

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 7th NOVEMBER 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
1st November 2024

AGENDA

- 243.2024** Apologies
Absence without apology
- 244.2024** 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
- 245.2024** Minutes of the previous meeting:
RESOLUTION: That Stapleford Parish Council herewith agree the minutes of the Parish Council meeting held on the 3rd October 2024
- 246.2024** Parish Council vacancies: Co-option: no applicants
- 247.2024** Power Networks & Rangeford: Haverhill Road utilities work: update
Joint Working Group with UK Power Networks and Rangeford: Issues:
- 248.2024** 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
- 249.2024** Neighbourhood Plan: Mrs Jenny Flynn (Chair) Presentation (up to 30 mins)
Regulation 14 consultation update
RESOLUTION: That Stapleford Parish Council as the qualifying body for the Stapleford and Great Shelford Neighbourhood Plan, herewith approves the submission version of the Neighbourhood Plan and its accompanying submission documents and supporting evidence, for submission to SCDC as the local planning authority for our area. The submission version of the Plan is as presented at the 7 Nov 2024 meeting of Stapleford Parish Council, subject to any insubstantial changes agreed by the Chair of Stapleford Parish Council in light of

required typographical changes or requests received from the Neighbourhood Plan steering group or Great Shelford Parish Council."

250.2024

SCDC & CCC Councillors reports

251.2024

Gt Shelford & Stapleford Joint Issues:

Cambridge Biomedical Campus' Vision 2050

252.2024

Planning applications:

24/03637/FUL Foxhill Hinton Way Great Shelford

Proposal: Demolition of existing dwelling and erection of replacement self-build dwelling and associated development

24/1089/TTPO 24A Mingle Lane Stapleford

Sycamore - Reduce height by 3-3.5m down to 1m below previous reduction points and Reduce spread on all sides by 2m to shape round.

24/02818/FUL 40 Church Street, Stapleford

Erection of 1 x self-build dwelling following demolition of existing triple garage

24/03646/HFUL 6 Forge End, Stapleford

Single storey front extension to existing porch

24/03947/HFUL 1 Bar Lane, Stapleford

Single storey side/rear extension following demolition of existing conservatory and Installation of pitched roof dormer window and velux roof window to front roof slope.

24/03381/HFUL 8 Gog Magog Way, Stapleford

Installation of outdoor sports court to the rear

24/04083/ADV 47-49 London Road, Stapleford

Installation of 1 No. internally illuminated totem sign, 2 No. internally illuminated fascia signs, 1 No. non illuminated welcome sign.

Other planning issues:

Enforcement: EN/00078/24: 2 Gog Magog Way, Stapleford: removal of hedge in the Conservation Area

Tree Preservation Orders: trees for consideration

Cambridge 2050 & The Cambridge Delivery Group

Stapleford Parish Council: MUGA: hedge installation compliance with planning conditions: Lonicera nitida bare root plus mulch & watering: hedging purchased awaiting installation.

The Tree PH: flank wall cracking: reported to SCDC

252.2024

Resolutions:

CAPALC Councillor Training:

Option 1 – Stapleford Venue

Stapleford Parish Council organises the venue and payment of such, in return of 2 places on our course FOC. All additional places are charged at £75.

CAPALC will advertise this course, and it will be open for other Councillors to join from across the County. Stapleford PC would work with CAPALC to select a date.

Option 2 – Exclusive Session in Person

Stapleford Parish Council organises the venue and payment of such.

The session is for Stapleford Parish Councillors and Officers only and should not be sold on. Stapleford PC would work with CAPALC to select a date.

Cost - £600

Option 3 – Exclusive Session Online via Zoom

CAPALC will host the online session. The session is for Stapleford Parish Councillors and Officers only and should not be sold on. Stapleford PC would work with CAPALC to select a date.

Cost - £550

RESOLUTION: That Stapleford Parish Council herewith agrees to accept the CAPAL Option 1 training opportunity at a date to be arranged.

Zero Carbon Grant Application: Cllr Gatward

RESOLUTION : That Stapleford Parish Council herewith agrees to submit a Zero Carbon Grant application to SCDC for purchase of a Thermal Imaging Camera to a maximum cost of £500, and applies for costs to train Cllr Gatward as an Energy Assessor to a maximum cost of £2,000 to support the Parish Council in its efforts to combat the current Climate Emergency through provision of energy assessment services to the local community.

National Pay Award:

RESOLUTION: That Stapleford Parish Council herewith agrees to implement the National Pay Award for the Clerk, RFO and Assistant Clerk backdated as required under the agreement to April 2024.

Pavilion Renovation:

- i) **RESOLUTION: That Stapleford Parish Council herewith appoints Structural Engineers Cambridge Ltd to provide structural design as follows:-**
 - a) *Initial visit to inspect the existing structures and make notes for design;*
 - b) *To analyse loads on the building and design the following structural elements:-*
 - c) *Frames*
 - d) *Foundation Plan – Trench Fill*
 - e) *Rafters*
 - f) *General arrangement and construction detail drawings for the above.*

For a fee of £1450.00 plus VAT.
- ii) **RESOLUTION: That Stapleford Parish Council herewith agrees that Cllr Michael Gatward is formally appointed Stapleford Jubilee Pavilion Refurbishment Project Lead with delegated responsibility to take day to day decisions on behalf of Stapleford Parish Council. Such decisions to be reported to the Parish Council via a weekly emailed report. The Parish Council Clerks will provide administrative support as required by Cllr Gatward.**
- iii) **RESOLUTION: That Stapleford Parish Council herewith appoints Mr Brian Scally of Blue Ink Architects to provide the service of Principle Architect, Principle Safety Designer and Contract Administrator. Mr Scally will apprise Stapleford Parish Council of progress on a weekly basis by email via the Parish Council Clerks.**

- iv) **RESOLUTION: *That Stapleford Parish Council herewith agrees to undertake the necessary consultations to achieve a Public Works Loan to cover any identified funding shortfalls to increase the thermal efficiency of the fabric of Stapleford Jubilee Pavilion to comply with the Stapleford Parish Council Climate Change emergency declaration including increased insulation and recovering the roof, thermally efficient windows and doors, LED lighting systems, energy efficient heating system and renewal energy generation. Term of loan to be discussed but anticipated to be between 11 and 15 years which currently has the lowest interest rates. Grant funding applications will be submitted in the first instance.***

253.2024

Finance

A. Bank Reconciliation at 30/09/2024

Bank Reconciliation at 30/09/2024

Cash in Hand 01/04/2024	275,084.15
ADD Receipts 01/04/2024 - 30/09/2024	145,871.63
	420,955.78
SUBTRACT Payments 01/04/2024 - 30/09/2024	80,944.45
A Cash in Hand 30/09/2024	340,011.33 (per Cash Book)

Cash in hand per Bank Statements

Petty Cash 30/09/2024	0.00
Unity Bank 30/09/2024	258,705.19
Lloyds Current 30/09/2024	10,424.84
Cambridge BS Hallmark 30/09/2024	57,401.00
Cambridge BS Sapphire 30/09/2024	17,774.50
Long Term Stocks & Bonds 30/09/2024	0.00
Lloyds 2 Account 30/09/2024	286.62
	344,592.15
B Less unrepresented payments	4,581.06
Plus unrepresented receipts	0.24
Adjusted Bank Balance	340,011.33
	340,011.09

A = B Checks out OK

RESOLUTION: *That Stapleford Parish Council herewith agrees the September 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 31st October 2024: See Appendix 1

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: Cllrs Pett, H Kettel, M Gatward, M Green, J Northmore, Assistant Clerk.

D. Saffron Building Society

- E. Unity Trust Bank: instant access savings account;
- F. Budget:2025 – 2026: for discussion at December meeting.
- 254.2024** Pavilion Management: Cllr Pett
a) Pavilion Working Group: report:
b) Pavilion renovations: Automated door entry/ structural engineer report & recommendations
c) Electricity:
(i) British Gas Lite: meter issue: video provided: awaiting engineer attendance
(ii) Shed: new external plug socket:
- 255.2024** Sports Facilities & Agreements: Cllr Disley-Stevens
- 256.2024** Highways:
a) Sawston Greenway: updated plan for comments
b) City Fibre: poles: all sites deemed acceptable: instructed to halt work re Sawston Greenway installation
c) Footways: overhanging vegetation/ walking area narrowed to unacceptable width/ surface uneven: potentially discrimination to anyone with a physical or visual disability.
- 257.2024** Playground
Works scheduled:
- 258.2024** CSET & East West Rail: Cllr H Kettel:
EW Rail: public consultation 14.11.2024 to 24.01.2025: information on SPC website
- 259.2024** Grounds Maintenance, Biodiversity, Environment and Trees:
a) UK Power Networks: restitution payment:
Spend to date on environmental improvements in Stapleford:
Supply Hornbeam & Privet: Slaughterhouse Garden & Haverhill Road
- | | |
|--|------------------|
| | £1,042.56 |
| Wild Flower Meadow: various locations: | £2,840.00 |
| Barrier netting for above: | £109.00 |
| Slaughterhouse Garden Orchard: | £439.00 |
| Hedge plants: behind pavilion | £533.98 |
| Raised bed plants | £182.34 |
| Bulbs | £95.23 |
| Mulch | £1,100.00 |
| Wild flower seed | £401.98 |
| Hedge planting quote (HCGM Ltd) | £940.00 |
| <u>Total expenditure to date</u> | <u>£7,684.09</u> |
- Basil's Piece renovation: update: S106 Art Fund: Cllr Pett
b) Stapleford Tree Project Committee: update
c) Orchard: David Pepperell Community Orchard plaque
d) improvements to Car Park area
e) Grounds Maintenance Contract: tenders awaited
f) Pippa Heylings: Global Summit on Nature (COP 16): Local input to process
- 260.2024** Cemetery:
a) Rubbish and vegetation heap next to a grave: removal update
b) Numbering: securing numbering system eg wooden post or metal post: decision:

- c) Artificial tree:
- 261.2024** Slaughterhouse: Cllr H Kettel:
- 262.2024** Village Asset Management:
London Road telephone kiosk defibrillator: awaiting installation
Johnson Hall/ church: defibrillator: Church to receive it
Bar Lane Christmas Lights: catenary wire: decision: leave up all year or
remove and reinstate – cost £400 each year
- 263.2024** Village Weekend: Cllrs Pett, Gatward, French: update
- 264.2024** Governance: SPC response to Government consultation on remote meetings
https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings?utm_campaign=Chief%2Bexecutive%2527s%2Bbulletin%2B-%2B25%2BOctober%2B2024%2B%2528Special%2Bedition%2529&utm_medium=email
- 265.2024** Correspondence :
- 266.2024** Staffing Review:
Report of HR committee re roles, responsibilities and remuneration
Staffing Appointments:
a) Part-time Clerk: re-advertised: closing date for applications 15th November
12 noon.
b) Village Warden/ Caretaker
- 267.2024** Dates of Meetings: 2024
5th December
2025 Dates:
2 January; 6 February; 6 March; 3 April; 1 May; 5 June; 3 July; 4 September;
2 October; 6 November; 4 December.
Annual Parish Meeting: TBA (April or May)