

STAPLEFORD PARISH COUNCIL

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

PRESENT: Cllr Pett (Chair), Cllr H Kettel (Vice-chair), Cllr French, Cllr Gatward and Cllr B Kettel.
Lesley Watts – Assistant Clerk

The Chair opened public question time. 1 member of the public present. A question was raised on the process of becoming a parish councillor. Information was given on the co-option process. The member of the public was asked, if they might be interested, to provide their email to the Assistant Clerk who would provide further details.

The Assistant Clerk read out a statement from a member of the public regarding a plot at Stapleford Cemetery. This matter would be considered under agenda point 153.2025 c)

There being no further questions the Chair closed the meeting at 7.05pm.

141.2025 Apologies

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

Apologies were received from Cllr Davies (work commitments), Cllr Disley-Stevens (personal) and Cllr Northmore (work commitments).

Resolution: That Stapleford Parish Council herewith accepts the apologies received.

Proposed: Cllr Kettel Seconded: Cllr Pett **Vote carried**

142.2025 Declaration of Members Interest

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

Declarations of interest were received from Cllr French 153.2025 c), Cllr Gatward 149.2025 a) and Cllr Pett 151.2025

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

c) To grant any requests for dispensation as appropriate

143.2025 Minutes of the previous meeting

To approve the minutes of the Parish Council meeting held on 5th June 2025

The Minutes of the meeting held on 5th June 2025 had been circulated. A request was made to amend the minutes to include a point regarding the management of parish council funds across different bank accounts.

Resolution: That Stapleford Parish Council herewith agrees the minutes of the parish council meeting held on 5th June 2025, with one amendment.

Proposed: Cllr Pett Seconded: Cllr Kettel **Vote carried**

It was confirmed that an application had been submitted for the ZCC grant on 26/06/25 by the Clerk and a response was awaited.

144.2025 Items to be taken into private session

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

None

145.2025 SCDC & CCC Councillors reports

Chairman's signature.....7th August 2025

To receive reports from District and County Councillors. Apologies had been received from Cllr Jackson-Wood and Cllr Damary-Homan.

SCDC: a full report has been emailed to all councillors

CCC: a full report has been emailed to all councillors

CCC: a road maintenance update emailed to all councillors

Road signs – the warning signs for children playing near the rec were faded. This had been reported on numerous occasions. Cllr Fane would be provided with information and would follow up with relevant person.

Potholes – road maintenance update less than transparent. Poor quality of pothole repairs, Cllr Fane noted research and efforts concerning better enforcement of quality of work re technique and standards.

State of pavements discussed, and intrusion of cable boxes, concerns communicated to Cllr Fane.

146.2025 Neighbourhood Plan

To receive an update on the Neighbourhood Plan

Nothing to report, matter ongoing

147.2025 Planning

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

a) SCDC Notifications:

25/0577/TPO 71 London Road - T1 - Lawson Cypress - Remove to ground level, due to canopy encroachment on buildings on property boundaries. Previous topping at an approximate height of 6m has produced poor unions with substantial growth above this point.

This application was reviewed and discussed.

Resolution: That Stapleford Parish Council record No Objection to this application, and recommend that a replacement tree be planted or a tree donated to the Tree Project.

Proposed: Cllr Pett Seconded: Cllr French **Vote carried**

148.2025 Finance

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

Bank Reconciliation at 31/05/2025	
Cash in Hand 01/04/2025	302,080.77
ADD Receipts 01/04/2025 - 31/05/2025	68,247.23
	370,328.00
SUBTRACT	
Payments 01/04/2025 - 31/05/2025	38,191.03
A Cash in Hand 31/05/2025	332,136.97
(per Cash Book)	
Cash in hand per Bank Statements	
Petty Cash	0.00
Lloyds 2 Account	288.29
Long Term Stocks & Bonds	0.00
Sapphire	18,126.58
Hallmark	58,179.05
Lloyds Current	10,099.31
Unity Bank	257,812.70

	344,505.93
Less unrepresented payments	12,368.96
	332,136.97
Plus unrepresented receipts	
B Adjusted Bank Balance	332,136.97
A = B Checks out OK	

Resolution: That Stapleford Parish Council herewith agrees the May bank reconciliation calculated through the Scribe accounting system against the bank statements emailed to all councillors in advance of the meeting.

Proposed: Cllr Kettel Seconded: Cllr Pett **Vote carried**

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

As no schedule had been received this matter was not considered.

149.2025 Pavilion Management

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

Four tenders had been received and were presented as sealed tenders according to Stapleford Parish Council Financial Regulations Appendix 1. The tenders were opened and noted as follows:

Tender 1. £516,162 /Start date TBC/30 week duration of work

Tender 2. £496,525/Start date late Autumn/16-20 week duration of work

Tender 3. £525,518/Start date 24th July 2025/19 week duration of work

Tender 4. £188,606/Start date 22nd July/23 week duration of work

Tender 4 was dismissed from the process as the result of perceived lack of viability. Tenders 1,2 and 3 would now be analysed by Blue Ink Architecture for correctness and other factors for context, including loss of hirer income. All 3 contractors would be asked for further key information. This analysis would be carried out and would be available by Friday 11th, unless any delay caused by the return of information from the contractors. An extraordinary meeting would be held on 15th July at 7pm to consider the tenders and would include a review of funds to cover the cost.

b) To consider quotes for piano removal and disposal

Unfortunately, after advice, it was confirmed that the piano was no longer usable so could not be donated, and should be removed. Cllr Gatward would arrange this and would submit expenses for any cost to do so.

c) To consider action regarding the oven in the Pavilion kitchen

A hirer had reported an issue with the oven. An electrician had advised that a repair could be carried out, but this could be left and be part of the renovation work. Hirers would be advised that the oven was not available and switched off. A PAT test had been carried out on all equipment.

150.2025 Sports Facilities & Agreements

To receive an update on any matters

Sports groups had been approached regarding any interest in membership of a Sports Advisory Group, with a positive response received. An open discussion would be arranged to move this forward with participation from Cllr Disley-Stevens, Cllr H Kettel and Cllr Pett.

Outstanding receipts and payments had been finalised between the STC and the Parish Council accounts in time for the interim agreement end of 30th June. STC would provide their actual figures for the year after which a meeting would be held.

151.2025 Highways

To receive reports, consider and resolve actions on Highways matters

A resident had reiterated a concern regarding the likelihood of Priams Way being used as a rat run. They had requested consideration of an LHI. Parish Councillors were asked to provide the assistant clerk with all areas for which an LHI might be submitted. A Highways Officer visit would be requested to view the areas and provide suggestions and advice.

152.2025 Stapleford Weekend Committee

To receive an update from the committee

The Stapleford Weekend had shown an estimated 20% increase in visitors and had been widely attended and enjoyed. A full report, with figures, would be provided at the meeting in August. It was noted that, prior to the Weekend, under Financial Regulation emergency powers 6.6, an electrician had attended to carry out electrical work including an EICR on the cricket store.

153.2025 Council Administration and Governance Matters

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

Remedial work was in progress.

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

The request was considered and, as the bench would meet requirements, it could be approved.

Resolution: That Stapleford Parish Council approve the memorial bench.

Proposed: Cllr Pett Seconded: Cllr French **Vote carried**

c) To receive an update on any matters concerning Stapleford Cemetery

The request for a burial plot by a non-resident, as raised in PQT, was considered. As this was not a pre-purchase it would be approved at non-resident rates.

Resolution: That Stapleford Parish Council approve the purchase of a plot by a non-resident.

Proposed: Cllr Pett Seconded: Cllr B Kettel **Vote carried**

A request had been received for a bench in the old cemetery. The requirements for the bench would be met. As some non-memorial benches are in a state of disrepair and were to be removed this request was approved as a replacement.

Resolution: That Stapleford Parish Council approve the placement of a bench in the cemetery.

Proposed: Cllr Pett Seconded: Cllr B Kettel **Vote carried**

The unsafe gate at the entrance of the cemetery had been removed. The remaining fence gate required cosmetic maintenance.

Resolution: That Stapleford Parish Council approve the maintenance with a budget not to exceed £500.

Inscriptions on headstones in the new cemetery, to the right of the path, were not visible if on the front of the headstone. There was precedence for inscriptions on the back in the old cemetery.

Resolution: That Stapleford Parish Council change the Rules and Regulations to approve inscriptions on the back of headstones in the new cemetery to the right of the path.

The Rules and Regulations would be amended.

Decorations were on plots in the new cemetery which did not meet the Rules and Regulations, complaints had been received, were being dealt with and would be monitored for compliance. A brief discussion considered the possibility of future planning for land to extend the cemetery. This would be investigated.

d) To receive an update on any matters concerning Rangeford

Remedial required works were discussed in detail. It was noted that once Bennetts, Rangeford's contractors left the site, no further remedial work would be completed. This date was upcoming. There were still concerns on 'troughs' at the side of the road as they were considered an extreme safety issue. Cllr Fane noted that he was still pressing for a response on this matter and would continue to do so. It was noted that SPC had pressed for safety work for a considerable period of time and CCC had failed to respond. Even now, with an indication from Rangeford for a financial contribution towards safety and repair work, there was no indication that CCC were responding. There was also discussion on the path opposite Rangeford. It was stated that, as Bennetts were leaving the site, it was difficult to see that further changes would be implemented.

40 mph – CCC were thanked for the additional signage.

Public art – 2 reps from the parish council could attend discussions on the public art. Cllr Disley-Stevens had already expressed an interest. Cllr B Kettel volunteered to be involved.

e) To receive a report from the Assistant Clerk

All matters were covered under agenda points. For information only – the emergency light batteries would be replaced on 15th July. Financial Regulation emergency powers 6.6 had been used to carry out plumbing work in the Pavilion gents toilet.

f) To consider the grant request from SSYI

The grant requested was considered.

Resolution: That Stapleford Parish Council approve the request for a grant of £2,500.

Proposed: Cllr H Kettel Seconded: Cllr Pett **Vote carried**

154.2025 CSET & East West Rail

To receive an update on any development

Representations to the government had been required by 8th July, on request this deadline had been extended to 8th August. A statement of case would be submitted. An initial invoice, paid by Stapleford Parish Council for fees, had been reimbursed through fundraising. A second invoice of £14,400 had been paid. It was expected that most of this would be reimbursed through fund raising and sponsorship. The net cost was estimated to be approx. £1,500. A report on this matter would be submitted to The Messenger.

155.2025 Grounds Maintenance, Biodiversity, Environment & Trees:

To receive an update on any matters including the 2025 Tree Survey.

The tree survey had been carried out and a report received on the significant amount of work/cost required. This would be a priority and tenders to carry out the work would be sought with the data provided.

Two trees identified as causing sight line traffic issues were already under investigation. After discussion with Highways it had been agreed that crown life work could be carried out by the parish council, using an approved Highways contractor. As one of the trees belonged to Highways they had also agreed to share the cost.

Resolution: That Stapleford Parish Council approve tree work at a cost £390 + vat and to reclaim half the cost from CCC.

Proposed: Cllr B Kettel Seconded: Cllr Pett **Vote carried**

156.2025 Playground Management:

To receive an update on any matters – no major issues identified, minor remedial actions highlighted to be investigated.

157.2025 Correspondence

To review correspondence received for any future actions

Resident enquiry about tree responsibility in Cox's Close, advised by Clerk to contact Highways to report tree related issues on CC land.

Resident concern about pot holes on Church St towards Mingle Lane – advised by Clerk to report to Highways.

158.2025 Dates of Meetings:

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

Meeting closed 9.32pm