

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** to be held on **THURSDAY 5th June 2025 at 7.00pm** in the Jubilee Pavilion, Gog Magog Way, Stapleford to transact the business in the agenda shown below. Any member not able to attend should send their apologies in before the meeting.

The meeting is open to members of the public (including the press) but it is not a public meeting. Members of the public may contribute their views and comments prior to the start of the meeting.

Public Participation Section:

Each person has a maximum of 3 minutes to express their views unless there is a group of people attending on one item, when it is expected that there will be one person acting as spokesperson. Public participation will take a maximum of 15 minutes, after which members of the public will no longer be able to address the Council unless invited to do so by the Chair.

Max Barrett

Stapleford Parish Clerk
30 May 2025

AGENDA

122.2025 Apologies

To receive, and consider for approval, apologies for absence and reasons given.

123.2025 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 disclosable pecuniary interests.
- c) To grant any requests for dispensation as appropriate.

124.2025 Minutes of the previous meeting

- a) To approve the minutes of the Annual Parish Meeting held on 29th April 2025.
- b) To approve the minutes of the Parish Council meeting held on 1st May 2025.

125.2025 Items to be taken into private session

To determine which items, if any, of the agenda should be taken with the public excluded.

126.2025 SCDC & CCC Councillors reports

To receive reports from District and County Councillors.

127.2025 Neighbourhood Plan

- a) To receive an update on the Neighbourhood Plan.
- b) To consider and accept the independent examiner's recommended modifications to the Plan.

c) To consider and agree to proceed to referendum.

128.2025 Planning

To consider planning policies, applications and appeals received and resolve to submit comments where appropriate.

a) SCDC Notifications:

25/01610/HFUL 53 Hawthorne Road, Stapleford
Retrospective engineering works to level garden and build a new rear boundary wall and remove existing garage.

25/0424/TTPO 38 Mingle Lane, Stapleford
T1 - Norway Maple - Reduce spread on house side only by 2.5m and taper into remainder of canopy. T2 - Decayed Sycamore - Reduce height by approximately 5-6m. Reduce spread on all sides by 3-4m to shape round. T4 - Prunus - Reduce spread on east side by up to 2m. Shape into remainder of canopy.

25/01751/HFUL 10 Collier Way, Stapleford
Conversion of the garage to a habitable space and front single storey extension.

25/02031/HFUL Gog Magog Hills Estate, The Farmery, Babraham Road, Stapleford
Minor alteration to existing dwelling house to include: infill to courtyard, lightweight side half-glazed extension, replacement windows and doors, minor reconfiguration to window and door openings, slight widening and reclad of front porch plus reconfiguration of driveway and access and installation of an Air Source Heat pump.

129.2025 Finance

a) To consider and agree the April bank reconciliation calculated through the Scribe accounting system against the bank statements emailed to all Councillors in advance of the meeting.

Bank Reconciliation at 30/04/2025	
Cash in Hand 01/04/2025	302,080.77
ADD Receipts 01/04/2025 - 30/04/2025	62,341.57
	364,422.34

SUBTRACT	
Payments 01/04/2025 - 30/04/2025	15,838.30
A Cash in Hand 30/04/2025	348,584.04
(per Cash Book)	

Cash in hand per Bank Statements	
Petty Cash	0.00
Lloyds 2 Account	288.05
Long Term Stocks & Bonds	0.00
Sapphire	18,126.58
Hallmark	58,179.05
Lloyds Current	10,103.56
Unity Bank	261,886.80
	348,584.04
Less unrepresented payments	

	348,584.04
Plus unrepresented receipts	
B Adjusted Bank Balance	348,584.04
A = B Checks out OK	

b) To consider and agree the payments presented on the schedule provided to Parish Councillors by email in advance of the meeting.

130.2025 Audit

- a) To consider and accept the findings of the internal auditor and agree to take appropriate action to ensure any recommendations are implemented.
- b) To consider and agree to review the effectiveness of the system of financial controls and make recommendations to ensure all risk is minimised.
- c) To consider and agree 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 16 June to Friday 25 July.
- d) To review and agree the Annual Governance Statement for 2024/25.
- e) To review and agree the Accounting Statement for 2024/25.

131.2025 Pavilion Management

- a) To receive an update on any matters concerning the pavilion upgrade work.
- b) To consider quotes and approve expenditure on the pavilion electricity contract.

132.2025 Sports Facilities & Agreements

To consider matters concerning the Tennis Club including the agreement for the year beginning 1st July 2025.

133.2025 Highways

To receive reports, consider and resolve actions on Highways matters.

134.2025 Stapleford Weekend Committee

To receive an update from the committee.

135.2025 Council Administration and Governance Matters

- a) To receive an update on any matters concerning the Slaughterhouse.
- b) To consider the request for a memorial bench to be installed in the Slaughterhouse garden.
- c) To receive an update on any matters concerning Stapleford Cemetery, to include discussion on tree roots in the new cemetery.
- d) To receive an update on any matters concerning Rangeford.
- e) To receive a report from the Assistant Clerk.
- f) To consider the draft tender document for Christmas Lighting.

136.2025 CSET & East West Rail

To receive an update on any developments.

137.2025 Grounds Maintenance, Biodiversity, Environment & Trees:

To receive an update on any matters.

138.2025 Playground Management:

To review and agree expenditure required on playground area items as a result of the recent RoSPA report.

139.2025 Correspondence

To review correspondence received for any future actions.

140.2025 Dates of Meetings:

3rd July, 7th August, 2nd October (external audit report), 6th November, 4th December (Budget review) 2025.