

# 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 7<sup>th</sup> August 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

1 August 2025

## AGENDA

### **159.2025**      Apologies

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

### **160.2025**      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.

### **161.2025**      Minutes of the previous meeting

To approve the minutes of the Parish Council meeting held on 3<sup>rd</sup> July 2025.

### **162.2025**      Items to be taken into private session

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

### **163.2025**      SCDC & CCC Councillors reports

To receive reports from District and County Councillors.

### **164.2025**      Planning

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

a) SCDC Notifications:

**25/02448/HFU** 21 Greenfield Close, Stapleford

Demolition of existing single storey rear extensions. Single storey rear extension. Addition of 3no. rooflights, alterations to fenestration and addition of 1no. window to south elevation.

**25/0657/TTCA** 40 Mingle Lane, Stapleford

Ash - Tidy previously shattered limb. Shorten damaged limb by 5-6m. Reduce height and spread on all sides by 3-3.5m and shape round. Remove deadwood. Recent major failure of primary lateral limb on the west side. Major over-extended primary limb on north side has evident splitting at union with the main stem, compromising the limb and main stem itself. Significant risk of further structural failures above owners and neighbours gardens.

**25/02936/HFUL** 11 Vine Close, Stapleford

Front porch, two storey front/side extension, first floor front/side extension, single storey rear extension and associated works including changes to fenestration, relocation of main access door and removal of existing chimney (Resubmission of 25/00619/HFUL).

**165.2025** Finance

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

Bank Reconciliation at 30/06/2025	
Cash in Hand 01/04/2025	302,080.77
ADD Receipts 01/04/2025 - 30/06/2025	84,325.98
	386,406.75
SUBTRACT	
Payments 01/04/2025 - 30/06/2025	74,418.49
<b>A Cash in Hand 30/06/2025</b>	<b>311,988.26</b>
(per Cash Book)	
Cash in hand per Bank Statements	
Petty Cash	0.00
Lloyds 2 Account	288.68
Long Term Stocks & Bonds	0.00
Sapphire	18,126.58
Hallmark	58,179.05
Lloyds Current	10,095.06
Unity Bank	225,298.89
	<b>311,988.26</b>
Less unrepresented payments	
	311,988.26
Plus unrepresented receipts	
<b>B Adjusted Bank Balance</b>	<b>311,988.26</b>
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.

**166.2025**      Council Administration and Governance Matters

- a) To receive an update on any matters concerning Stapleford Cemetery.
- b) To review and consider the updated Co-option Procedure and Application Form.
- c) To receive an update on the Local Government Services Pay Agreement 2025/26.
- d) To confirm the satisfactory completion of the probationary periods for the Clerk and Assistant Clerk.
- e) To review and confirm the Clerk salary following completion of the probationary period, as required under the Clerk contract.
- f) To consider quotes for Christmas lighting installation.

**167.2025**      Grounds Maintenance, Biodiversity, Environment & Trees:

- a) To consider quotes for wildflower area preparation and planting.

**168.2025**      Pavilion Management

- a) To review additional tender submission information for the Pavilion renovation.
- b) To consider approving a recommended contractor depending on availability of funds.

**169.2025**      Dates of Meetings:

2<sup>nd</sup> October (external audit report), 6<sup>th</sup> November, 4<sup>th</sup> December (Budget review) 2025.