

# 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 **MONDAY 22<sup>ND</sup> JULY 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  
16<sup>th</sup> July 2024

## AGENDA

- 161.2024** Apologies  
Absence without apology
- 162.2024** 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
- 163.2024** Minutes of the previous meeting:  
**RESOLUTION: That Stapleford Parish Council herewith agree the minutes of the Annual Parish Council meeting held on the 13<sup>th</sup> June 2024**
- 164.2024** Parish Council vacancies: Co-option:
- 165.2024** Power Networks & Rangeford: Haverhill Road utilities work: update  
Joint Working Group with UK Power Networks and Rangeford: Issues:
- 166.2024** 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
- 167.2024** Neighbourhood Plan: Mrs Jenny Flynn (Chair)  
Regulation 14 consultation update
- 168.2024** SCDC & CCC Councillors reports
- 169.2024** Gt Shelford & Stapleford Joint Issues:
- 170.2024** Planning applications:  
**24/02373/S73** 33 Bar Lane  
S73 to vary condition 2 (drawings) of ref: S/4426/17/FL (Demolition of existing house and erection of one replacement dwelling and two new dwellings).  
Note: permission granted 2018.  
**24/01808/S73** 62 London Road, Stapleford

S73 to vary wording of condition 4 (Occupation) of planning permission S/1790/17/FL (Conversion and extension to garage to form annexe for parents)

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

171.2024

Resolutions:

a) **CCTV:** maintenance contract: Cllr French

Option 1: Site visit/ remote support within 3 working days: £450.00

Option 2: as above but with 24 hour support: £900.00

**RESOLUTION: That Stapleford Parish Council herewith agrees to appoint IO AV Ltd to complete annual CCTV maintenance in the sum of £450 per annum plus VAT**

b) Slaughterhouse Orchard, and recreation field hedging: Mulch: Cllr French

**RESOLUTION: That Stapleford Parish Council herewith agrees to purchase mulch to be applied around the trees in the Slaughterhouse Garden Orchard and hedging around the recreation field in the sum of £73.33 plus VAT**

172.2024

Finance

**A. Bank Reconciliation at 30/06/2024**

Cash in Hand 01/04/2024	275,084.15
ADD Receipts 01/04/2024 - 30/06/2024	72,105.74
	347,189.89
SUBTRACT Payments 01/04/2024 - 30/06/2024	50,286.48
A Cash in Hand 30/06/2024	<b>296,903.41</b> (per Cash Book)

Cash in hand per Bank Statements

Petty Cash 30/06/2024	0.00
Unity Bank 30/06/2024	212,763.74
Current 25/06/2024	10,592.99
BS Hallmark 30/06/2024	57,401.00
BS Sapphire 30/06/2024	15,943.84
Long Term Stocks & Bonds 30/06/2024	0.00
2 Account 30/06/2024	285.80
	296,987.37
B Less unpresented payments	83.96
Plus unpresented receipts	
Adjusted Bank Balance	<b>296,903.41</b>

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

B. Payments:

Payments to 30<sup>th</sup> June 2024

Description	Supplier		VAT Type		Net
Salary	Belinda Irons	Z	1,017.81		1,017.81
Salary	Kerry Byrne	Z	140.50		140.50
Salary	HMRC	Z	398.45		398.45
Pavilion cleaning	SF Cleaning Services Ltd	Z	400.00		400.00
Travel	Kerry Byrne	Z	12.60		12.60
TV Licence	TV Licencing A/C 3668177654	Z	169.50		169.50
CCTV	Morgan Landscapes	Z	3,080.00		3,080.00
Administration	James Todd & Co Ltd	S	31.25	6.25	37.50
Administration	Scribe Accounting Systems	S	777.60	155.52	933.12
Play inspection	Playsafety Ltd	S	254.00	50.80	304.80
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	90.00	18.00	108.00
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	90.00	18.00	108.00
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
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	30.00	6.00	36.00
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	30.00	6.00	36.00
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	341.67	68.33	410.00
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	380.00	76.00	456.00
Village Weekend	The Raptor Foundation	Z	190.00		190.00
Village Weekend	MHC Events Ltd	S	453.00	90.60	543.60
MUGA maintenance	Acucert Ltd	S	495.00	99.00	594.00
Clerk Pension	NEST Pension	Z	56.05		56.05
Grounds Maintenance	Matthew French	Z	1,042.56		1,042.56
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	90.00	18.00	108.00
Street Light Electricity	Total Energies G & P	L	6.60	0.33	6.93
Village Weekend	New Print Ltd	S	908.50	181.70	1,090.20
Tree Project	New Print Ltd	Z	149.99		149.99
Neighbourhood Plan	Great Shelford Parish Council	Z	5,000.00		5,000.00
Pavilion maintenance	Cambridge Security Services Ltd	S	160.00	32.00	192.00
Village Weekend	Kids Karts	Z	480.00		480.00
Slaughterhouse Electricity	British Gas Trading	L	14.05	0.70	14.75
Administration	Three t/a H3G Collections	S	10.44	2.09	12.53
Pavilion deposit reimbursement	Canet A	Z	200.00		200.00
Village Weekend	Marquees of Wisbech Ltd t/a Royal Marquees	Z	3,274.00		3,274.00
Village Weekend	Mick's Deckchairs	Z	400.00		400.00
Administration	BT Group plc	S	38.81	7.76	46.57

Village Weekend	Trigg R	Z	83.96		83.96
Administration	Unity Bank	Z	18.00		18.00
<b>Total</b>			<b>20,414.34</b>	<b>857.08</b>	<b>21,271.42</b>

### Payments to 12<sup>th</sup> July 2024

Description	Supplier		VAT Type		Net
Administration	James Todd & Co Ltd	S	31.25	6.25	37.50
Play inspection	Broadmead Leisure Ltd	S	120.00	24.00	144.00
Village Weekend	Day One Training	S	225.00	45.00	270.00
Village Weekend	Executive UK Group Ltd	S	624.00	124.80	748.80
Village Weekend	Royston Town Band	Z	300.00		300.00
Village Weekend	Lamos Tsakardanos Ocean Free Fish & Chips	Z	1,180.00		1,180.00
MUGA maintenance	ETC Sports Surfaces	S	412.50	82.50	495.00
Courses & Training	City of Ely Council	S	265.00	53.00	318.00
Salary	Belinda Irons	Z	1,017.61		1,017.61
Salary	Kerry Byrne	Z	129.60		129.60
PAYE & NICs	HMRC	Z	396.05		396.05
Travel	Belinda Irons	Z	19.80		19.80
Travel	Belinda Irons	Z	29.70		29.70
Travel	Belinda Irons	Z	19.80		19.80
Travel	Kerry Byrne	Z	6.30		6.30
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	90.00	18.00	108.00
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	90.00	18.00	108.00
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	20.00	4.00	24.00
Cemetery Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	341.67	68.33	410.00
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	280.00	56.00	336.00
Village Weekend	Open Air Film & Chill Ltd	S	96.00	19.20	115.20
Village Weekend	Belinda Irons	Z	21.00		21.00
Pavilion cleaning	SF Cleaning Services Ltd	Z	400.00		400.00
Grounds Maintenance	Shelford Tree Services Ltd	S	925.00	185.00	1,110.00
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	70.00	14.00	84.00
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	90.00	18.00	108.00
Grounds Maintenance	Herts & Cambs Grounds Maintenance Ltd	S	30.00	6.00	36.00
Street Light Electricity	Total Energies G & P	L	6.82	0.34	7.16
Pavilion deposit reimbursement	Strange SJ	Z	200.00		200.00
CCTV	IO Audio Visual Ltd	S	4,171.76	834.35	5,006.11
CCTV	RJH Carpentry & Joinery	Z	450.00		450.00
<b>Total</b>			<b>12,058.86</b>	<b>1,576.77</b>	<b>13,635.63</b>

**RESOLUTION: *That Stapleford Parish Council herewith agrees the payments presented on the schedule provided to Councillors by email in advance of the meeting***

- C. **Audit:** Documents submitted to PKF Littlejohn
- D. Signatories update: Cllrs Pett, H Kettel, M Gatward, M Green, J Northmore.

E. Saffron Building Society

- F. Unity Trust Bank: instant access savings account: **RESOLUTION: *That Stapleford Parish Council herewith agrees to open a Unity Trust Bank Instant Access Savings Account to enable better interest rates to be achieved on the current account.***

**173.2024**

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. WIFI operating
- d) Car Park : New car park area to be installed on existing grassed area: discussion
- e) Toilets: new flooring: update
- f) CCTV: installation complete. Warning signs installed. CCTV policy updated ANPR operating: data available to support grant application for car park improvements
- g) Audio Visual System: update
- h) WIFI: installation completion
- i) Acoustic improvements: Suspended ceiling with new integrated lights: update

**174.2024**

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

**175.2024**

Community:

- a. CCC Consultation: Community Energy Plan: open to 16<sup>th</sup> September 2024
  - b. R Bailey MP: Bill: Support requested for independent safety testing lithium batteries for e-bikes and e-scooters, regulation for safe disposal of lithium batteries and address fire risk related to disposal of lithium batteries
- <https://consultcamb.s.gov.uk/engagementhq.com/community-energy-project>

c. Festive street lighting (Christmas): Cllr French:

- i. Gog Magog Way/Bar Lane Triangle: land ownership not clarified
- ii. Electrical connection: suggested to nearby lighting column:
- iii. Lights: recommendation: commercial outdoor design LED
- iv. Spar Shop: recommendation for Christmas Tree to be sponsored by SPC
- v. Trees around the Pavilion and recreation ground
- vi) Quote
- vii) Discussion/ Decision

**176.2024**

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:
- 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
- h) London Road/Cambridge Road footway/ cycleway: vegetation management: responsibility of CCC

**177.2024**

Playground

Works scheduled: time delay to June:

**178.2024**

CSET & East West Rail: Cllr H Kettel:

**179.2024**

Grounds Maintenance, Environment and Trees:

a) UK Power Networks: restitution payment:	
Spend to date on environmental improvements in Stapleford:	
Supply Hornbeam & Privet: Slaughterhouse Garden & Haverhill Road	£1042.56
Wild Flower Meadow: various locations:	£2,840.00
Barrier netting for above:	£109.00
Slaughterhouse Garden Orchard:	£439.00
Tree surgery including TPO Beech Tree	£925.00
<u>Total expenditure to date</u>	<u>£5,355.56</u>

- b) Stapleford Tree Project Committee: update
- c) Orchard: David Pepperell Community Orchard plaque
- d) Verge mowing: frequency to be agreed
- e) CCC: commencing highways chemical weed treatment
- f) Ragwort: Parish Council decision on management.
- g) Trees:
  - i) Beech tree on Haverhill Road: some work completed. Remaining work to be completed once TPO agreed. Vote of thanks to Cllr Milnes
  - ii) Recreation Ground tree work completed in advance of Village Weekend.
- h) Hedge planting: decision:
  - i. Area behind Pavilion: evergreen or mixed native?
  - ii. Area behind Pavilion is overgrown: suggestion to spray off

- iii. Hedge planting on Haverhill Road completed by the Stapleford Tree Project for compliance with Planning conditions related to MUGA
- iv. Hedge planting: not recommended around MUGA due to root invasion to surface

180.2024

Cemetery:

- a) Rubbish and vegetation heap next to a grave: removal update
- b) Application for a bench: decision
- c) Numbering: securing numbering system eg wooden post or metal post: decision:

181.2024

Slaughterhouse: Cllr H Kettel:

182.2024

Village Asset Management:

London Road telephone kiosk: defibrillator & cabinet swapped with Rangeford unit; Cllr Gatward update

183.2024

Village Weekend: Cllrs Pett, Gatward, French: update

184.2024

Handyperson/ Caretaker position: workload to be reviewed and advertised accordingly

185.2024

Correspondence :

Residents: The Tree PH: hoarding danger: reported to SCDC: in probate: SCDC cannot, by law, take action.

186.2024

Motion to exclude public & press

**RESOLUTION: Under the Public Bodes (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted**

187.2024

**a. Clerk resignation**

**i. RESOLUTION: That Stapleford Parish Council herewith agrees to separate the Clerk role from the Responsible Financial Officer role and advertise the two separate roles**

**ii. RESOLUTION: That Stapleford Parish Council herewith agrees the Clerk vacancy be advertised on the NALC LC2 salary scale (£15.21 to £20.90) with the salary point to be agreed depending on the qualifications and/or experience of the applicant. Hours of work to be set at 15 hours per week plus overtime if necessary.**

**iii. RESOLUTION: That Stapleford Parish Council herewith agrees that the RFO vacancy be advertised on the NALC LC2 salary scale (£15.21 to £20.90) with the salary point to be agreed depending on the qualifications and/or experience of the applicant. Hours of work agreed to be flexible depending on the amount of work required across the financial year. To include managing bookings for the Jubilee Pavilion.**

**iv. RESOLUTION: That Stapleford Parish Council agrees to retain Mrs K Byrne to manage the cemetery and complete associated works on the current arrangement.**

**v. RESOLUTION: That Stapleford Parish Council agrees to continue to use the services of James Todd and Company to calculate the payroll**

**b. Incident at Village Weekend**

188.2024

Motion to readmit: **RESOLUTION: that the confidential business having been concluded, the press and public be re-admitted to the meeting.**

**189.2024**

Dates of Meetings: 2024 Date changes

12<sup>th</sup> September; 3<sup>rd</sup> October; 7<sup>th</sup> November; 5<sup>th</sup> December