

STAPLEFORD PARISH COUNCIL

MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL held on THURSDAY 3rd APRIL 2025 at 7.00pm in the Jubilee Pavilion, Gog Magog Way, Stapleford

PRESENT: Cllr Gillian Pett (Chair), Cllr Mick Davies, Cllr Anna Disley-Stevens, Cllr Matthew French, Cllr Michael Gatward, Cllr Barbara Kettel, Cllr Howard Kettel

Stapleford Parish Council Clerk: Max Barrett – Minutes

Stapleford Parish Council Assistant Clerk: Lesley Watts

Cambridgeshire County Council: Cllr Brian Milnes

South Cambs District Council: Cllr Will Jackson-Wood

Laurence Damary-Homan – Nominated to stand in the County Council elections on 1st May

MEMBERS OF THE PUBLIC: There were 2 members of the public present.

77.2025 Apologies: Cllr Michelle Green, Cllr James Northmore

Absence without apology: none

78.2025 Declaration of Members Interest: No declarations of interest made.

79.2025 Minutes of the previous meeting:

RESOLUTION: That Stapleford Parish Council herewith agree the minutes of the Parish Council meeting held on the 6th March 2025. PROPOSED: Cllr Pett, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY

80.2025 Parish Council vacancies: Co-option: no applications received.

81.2025 Public Participation Section:

Greenway proposals: A resident expressed concern with the cycleways proposed under the GCP Sawston Greenway. They have previously submitted questions to GCP and received an unsatisfactory response.

82.2025 Tree Project Group: Presentation

Sophi Berridge provided an update on the Stapleford Tree Project 2024-2026.

The project has generated excellent community engagement and 129 trees have been planted to date. A map of publicly planted trees is being created that may be able to be added to the Parish Council website when complete.

Sophi requested that the Parish Council consider how they can fund the Tree Project moving forward.

83.2025 SCDC & CCC Councillors reports:

Cllr Brian Milnes: a full report has been emailed to all Councillors.

Cllr Milnes and Cllr Maria King are standing down from the County Council.

The Parish Council expressed thanks to Cllr Milnes for all of his work with the Parish Council over the years.

Correspondence received today on a confusing speed restriction issue on Haverhill Road. National Speed Limit signs have been installed in the wrong place and there is a lack of 50mph bridging zones. Cllr Milnes has asked for urgent attention and been promised it.

Chairman's signature.....1st May 2025

The County Council has created a balanced budget and has substantial additional funds to put into road maintenance. Budget for next year of £56 million which is close to twice the previous amount. Still below what is required but it is a step in the right direction. The County Council has also been working on a new priority scheme to address roads requiring maintenance.

CLlr Will Jackson-Wood: a full report has been emailed to all Councillors.

84.2025

Planning applications:

25/00816/HFUL 51 Bar Lane, Stapleford

Front gable extensions, alteration to front porch, two storey rear extension, roof extension including rear dormer and raising of ridge height. External cladding, replacement tiles and alterations to doors and fenestration. *No objection*

22/04303/CONDM Land Between Haverhill Road And Hinton Way, Stapleford
Submission of details required by condition 11 (Fence and Gate details) of reserved matters application 22/04303/REM. *No objection*

20/02929/CONDJ Land Between Haverhill Road And Hinton Way, Stapleford
Submission of details required by condition 4 (written scheme of archaeological investigation) of outline planning permission 20/02929/OUT. *No objection*

25/00847/CL2PD 24 Welchs Crescent, Stapleford

Certificate of lawfulness under S192 for single storey rear/side extension. *No objection*

25/00908/CL2PD 9 Greenfield Close, Stapleford

Certificate of lawfulness under S192 for a proposed loft conversion including hip to gable roof extension, rear facing roof dormer, front facing rooflights and side facing obscure glazed window. *No objection*

25/00916/FUL 40 Church Street, Stapleford

Erection of 1no. self build dwelling with detached double garage following demolition of existing triple garage. *Objection: Concerns about safety with footpath to school and site access for vehicles.*

25/0239/TTPO Highwoods Haverhill Road, Stapleford

T1 & T2 - Two Beech tree's on other side of wall leaning towards garden - fell to near ground level. Reason - trees are leaning heavily over the wall and they are obstructing access to the compost bins. *Objection: No grounds to remove healthy trees under TPOs when there is an alternative to manage the trees.*

25/00955/HFUL Highwoods Haverhill Road, Stapleford

Construction of new 2.4m high boundary wall and extension of existing boundary wall to 2.4m high. *Comment: There may be trees with TPOs obstructing the proposed wall that should not be removed.*

25/01073/S73 Land Between Haverhill Road And Hinton Way, Stapleford
S73 to vary condition 3 (Further details) of planning permission 24/01190/S73 (S73 to vary conditions 1 (Approved plans) and 2 (Noise impact) of reserved matters application 22/04303/REM (Reserved matters application for additional access points, layout, scale, landscape and appearance following outline planning permission 20/02929/OUT (Outline planning for the development of land for a retirement care village in Use Class C2 comprising housing with care, communal health, wellbeing and leisure facilities, public open space, landscaping, car parking,

access and associated development and public access countryside park with all matters reserved except for access)) Relocation of 6no. internal ASHP to the main roof of Block A, together with associated internal alternations and Removal of the balcony to the first floor southern elevation of Block A and replacement with full length windows with louvre above) to amend the Public Art clause of condition. *No objection*

23/03060/NMA1 2 Priams Way, Stapleford

Non material amendment on application 23/03060/HFUL for, 1) Side hipped roof changed to gable with fibre cladding at high level on east elevation 2) Alteration of window and door configuration on rear extension and 3) Omission of rooflights. *No objection*

85.2025

Finance:

a) Bank Reconciliation at 28/02/2025

Cash in Hand 01/04/2024	275,084.15
ADD Receipts 01/04/2024 - 28/02/2025	190,102.95
	465,187.10
SUBTRACT	
Payments 01/04/2024 - 28/02/2025	154,548.67
A Cash in Hand 28/02/2025	310,638.43
(per Cash Book)	

Cash in hand per Bank Statements	
Petty Cash	0.00
Lloyds 2 Account	287.83
Long Term Stocks & Bonds	0.00
Sapphire	18,126.58
Hallmark	58,179.05
Lloyds Current	10,112.06
Unity Bank	228,059.50
	314,765.02
Less unrepresented payments	4,126.59
	310,638.43

Plus unrepresented receipts	
B Adjusted Bank Balance	310,638.43

A = B Checks out OK

RESOLUTION: That Stapleford Parish Council herewith agrees the February 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 Davies. AGREED AND RESOLVED UNANIMOUSLY

b) Payments

Payments to 31st March 2025: see appendix

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 H Kettel, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY

86.2025

Pavilion Management: Cllr Gatward

Complaint received about car park access to the Pavilion on weekends.

Tender Pack is almost complete, all that remains is further information on AV spec.

Parish Council may have missed the opportunity to apply for grants associated with the Pavilion renovation. Clerk to investigate the possibility of alternative grants.

ACTION: CLERK

87.2025

Neighbourhood Plan: update

An update from Mrs Jenny Flynn (Chair) was circulated to Councillors in advance of the meeting. Stapleford and Gt Shelford Parish Councils have officially responded to our Neighbourhood Plan examiner's initial queries, and we now await more detailed feedback on the entire Plan and its supporting documents from the examiner.

88.2025

Sports Facilities & Agreements: Cllrs Disley-Stevens

Update: MUGA Agreement is due for renewal in the coming months and the arrangement will need to be reviewed for 2025-26.

ITEM FOR THE NEXT AGENDA

Tennis Club banner request

PROPOSAL: That Stapleford Parish Council considers and approves the STC request to place an advertisement PVC banner (Stapleford Tennis Club and coaching information) on the outside of the MUGA fence.

Not agreed, banner does not meet Parish Council requirements.

89.2025

Highways: Cllr Disley-Stevens

a) Haverhill Road: Extension of 30mph limit beyond Rangeford entrance

Cllr Disley-Stevens will continue to work on consultation survey and Cllr Davies will assist.

ACTION: A DISLEY-STEVEN & M DAVIES

b) Sawston Greenway: GCP bus stop

Discussion about unsatisfactory placement of new bus shelter. Cllr Pett to provide a response to the Project Manager to express objections to moving bus shelter on safety grounds. There is also an alternative proposal that the bus stop stays in the same location and that the bike path is redirected behind the existing shelter.

ACTION: G PETT

90.2025

Playground:

Inspection report has been received. Sand topping up is planned for the end of April.

91.2025

CSET & East West Rail: Cllr H Kettel

Correspondence has been sent to CSET objectors advising them that the Minister is unable to honour to original date for public enquiry, 12th April, and it has been pushed back to 6th June. Objection letter was submitted in March, and a Statement of Case is now being prepared to elaborate on the original objection letter.

92.2025

Grounds Maintenance, Biodiversity, Environment & 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
Tree surgery including TPO Beech Tree	£925.00
<u>Total expenditure to date</u>	<u>£5,355.56</u>
Recreation Field hedge planting update; planned expenditure:	
Hedging behind pavilion	£1,180.00
Raised bed	£980.00
Raised bed planting	£500.00
	<u>£8,015.56</u>

93.2025 Slaughterhouse:

Jim Chisholm from Dr Bike has proposed repairing the Slaughterhouse doors.

94.2025 Rangeford:

Public Art Strategy and Outline Delivery Plan

The Parish Council has been invited to be on Steering Group for Public Art Strategy, however this is a developer project that the Parish Council should not be involved in.

PROPOSAL: That Stapleford Parish Council declines the opportunity to take a position on the Steering Group, but reserves the position as a formal consultee, and requires the village to be publicly consulted.

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

Cllr H Kettel extended the opportunity to Parish Councillors to attend a site meeting with Rangeford on Friday 25th April.

95.2025 Cemetery:

a) Unsafe memorials: update

A report was circulated to Councillors ahead of the meeting. Safety inspector has confirmed that headstones that have been laid flat would not be considered a safety hazard.

b) Cemetery road: update

Pot hole repairs were successfully completed.

The gate to the cemetery has been flagged as potentially needing repair, replacement or removal to improve access to the Cemetery. Assistant Clerk to investigate options for gates.

ACTION: L WATTS

96.2025 Village Weekend: Cllrs Pett, Gatward, French: update

Progressing well with plans now in place for every day from Thursday to Sunday.

Updated information will be added to the Parish Council website in the coming months.

97.2025 Stapleford Feoffee Charity:

Nomination of Trustees

PROPOSAL: That Stapleford Parish Council nominates Gillian Pett and John Swinton as Trustees of the Feoffee Charity.

PROPOSED: Cllr Gatward, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY

98.2025 Staffing Review:

Clerk and Assistant Clerk contracts

Clerk contract to be moved to the SLCC contract model, and amended to reflect that the role also includes RFO.

Assistant Clerk requesting a reduction from 10 hours to 5 hours per week from the start of May, retaining the 5 additional hours if required.

PROPOSAL: That Stapleford Parish Council approves the recommended amendments to the Clerk and Assistant Clerk contracts.

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

99.2025

Correspondence:

Verge cutting: Resident query about frequency of verge mowing

Precept rise justification: Resident query about precept rise

100.2025

Dates of Meetings: 2025

Annual Parish Meeting: 29th April

1st May (Annual Parish Council Meeting); 5th June (Audit); 3rd July; 4th September; 2nd October (External Audit report); 6th November; 4th December (Budget review)

Meeting closed 9.58pm