

STAPLEFORD PARISH COUNCIL

MINUTES OF THE MEETING OF STAPLEFORD PARISH COUNCIL held on THURSDAY 5th June 2025 at 7.00pm in the Jubilee Pavilion, Gog Magog Way, Stapleford

PRESENT: Cllr Gillian Pett (Chair), Cllr Mick Davies, 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

Cllr Peter Fane - South Cambs District Councillor and Cambridgeshire County Councillor

MEMBERS OF THE PUBLIC: There were 4 members of the public present.

Public Participation Section:

Tennis Club: A member of the Tennis Club addressed the meeting on behalf of the Stapleford Tennis Club. The Tennis Club has accrued a positive variance of around £540, and a key value is the club coach that greatly increases occupancy. Another source of value is the Tennis Club Committee itself, which is made up of volunteers performing jobs essential to running a tennis club and the MUGA itself. Three things that didn't work this year that should be taken into account: 1) The Tennis Club is responsible for maintenance but the Parish Council manages the contractor. 2) SPC voted to build the MUGA on the basis that ongoing maintenance will need to be budgeted for with maintenance and reserves. 3) They suggest that a Sports Working Group be set up to have face-to-face meetings to facilitate to better communication.

Pavilion: A resident addressed the meeting to highlight that there was a Pavilion Management committee, and they would like to have known more about the redevelopment of the Pavilion before it was presented. Resident would like the focus to be on things important to users such as heating, not just cosmetic things.

Meeting opened 7.12pm

122.2025 Apologies

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

Apologies received: Cllr James Northmore – leave, Cllr Anna Disley-Stevens – family reasons.

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

123.2025 Declaration of Members Interest

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

Cllr Gatward declared an interest as he is an adjoining neighbour to a planning application. Cllr French declared an interest as one of his clients farms the land on Mingle Lane.

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

None received.

c) To grant any requests for dispensation as appropriate.

None received.

124.2025 Minutes of the previous meeting

Chairman's signature.....3rd July 2025

a) To approve the minutes of the Annual Parish Meeting held on 29th April 2025.

RESOLUTION: That Stapleford Parish Council herewith agrees the minutes of the Annual Parish meeting held on 29th April 2025. PROPOSED: Cllr Pett, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY

b) To approve the minutes of the Parish Council meeting held on 1st May 2025.

RESOLUTION: That Stapleford Parish Council herewith agrees the minutes of the Parish Council meeting held on 1st May 2025. PROPOSED: Cllr H Kettel, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY

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.

None identified.

126.2025 SCDC & CCC Councillors reports

To receive reports from District and County Councillors.

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

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

In first report as County Councillor, Cllr Fane has relied on reports from his colleagues as he has had no involvement yet. Cllr Fane highlighted that over 70% of the Council budget is on adult social care. The County Council has to do better on highways matters, and has to find more efficient ways on dealing with their responsibilities on adult social care and children. Cllr Fane outlined that he will be seeking better enforcement on the existing Highways contract until the point where it can be put up for renewal with hopefully better terms. This will coincide with the issue of Local Government reform where the County Council will effectively be split in half, so it will be difficult to make progress over the next three years. Cllr Fane has a focus on making sure Highways and roadworks are done correctly and to a higher standard.

127.2025 Neighbourhood Plan

a) To receive an update on the Neighbourhood Plan.

Jenny Flynn – Chair of the Neighbourhood Plan Steering Group addressed the meeting to provide and update on the Neighbourhood Plan. The examiner has recommended that, subject to minor modifications, the Neighbourhood Plan meets the Basic Conditions required of it and can proceed to referendum. The main change is that the views policy is being deleted from the Neighbourhood Plan. This is disappointing as we have some views that should be protected, but this can be revisited in the next stage.

b) To consider and accept the independent examiner's recommended modifications to the Plan.

c) To consider and agree to proceed to referendum.

RESOLUTION: That Stapleford Parish Council as the qualifying body for the Stapleford and Great Shelford Neighbourhood Development Plan 2024-2041, herewith accepts the independent examiner's recommended modifications to the Plan and agrees to proceed to referendum.

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

Cllr Fane commented that this is a real achievement to reach this stage and highlighted as a District Councillor the great importance of Neighbourhood Plans for communities and development.

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. **RESOLUTION: Clerk to provide a comment that the existing application mentions the rear wall only and does not reference the side boundary walls. The Council requests a condition that all boundary walls are included in the application to reflect the work completed.** PROPOSED: Cllr B Kettel, seconded Cllr Pett. AGREED AND RESOLVED BY MAJORITY

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 eat side by up to 2m. Shape into remainder of canopy. *No objection.*

25/01751/HFUL 10 Collier Way, Stapleford
Conversion of the garage to a habitable space and front single storey extension. *No objection. Note: Construction traffic?*

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. *No objection.*

Cllr Gatward left the meeting at 20.08pm and returned at 20.11pm

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

Chairman's signature.....3rd July 2025

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

RESOLUTION: That Stapleford Parish Council herewith agrees the April 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 H Kettel.

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

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.

RESOLUTION: The Stapleford Parish Council herewith agrees to accept the findings of the internal auditor and agrees to take appropriate action to ensure any recommendations are implemented.

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

Clerk to review investment strategy to manage excess cash in held in current accounts.

ACTION: CLERK

b) To consider and agree to review the effectiveness of the system of financial controls and make recommendations to ensure all risk is minimised.

RESOLUTION: The Stapleford Parish Council herewith agrees to review the effectiveness of the system of financial controls and make recommendations to ensure all risk is minimised.

PROPOSED: Cllr Davies, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY

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.

RESOLUTION: The Stapleford Parish Council herewith agrees to ensure the electorate is able to exercise its public right to inspect Parish Council accounts for a single period of 30 working days commencing Monday 16 June to Friday 25 July. PROPOSED: Cllr Pett, seconded Cllr H Kettel.

AGREED AND RESOLVED UNANIMOUSLY

d) To review and agree the Annual Governance Statement for 2024/25.

RESOLUTION: The Stapleford Parish Council herewith agrees the Annual Governance Statement for 2024/25. PROPOSED: Cllr Pett, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY

e) To review and agree the Accounting Statement for 2024/25.

RESOLUTION: The Stapleford Parish Council herewith agrees the Accounting Statement for 2024/25. PROPOSED: Cllr Pett, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY

Chairman's signature.....3rd July 2025

131.2025 Pavilion Management

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

One contractor can only do the work next year, and they have been advised that this may be acceptable providing that the quotes are valid for the time. Possibility for an Extraordinary Council Meeting to review and discuss the quotes received.

Clerk to look at the accounts and determine which part of the year the Pavilion generates the most income.

ACTION: CLERK

Clerk to contract Blue Ink Architects to confirm the tendering process from the Financial Regulations.

ACTION: CLERK

Zero Carbon Communities Grant closes 1st July 2026. Application can only be made once three quotes have been received for solar panel installation as part of the Pavilion renovations.

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

RESOLUTION: That Stapleford Parish Council herewith agree to Quote 1 and approves the expenditure for the Pavilion electricity contract. PROPOSED: Cllr Pett, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY

132.2025 Sports Facilities & Agreements

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

The Parish Council expressed thanks to Cllr Disley-Stevens in her absence for her work on sports club agreements to date.

RESOLUTION: That Stapleford Parish Council establishes an open discussion meeting with two Councillors and a representative of each sports group, to discuss the possibility of setting up a Sports Advisory Group. PROPOSED: Cllr H Kettel, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY

RESOLUTION: That Stapleford Parish Council herewith agrees to move the interim agreement to a rolling monthly agreement when the interim agreement concludes on 30.06.2025. PROPOSED: Cllr Pett, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY

133.2025 Highways

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

Update received from the County Council is that the Police consider the widened carriageway outside the retirement village will not encourage drivers to reduce speed to the proposed 30mph. They advise that simply changing signage without other traffic calming measures will not encourage compliance with the proposed speed limit reduction. Without Police support the TRO will fail to be approved and so this process is paused.

134.2025 Stapleford Weekend Committee

To receive an update from the committee.

Electricity survey required to ascertain best practices for electricity usage at the upcoming event.

RESOLUTION: That Stapleford Parish Council herewith agrees £306 expenditure for an electrical survey at the recreation ground in advance of the Stapleford Weekend. PROPOSED: Cllr French, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY

Request for t-shirts for the Stapleford Weekend Committee.

RESOLUTION: That Stapleford Parish Council herewith agrees £427+VAT expenditure for t-shirts for Stapleford Weekend Committee volunteers at the Stapleford Weekend. PROPOSED: Cllr French, seconded Cllr Pett. AGREED AND RESOLVED UNANIMOUSLY

135.2025 Council Administration and Governance Matters

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

We have received an invoice of £347.04 for the door repair works.

b) To consider the request for a memorial bench to be installed in the Slaughterhouse garden.

Memorial benches will only be permitted if they meet the material requirements of the policy.

A noticeboard will also be produced but we will need to agree what is going on it.

c) To receive an update on any matters concerning Stapleford Cemetery, to include discussion on tree roots in the new cemetery.

Tree roots have been assessed in relation to ashes plots and full burial plots. Assistant Clerk has spoken to a number of contractors in relation to the cemetery gate repairs.

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

Meeting scheduled for tomorrow with Rangeford. We have received £674.22 from Rangeford contractors as restitution payments for damaged wildflowers.

e) To receive a report from the Assistant Clerk.

Benches will be repaired on a rolling program and invoiced at the conclusion. There are two trees that are a problem with sightlines. Work done on the trees must be performed by a Highways approved contractor.

f) To consider the draft tender document for Christmas Lighting.

Cllr B Kettel expressed an opposition to twinkling lights. Church Lane lights may conflict with other Christmas decorations from the Church. The Christmas Tree is the priority.

136.2025 CSET & East West Rail

To receive an update on any developments.

We have a new mayor of the Combined Authority and light rail is more of a priority. We are still not sure of other dates relating to the CSET enquiry. All costs to date have come from the public fundraiser.

137.2025 Grounds Maintenance, Biodiversity, Environment & Trees:

To receive an update on any matters.

Ground maintenance contractor to possibly look at the Tree of Heaven suckers in the cemetery.

138.2025 Playground Management:

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

No expenditure required.

139.2025 Correspondence

To review correspondence received for any future actions.

Trees: A resident reported the two trees in Slaughterhouse garden that were subsequently removed.

Fly tipping: A resident reported fly tipping opposite the recreation ground.

Parish Council Chair: The family of David Pepperrell enquired about the number of years he served as Parish Council Chair.

Weeds: A resident reported Giant Hogweed and was referred to the County Council.

Allotments: A resident enquired about the allotments and was referred to the managing agent.

Highways issues: A resident reported sign and road issues that have been raised with Highways.

140.2025 Dates of Meetings:

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

Meeting closed 9.51pm