

STAPLEFORD PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF STAPLEFORD PARISH COUNCIL held on THURSDAY 1st May 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 Barbara Kettel, Cllr Howard Kettel

Stapleford Parish Council Clerk: Max Barrett – Minutes

Stapleford Parish Council Assistant Clerk: Lesley Watts

South Cambs District Council: Cllr Peter Fane, Cllr Will Jackson-Wood

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

Public Participation:

Tennis Club: A resident expressed support for the Tennis Club to have the opportunity to discuss the agreement with the Council. Cllr Disley-Stevens explained that she has collated information about how other parish councils manage their sports agreements and the Council will be considering the various options later in the meeting. The Chair explained that there will be an opportunity for a joint discussion moving forward.

Meeting opened 7.05pm

101.2025 Election of Chair

To elect the Chair for 2025/2026. The elected Chair will then execute the Declaration of Acceptance of Office.

Cllr Pett nominated by Cllr H Kettel.

RESOLUTION: That Stapleford Parish Council herewith appoints Cllr Pett as Chair with immediate effect. PROPOSED: Cllr H Kettel, seconded Cllr B Kettel. In favour: Cllr Pett. AGREED AND RESOLVED BY MAJORITY

102.2025 Election of Vice-Chair

To elect the Vice-Chair for 2025/2026. The elected Vice-Chair will then execute the Declaration of Acceptance of Office.

Cllr H Kettel nominated by Cllr Pett.

RESOLUTION: That Stapleford Parish Council herewith appoints Cllr H Kettel as Vice-Chair with immediate effect. PROPOSED: Cllr Pett, seconded Cllr B Kettel. In favour: Cllr H Kettel. AGREED AND RESOLVED BY MAJORITY

103.2025 Apologies

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

Apologies received: Cllr Michael Gatward – family reasons

RESOLUTION: That Stapleford Parish Council herewith accepts the apologies received. PROPOSED: Cllr Pett, seconded Cllr Davies. AGREED AND RESOLVED UNANIMOUSLY

Absence without apologies: Cllr James Northmore

Chairman's signature.....5th June 2025

104.2025 Declaration of Members Interest

a) To receive declarations of interest from Councillors on items on the agenda.

Cllr French declared an interest as one of his clients farms the land on Mingle Lane.

Cllr H Kettel and Cllr French declared they are involved in the organising of the BW4B campaign.

b) To receive written requests for dispensations for disclosable pecuniary interests.

None received.

c) To grant any requests for dispensation as appropriate.

None received.

105.2025 Minutes of the previous meeting

To approve the minutes of the Parish Council meeting held on 3rd April 2025.

RESOLUTION: That Stapleford Parish Council herewith agree the minutes of the Parish Council meeting held on the 3rd April 2025. PROPOSED: Cllr Pett, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY

Cllr H Kettel noted the record attendance at the Annual Parish Meeting, and expressed a vote of thanks to the Chair and all involved in organising the Annual Parish Meeting.

106.2025 Parish Council Resignation

a) To record the resignation of M Green.

b) To record the publication of the Notice of Vacancy.

107.2025 Items to be taken into private session

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

The Assistant Clerk identified a potential item to be taken with the public excluded.

108.2025 SCDC & CCC Councillors reports

To receive reports from District and County Councillors.

SCDC: A full report has been emailed to all Councillors.

Cllr Fane explained that in the Corporate Action Plan they are determined to devote more resources to improving relations with Parish Council. There is uncertainty about what will happen in the future with Neighbourhood Plans as they interact with Local Plans.

Cllr Fane expressed particular appreciation for the manner in which SPC meetings have been chaired.

109.2025 Review of Committees, Working Groups, policies and procedures

a) To review, consider and approve the setup of Committees and Working Groups.

Discussion about lack of capacity for Councillors to staff committees. Discussion about difference between committees and working groups, and about involvement of untrained individuals on committees.

RESOLUTION: That Stapleford Parish Council herewith approves the setup of the Tree Project Committee, The Stapleford Weekend Executive Committee, the Pavilion Management Advisory Group and the Human Resources Committee. PROPOSED: Cllr Pett, seconded Cllr Davies. AGREED AND RESOLVED UNANIMOUSLY

Chairman's signature.....5th June 2025

b) To review and approve Terms of Reference for Committees and Working Groups.

Stapleford Weekend Committee: Cllr H Kettel suggested a requirement to submit full accounts to the Parish Council within 3 months of the event.

RESOLUTION: That Stapleford Parish Council herewith approves the Stapleford Weekend Executive Committee Terms of Reference with a requirement to submit full reconciled accounts to the Parish Council within 3 months of the event. PROPOSED: Cllr Pett, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY

RESOLUTION: That Stapleford Parish Council herewith approves the Tree Project Group, Pavilion Management Advisory Group and Human Resources Committee Terms of Reference. PROPOSED: Cllr Pett, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY

c) To review and approve councillors as bank signatories for the council bank accounts.

RESOLUTION: That Stapleford Parish Council herewith approves Cllr Gatward, Cllr H Kettel and Cllr Pett to remain as bank signatories for the council bank accounts. PROPOSED: Cllr Disley-Stevens, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY

d) To review and approve direct debit and standing order payments.

RESOLUTION: That Stapleford Parish Council herewith approves the existing direct debit and standing order payments. PROPOSED: Cllr Pett, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY

e) To agree dates for full parish council meetings and committee meetings up to and including the next annual meeting of the parish council.

RESOLUTION: That Stapleford Parish Council herewith agrees that full parish council meetings are to continue to be held on the first Thursday of each month, with the exception of September 2025 where there will be no meeting, and the January 2026 meeting which will be held on 8th January 2026. PROPOSED: Cllr Pett, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY

f) To review, approve and adopt the Standing Orders.

RESOLUTION: That Stapleford Parish Council herewith approves and adopts the Standing Orders. PROPOSED: Cllr H Kettel, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY

g) To review, approve and adopt the Financial Regulations.

RESOLUTION: That Stapleford Parish Council herewith approves and adopts the Financial Regulations. PROPOSED: Cllr Pett, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY

h) To review the Annual Risk Assessment document.

RESOLUTION: That Stapleford Parish Council herewith approves the Annual Risk Assessment document. PROPOSED: Cllr H Kettel, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY

i) To review the Terrorism Risk Assessment document.

RESOLUTION: That Stapleford Parish Council herewith approves the Terrorism Risk Assessment document and includes it in the Safeguarding Policy for Parish Council Facilities. PROPOSED: Cllr H Kettel, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY

Clerk to look into insurance possibilities for terrorism with Zurich.

ACTION: CLERK

110.2025 Planning

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

a) SCDC Notifications:

25/01284/HFUL 19 Church Street, Stapleford

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Single storey front/side extension. **PROPOSED: Clerk to provide a comment that there will be other major works on Mingle Lane and Church St that will need to be taken into consideration, and to request confirmation that no contractor vehicles are to be stationed on the road.** PROPOSED: Cllr Disley-Steven, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY

25/0400/TTPO Highwoods Haverhill Road Stapleford Cambridgeshire CB22 5BX
T1 and T2: Beech - Due to the shading effect of the woodland behind and foliage above the lower limbs are getting very long and weighted towards the tips which increases the risk of failure in high winds (increased turning moment at attachment point). Permission is sought to laterally reduce these limbs by up to 4m into the pruning points shown in the attached photograph. Pruning to these points will allow the branches to continue to grow from the branching points just inbound of the pruning cuts and should negate the need for further pruning work for years to come. **PROPOSED: Clerk to provide a comment referencing the other recent application on these trees which we rejected, and requesting the Tree Officer visit the property as this new application is not clear in terms of what is requested.**
PROPOSED: Cllr Pett, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY

111.2025 Finance

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

Bank Reconciliation at 31/03/2025	
Cash in Hand 01/04/2024	275,084.15
ADD Receipts 01/04/2024 - 31/03/2025	191,680.39
	466,764.54
SUBTRACT	
Payments 01/04/2024 - 31/03/2025	164,683.77
A Cash in Hand 31/03/2025	302,080.77
(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	10,107.81
Unity Bank	215,379.28
	302,080.77
Less unrepresented payments	
	302,080.77
Plus unrepresented receipts	
B Adjusted Bank Balance	302,080.77
A = B Checks out OK	

RESOLUTION: That Stapleford Parish Council herewith agrees the March

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bank reconciliation calculated through the Scribe accounting system against the bank statements emailed to all Councillors in advance of the meeting.

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

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

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

c) To approve the budget for 2025/26.

RESOLUTION: That Stapleford Parish Council herewith approves and adopts the budget for 2025/26. PROPOSED: Cllr Pett, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY

112.2025 Pavilion Management

a) To consider quotes and approve expenditure on pavilion emergency lights.

RESOLUTION: That Stapleford Parish Council herewith agree to Quote B and approves £540.00 + VAT in expenditure for pavilion emergency lights. PROPOSED: Cllr H Kettel, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY

ACTION: ASSISTANT CLERK

b) To receive an update on any matters concerning the pavilion upgrade work.

Zero Carbon communities grant is back opening 8th May. Between £2000 and £15000.

Tenders have gone out today. Tender to go onto Government Contract Finder website. Important to get a clear date for works so that we can advise regular pavilion bookers. Could consider offering incentives for people to book the pavilion after the renovations.

c) To consider quotes and approve expenditure on pavilion electricity contract.

ITEM FOR THE NEXT AGENDA

113.2025 Neighbourhood Plan

To receive an update on the Neighbourhood Plan.

The examiner's 48-page fact-check report has arrived. Subject to a series of recommended modifications set out in the report, the examiner has concluded that the Stapleford and Great Shelford Neighbourhood Plan meets all the necessary legal requirements and should proceed to referendum. The examiner added that the Plan is very well-organised and presented, and it has been prepared with much attention to detail and local pride.

RESOLUTION: That Stapleford Parish Council agrees a vote of thanks to Jenny Flynn, Chair of the Neighbourhood Plan, for all of her work to date. PROPOSED: Cllr French, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY

114.2025 Sports Facilities & Agreements

a) To review the Tennis Club agreement for the year 1st July 2024 to date.

Accounts have been reconciled and the tennis club has made a profit of approximately £1000 year to date. Updated figures from January onwards have been requested.

b) To discuss the Tennis Club agreement for the year 1st July 2025.

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Discussion about potential for more profit to be generated from the MUGA. Potential for higher fees from tennis coaching to go back towards the tennis club. Discussion about initial cost of MUGA. Cllr Disley-Stevens outlined the various options for future surface replacements so that the Council has an idea of what is required for a sinking fund. Discussion about merits of sinking funds and earmarked reserves. Cllr Disley-Stevens presented a range of options including a licence agreement, leasing arrangement, full maintaining lease, licence to occupy, and SPC MUGA management. Cllr Disley-Stevens to provide a bullet-pointed summary of the report, and all Councillors required to read Cllr Disley-Stevens report and return their opinions within one week.

ITEM FOR THE NEXT AGENDA

c) To review the Tennis Club request for the banner approval.

Tennis Club suggested an amended banner to highlight that the MUGA is available to users other than the tennis club. The Chair invited representatives from the tennis club in attendance to address the meeting, who expressed their desire for open and productive discussions with the Parish Council moving forward.

115.2025 Highways

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

Clerk has been in contact with a Senior Delivery Project Manager at Greater Cambridge Partnership who has informed us that they are taking charge of the 30mph request on Haverhill Road. They are meeting with CCC Policy and Regulation on this matter next week and hope that this legal process will be viewed favourably given the change to the build up area. They will assist and advise Martin at Rangeford Villages, who will arrange to apply for the change from 40mph to 30mph outside of the new built homes. They hope this change can be successfully achieved in around 6 months from application. The incorrect speed limit signs on Haverhill Road have also been rectified.

Cllr French flagged issues with other verges on Haverhill Road associated with the Rangeford development.

116.2025 Stapleford Weekend Committee

To receive an update from the committee.

Cllr French advised that Stapleford Weekend has received approval from the RAF for a flight pass over the recreation ground.

117.2025 Council Administration and Governance Matters

a) To receive an update on any matters concerning the Slaughterhouse.

Advised Dr. Bike will repair the sliding door.

A quote has been received for the removal of trees and stump grinding in the Slaughterhouse garden.

RESOLUTION: That Stapleford Parish Council herewith agrees the quote and approves expenditure of £415.00 for tree removal. PROPOSED: Cllr French, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY

b) To receive an update on any matters concerning Stapleford Cemetery.

A report by the Assistant Clerk has been emailed to all Councillors.

Noticeboard has arrived but installation is pending decision about the gate. Assistant Clerk to seek quote for gate rub down and repair and then install noticeboard.

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ACTION: ASSISTANT CLERK

Discussion about non-residents purchasing burial plots.

c) To receive an update on any matters concerning Rangeford.

Cllr H Kettel has sent through the minutes from the Rangeford meeting.

d) To consider nominating a representative to the Rangeford Art Project Steering Group.

RESOLUTION: That Stapleford Parish Council herewith nominates Cllr Disley-Stevens as a representative to the Rangeford Art Project Steering Group. PROPOSED: Cllr H Kettel, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY

d) To consider and approve costings for work on benches.

RESOLUTION: That Stapleford Parish Council herewith agrees Quote A and approves expenditure of £1,740.00 for work on benches. PROPOSED: Cllr H Kettel, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY

e) To review training and agree dates for CAPALC training.

Clerk to contact CAPALC to see about organising training on a Saturday for all Councillors.

ACTION: CLERK

118.2025 CSET & East West Rail

To receive an update on any developments.

An update was provided by James Littlewood at the Annual Parish Meeting earlier in the week.

119.2025 Grounds Maintenance, Biodiversity, Environment & Trees:

To receive an update on any matters.

Cylinder cutting of the recreation ground was not included in original quote. Grounds maintenance contractor will issue an amended quote for cylinder cutting on the recreation ground.

Cllr Disley-Stevens left the meeting at 9.48pm

120.2025 Correspondence

To review correspondence received for any future actions.

Grounds maintenance: Resident letter of thanks for how lovely the village and in particular the recreation ground looks.

Grounds maintenance: Resident query about verge planting and mowing.

Footpath hazard: Resident letter about hazard at the junction of Bury Road and Bar Lane.

Potential to increase the Bury Rd section by one meter the space to allow for people to pass by safely without stepping on the road.

121.2025 Dates of Meetings:

5th June (audit), 3rd July, 7th August, 2nd October (external audit report), 6th November, 4th December (Budget review) 2025.

Meeting closed 9.56pm

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