pepperell Community Orchard plaque
- c) Recreation Ground: perimeter hedge: update
- d) Haverhill Road Beech Tree: lift canopy, reduce crown by 30% to prevent overhanging branches on the MUGA: quotes required.
- e) Willd Flower areas: **RESOLUTION: That Stapleford Parish Council herewith agrees to purchase suitable fencing product to protect the wildflower areas on Haverhill Road (recreation ground side) to prevent sports access, entrance to the Pavilion, and to prevent access whilst works are undertaken. Recommended three roles of green barrier safety fencing and supports at £131 including VAT from Premier Fencing**

126.2024 Cemetery:

- a) Pressure testing headstones: notice posted/ owners contacted
- b) Rubbish and vegetation heap next to a grave: removal update
- c) Complaint: damage to headstone resulting instability: update

127.2024 Slaughterhouse: Cllr H Kettel:

128.2024 Village Asset Management:

London Road telephone kiosk: defibrillator & cabinet received;

129.2024 Village Weekend: Cllrs Pett, Gatward, French: update

130.2024 Annual Parish Meeting: Matters arising

Sawston Greenway: considered unlawful
Slaughterhouse: retain as community facility
Collier Field: secure entrance
Haverhill Road: dangerous
The Tree PH: dangerous hoarding/ falling into disrepair

131.2024 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

132.2024 Handyperson/ Caretaker position: update

133.2024 Correspondence :

134.2024 Dates of Meetings: 2024 Date changes

2nd May (Annual Parish Council Meeting); 13th June; 18th July; 12th
September; 3rd October; 7th November; 5th December
Annual Parish Meeting: 11th April