

# 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 13<sup>th</sup> June 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  
5<sup>th</sup> June 2024

## AGENDA

- 135.2024** Apologies  
Absence without apology
- 136.2024** 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
- 137.2024** Minutes of the previous meeting:  
**RESOLUTION: That Stapleford Parish Council herewith agree the minutes of the Annual Parish Council meeting held on the 2<sup>nd</sup> May 2024**
- 138.2024** Parish Council vacancies: Co-option:
- 139.2024** Power Networks & Rangeford: Haverhill Road utilities work: update  
Joint Working Group with UK Power Networks and Rangeford: Issues:
- 140.2024** 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
- 141.2024** Neighbourhood Plan: update: Mrs Jenny Flynn (Chair)  
Regulation 14 consultation
- 142.2024** SCDC & CCC Councillors reports
- 143.2024** Gt Shelford & Stapleford Joint Issues:
- 144.2024** Planning applications:  
**24/01958/HFUL:** Galewood Lodge, Haverhill Road, Stapleford  
Construction of 11 x 7.5m swimming pond  
**24/02134/PRIOR:** 51 London Road, Stapleford  
Demolition of existing building at 51 London Road (Grainger Motor Group)  
**24/02087/HFUL:** 2 Joscelynes, Stapleford

Demolition of existing garage. Two storey side and single storey side extensions, canopy to front door and associated works.

**24/02124/HFUL:** 1 Hawthorne Road, Stapleford

Install air source heat pump to side elevation

**24/01808/S73:** 62 London Road, Stapleford:

S73 to vary condition 4 (Occupation) of planning permission S/1790/17/FL (Conversion & extension to garage to form annexe for parents) to allow use as rental accommodation

**23/03060/NMA:** 2 Priams Way, Stapleford

Non-material amendment to 23/03060/HFUL: pitched roof to flat roof, retention of side window and modification of position, size and configuration of windows on dwelling & garage, change materials of windows and garage roof tiles

**24/0506/TTPO:** 28 Mingle Lane, Stapleford

T1 Line: dead – fell urgently

**22/04303/CONDH:** Land between Haverhill Road & Hinton Way, Stapleford

Submission of details required by condition 7 (green biodiverse roof(s) of Reserved Matters application 22/04303/REM

**22/04303/CONDG:** Land between Haverhill Road & Hinton Way, Stapleford

Submission of details required by condition 10 (bird & bat box) of Reserved Matters application 22/04303/REM

**24/01670/HFUL:** 11 Gog Magog Way, Stapleford

Single storey outbuilding with open canopy in rear garden (retrospective)

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: With SCDC planning for resolution

**Tree Preservation Orders:** trees for consideration

**Cambridge 2050 & The Cambridge Delivery Group**

a) Haverhill Railway

b) Water

c) Green Belt

145.2024

Resolutions:

a) Tree work: Quotations:

Town & Country Tree Surgery: £2,200

Shelford Tree Services: £1,325

Brookfield: no quote received

**RESOLUTION: That Stapleford Parish Council herewith appoints Shelford Tree Services to manage trees around the MUGA in the sum of £1,325 (one thousand, three hundred and twenty five pounds)**

b) SCDC grant for environmental improvements:

**RESOLUTION: That Stapleford Parish Council herewith agrees to apply to SCDC for £15,000 grant to improve environments on land in Parish Council ownership which includes i) install new hedging to perimeter of Stapleford Recreation Field ii) install 3 new trees on Haverhill Road to replace the ones lost, and iii) further consideration of improvements to and surrounding the car park area at the Jubilee Pavilion**

- c) Benches  
**RESOLUTION: That Stapleford Parish Council herewith agrees Mr Bill French be appointed to repair benches with costs to be agreed**
- d) BT & Openreach: formal complaint  
**RESOLUTION: That Stapleford Parish Council herewith agrees to make a formal written complaint to BT and Openreach for lack of safe provision of fibre cable to the Jubilee Pavilion**
- e) Tennis:
- i. **RESOLUTION: That Stapleford Parish Council agrees to purchase a bespoke broom as recommended by Stapleford Tennis Club in the sum of £45 plus VAT**
  - ii. **RESOLUTION: That Stapleford Parish Council herewith agrees Stapleford Tennis Club is permitted to use the leaf blower as necessary provided Stapleford Tennis Club insures to use**
  - iii. **RESOLUTION: That Stapleford Parish Council herewith agrees that Stapleford Parish Council agrees an interim agreement for the year commencing 1<sup>st</sup> July 2024, that Stapleford Tennis Club is charged a £1.00 peppercorn rent, ensures that all maintenance is completed and paid, and that all Pay 2Play funds are retained by Stapleford Tennis Club. Stapleford Tennis Club commits to reimburse Stapleford Parish Council for maintenance costs, and reserves any profits from hire fees to go toward replacement of the MUGA surface. Long term agreement is to be progressed by Cllr Disley-Stevens with a proposal presented by 1<sup>st</sup> January 2025**
- f) Governance
- i. **RESOLUTION: That Stapleford Parish Council herewith agrees and adopts the revised Standing Orders, new NALC model Financial Regulations, and revised Risk Assessment Policy Documents provided to Councillors in advance of the meeting by email**
  - ii. **RESOLUTION: That Stapleford Parish Council herewith reviews and adopts the Stapleford Biodiversity Policy.**
- g) Village Sign:  
**RESOLUTION: That Stapleford Parish Council herewith agrees that a volunteer be supported in renovation of the Village Sign with all costs and materials supplied by Stapleford Parish Council. The sign is to be re-sited at the Jubilee Pavilion.**

146.2024

Finance

**Bank Reconciliation at 31/05/2024**

Cash in Hand 01/04/2024	275,084.15
ADD Receipts 01/04/2024 - 31/05/2024	65,006.82
	340,090.97
SUBTRACT Payments 01/04/2024 - 31/05/2024	29,015.06
A Cash in Hand 31/05/2024	<b>311,075.91 (per Cash Book)</b>

Cash in hand per Bank Statements	
Petty Cash 31/05/2024	0.00
Unity Bank 31/05/2024	227,960.62
Current 24/05/2024	10,649.04
Hallmark 31/05/2024	56,585.66
Sapphire 31/05/2024	15,717.19
Long Term Stocks & Bonds 31/05/2024	0.00
2 Account 01/05/2024	285.17
	311,197.68 B
Less unrepresented payments	121.77
Plus unrepresented receipts	
Adjusted Bank Balance	311,075.91
	<b>311,075.91</b>
	<b>A = B Checks out OK</b>

**A. Bank Reconciliation at 31/05/2024**

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

**B. Payments for May:**

<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>		<b>VAT Type</b>	<b>gross</b>
Salary	Belinda Irons	Z	1,017.81		1,017.81
Salary	Kerry Byrne	Z	108.00		108.00
PAYE & NICs	HMRC	Z	387.05		387.05
Clerk Pension	NEST Pension	Z	56.05		56.05
Audit	LGS Services	S	155.00	31.00	186.00
Administration	James Todd & Co Ltd	S	31.25	6.25	37.50
Pavilion cleaning	SF Cleaning Services Ltd	Z	450.00		450.00
Pavilion consumables	Gillian Pett	Z	107.77		107.77
CCTV	IO Audio Visual Ltd	S	12,865.28	2,573.06	15,438.34
Administration	Netwise UK	S	12.07	2.41	14.48
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
Pavilion consumables	Gillian Pett	Z	4.50		4.50
Village Weekend	New Print Ltd	Z	66.00		66.00
Village Weekend	Open Air Film & Chill Ltd	S	2,365.00	473.00	2,838.00
Cemetery Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	341.67	68.33	410.00
Pavilion consumables	Gillian Pett	Z	9.50		9.50
Pavilion deposit reimbursement	Irving H & D	Z	200.00		200.00
Grounds Maintenance	Premier Barriers	S	109.90	21.98	131.88
Street Light Electricity	Total Energies G & P	L	6.82	0.34	7.16
Slaughterhouse Electricity	British Gas Trading	L	13.46	0.67	14.13
Administration	Three t/a H3G Collections	S	10.44	2.09	12.53



***take appropriate action to ensure any recommendations are implemented.***

- ii. **PROPOSAL: That Stapleford Parish Council herewith review the effectiveness of the system of financial controls and make recommendations to ensure all risk is minimised**
- iii. **PROPOSAL: That Stapleford Parish Council herewith agrees by resolution to ensure the electorate is able to exercise its public right to inspect the Parish Council accounts for a single period of 30 working days commencing Monday 17 June to 26 July 2024**
- iv. **PROPOSAL: That Stapleford Parish Council herewith review and agrees by resolution the Annual Governance Statement for 2023/24**
- v. **PROPOSAL: That Stapleford Parish Council herewith agrees by resolution the Accounting Statement for 2023/24**

D. Signatories update

E. Saffron Building Society

F. Bank Transfer:

**147.2024**

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: additional complaint against Openreach: cabling installed into a tree. Cllr French update.
- 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

**148.2024**

Sports Facilities & Agreements: Cllrs Disley-Stevens & Green

- a) Tennis Club: Agreement: update
- b) MUGA: maintenance: ETC surface treatment due June 2024
- c) Notice board: unable to renew documents as locks damaged by persons unknown: new barrels needed
- d) Sports Shed: roller door damaged: update

- e) Stapleford Cricket Club & Stapleford Phoenix Cricket Club licence agreement:
  - f) Cricket Club request to affix an electronic score board to the pavilion wall
  - g) Fuel storage
- 149.2024** Community:  
Spar Shop: self-watering planter as barrier protection: suggestion that SPC take over planting and management following installation by SCDC  
Gog Magog Way: tree management
- 150.2024** 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
  - 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 Hinxton Roundabout and Wandlebury Park: Dates to be advised
  - g) Haverhill Road closure
  - h) London Road/Cambridge Road footway/ cycleway: vegetation management: responsibility of CCC
- 151.2024** Playground  
Works scheduled: time delay to April/May: all low risk items
- 152.2024** CSET & East West Rail: Cllr H Kettel:
- 153.2024** Grounds Maintenance, Environment and Trees:
- a) UK Power Networks: restitution payment: discussion
  - b) Stapleford Tree Project Committee: update
  - c) Orchard: David Pepperell Community Orchard plaque
  - d) Verge mowing: frequency to be agreed
- 154.2024** 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
- 155.2024** Slaughterhouse: Cllr H Kettel:
- 156.2024** Village Asset Management:  
London Road telephone kiosk: defibrillator & cabinet received;
- 157.2024** Village Weekend: Cllrs Pett, Gatward, French: update
- 158.2024** Handyperson/ Caretaker position: update
- 159.2024** Correspondence :  
SCDC: Parish Liaison meeting: 11.09.2024 6pm
- 160.2024** Dates of Meetings: 2024 Date changes  
Monday 22<sup>nd</sup> July; 12<sup>th</sup> September; 3<sup>rd</sup> October; 7<sup>th</sup> November; 5<sup>th</sup> December