

**Minutes of the Meeting of Stapleford Parish Council held at Stapleford Jubilee Pavilion on 11 September 2019 at 7.30 pm**

**Present:** Councillors H Kettel (Chairman), Cllr Garden, Cllr Greenhalgh, Cllr B Kettel, Cllr Lusby, Cllr Nightingale, Cllr Sayer.

Clerk & RFO: Belinda Irons Assistant Clerk: Kerry Byne Lesley Watts

SCDC: Cllr Fane PUBLIC: 7

**69.2019** Apologies: Cllr Gatward, Cllr Pett, Cllr Pepperell, Cllr Raphael.

**70.2019** Declaration of Member's Interest: disclosable pecuniary/ pecuniary/personal:

Cllr Sayer: Magog Trust: personal

**71.2019** Minutes of the previous meeting: 12<sup>th</sup> June & 10<sup>th</sup> July 2019

**PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the meeting held on 12<sup>th</sup> June 2019.** PROPOSED: Cllr H Kettel, seconded Cllr Garden. AGREED AND RESOLVED UNANIMOUSLY

**PROPOSAL: That Stapleford Parish Council herewith agree the minutes of the meeting held on 10<sup>th</sup> July 2019.** PROPOSED: Cllr H Kettel, seconded Cllr Garden. AGREED AND RESOLVED UNANIMOUSLY

**72.2019** Public discussion and presentation:

Gt Shelford Cricket Club: comment: club wants to continue to use Stapleford cricket ground but with a fair rent.

Gt Shelford Cricket Club: comment: club wants to continue to use Stapleford cricket ground but with a fair rent. Grants are available if Stapleford PC grants a licence or lease. The girls and women's teams are expanding and there is support from the British Cricket Team Captain Heather Knight.

Stapleford Phoenix: cricket needs to be promoted.

Magog Trust: request to use the pavilion glassware and crockery.

History Society: comment that the Parish Council should retain historic items such as the bier and the village sign, and an offer was made to assist with managing the slaughterhouse documentation and assets.

The Messenger: draft minutes have not been made available. This is a result of new Parish Council staff.

The Messenger: London Road speed sign: when will it work? An engineer has been requested.

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The Messenger: concern was expressed that the Parish Council had indicated it wanted Councillors personal details removed from the public domain and that the point of contact for all Parish Council business would be through the Clerk.

Zero Carbon Grants: 2G3S, Green Groups in Shelfords, Stapleford and Sawston.

South Cambridgeshire has announced funding for Zero Carbon Community Grants. The grants do not need 'matched funding' and any properly constituted group can apply, apparently not just Parish Councils or charities.

It is also possible to use such funding for feasibility studies for community energy projects under the Rural Community Energy Fund.

2G3S brainstormed some ideas, a couple of which could require the use of parish property but NOT PC funds.

A drinking fountain/water bottle refill station for this recreation ground. There have also been national grants for such a program. This would be a useful addition to facilities here, as available when this building is closed.

In both Denmark and the Netherlands there are often publicly accessible pneumatic cycle tyre inflators. The Slaughterhouse might be a good location for such a device as all the mechanics could easily be hidden and secured, with just a pressure gauge, short hose, and instruction board as the public face.

Any application requires the support of the District Councillor.

We hope this 'early involvement' will enable you to consider the benefits to the community, as capital costs will be carried by the District Council.

### **73.2019 Assistant Clerks Reports: Cemetery:**

Lesley Watts: Ms Watts explained that the existing burial ground had limited space. It was recommended that this space would be restricted to immediate burials only. Pre-purchase would be available in the new burial ground only. Further, whilst there had been mention of a path to be installed across the vacant space to join the existing to the new burial ground, this had not been formally agreed. To do so would remove the existing plots and reduce Parish Council potential income. Some plots had already been filled within the area potentially available as a pathway.

**PROPOSAL: That Stapleford Parish Council herewith agrees that vacant plots in the existing burial ground will be used for residents and immediate interments only with no pre-purchased plots and no right of way into the new burial area from the bottom**

**of the burial ground.** PROPOSED: Cllr B Kettel, seconded Cllr Nightingale. AGREED AND RESOLVED UNANIMOUSLY.

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*The Chairman changed the running order of the meeting and included item 80.2019:*

80.2019 Cemetery: Cllr B Kettel

a) Records updating: report: Cllr B Kettel thanked Ms Watts for her hard work and dedication sorting out the records which date back to the 1800's.

b) Land use: no pre-payment for burial plots will be taken until the new burial ground has been mapped and plots allocated. Agreed: see above.

The burial ground is not consecrated. Each plot will be managed by the appropriate faith leader.

c) Training: course booked October

d) Cemetery shed repairs: update: woodworm treatment is needed and was agreed at the meeting. **ACTION: CLERK**

e) Mapping cemetery: Cllr B Kettel advised that Ms Watts, in her investigations of the existing burial ground records, has identified anomalies which must be rectified. This highlights the importance of getting the correct procedures in place for the new burial ground before interments take place.

**PROPOSAL: That Stapleford Parish Council herewith agrees to appoint Cemetery Development Services to provide a full mapping service of the existing and new burial grounds in the sum of £1,580 (one thousand, five hundred and eighty pounds)**

PROPOSED: Cllr B Kettel, seconded Cllr Nightingale. AGREED AND RESOLVED

UNANIMOUSLY. **ACTION: CLERK**

Cllr B Kettel advised that a pathway would be required to enable clean access to burial plots. There is a large heap of subsoil which needs to be managed in an appropriate manner.

**PROPOSAL: That Stapleford Parish Council herewith agrees to appoint a suitable contractor to install a central pathway and remove or spread the burial spoil subject to Financial Regulations requirements.** PROPOSED: Cllr B Kettel, seconded Cllr Nightingale. AGREED AND RESOLVED UNANIMOUSLY. The Clerk will seek three quotes to carry out these works in compliance with Financial Regulations. **ACTION: CLERK**

f) Review of burial costs: recommendation that cost is increased:

Ms Watts will provide comparison documents with a view to increasing costs. **ACTION: LW**

Slaughterhouse: filing: potential cost analysis report: Ms Watts is an experienced document manager and has offered to assist the Parish Council on a self-employed basis to manage the documentation in the Slaughterhouse and for compliance with GDPR. The History Society will assist.

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**PROPOSAL: That Stapleford Parish Council herewith agrees that Ms Lesley Watts be retained on a self-employed contract basis to complete the efficient filing and management of Parish Council documents to comply with GDPR.** PROPOSED: Cllr H Kettel, seconded Cllr Nightingale. AGREED AND RESOLVED UNANIMOUSLY.

Kerry Byrne:

Pavilion: refund of deposit: contra-cheque: Ms Byrne advised the meeting that a booking which was cancelled in 2018 had not, as yet been returned. The Parish Council agreed that this should be actioned and this item is a record of that decision. **ACTION: CLERK/ASSIST CLERK**

#### **75.2019 Finance: income and expenditure: Cllr Garden & Clerk**

a) Financial Reports:

Cllr Garden provided a print out of the current financial situation and impressed upon those present the seriousness of the financial situation, with a number of unbudgeted financial commitments which have come to light but which must be serviced.

Specific focus was on expenditure and income for the pavilion which is running a significant deficit. The Clerk will investigate whether the Public Works Loan can be paid from S106 funds. **ACTION: CLERK**

Councillors were in agreement that hire terms must not be onerous to any organisation or individual. However, costs must be kept in check and the pavilion must generate sufficient income to ensure its ongoing viability.

Maintenance of Parish Council assets was discussed, and there was a commitment to ensure that a long-term perspective on maintenance must be cultivated to ensure long term costs are reduced.

The Parish Warden scheme will be reviewed as it was understood that Stapleford would have a viability limit below which the Parish Council would not support it financially. Cllr H Kettel is due to meet the manager in the near future. **ACTION: HK**

*Cllr Garden left the meeting at 8.40pm*

- i) bank reconciliation: the Clerk to complete
- ii) budget update 2019: covered under Cllr Garden's financial report.
- b) Signatories: 2 signatories for cheques. Mandate update. Building Society: ID update.

**PROPOSAL: that Stapleford Parish Council herewith appoints the Clerk, Belinda Irons, as the primary contact for the Parish Council bank and building society accounts.** PROPOSED: Cllr H Kettel, seconded Cllr B

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Page 5 of 11 Kettel. AGREED AND RESOLVED UNANIMOULSY. The Clerk will progress with signatory Councillors. **ACTION: CLERK/HK/DP**

**PROPOSAL: that Stapleford Parish Council herewith appoints Cllrs H Kettel, C Greenhalgh ,M Gatward, M Lusby, C Nightingale, D Pepperell, S Sayer, J Raphael and the Clerk as signatories on the Unity Trust Bank Account.** PROPOSED: Cllr B Kettel, seconded Cllr Sayer. AGREED AND RESOLVED UNANIMOUSLY. **ACTION: CLERK**

**PROPOSAL: That Stapleford Parish Council herewith agrees to change the Unity Trust Bank mandate to enable online banking facilities.** PROPOSED: Cllr H Kettle, seconded Cllr Nightingale. AGREED AND RESOLVED UNANIMOUSLY. **ACTION: CLERK**

c) Transfer of funds: no update

d) **PROPOSAL: That Stapleford Parish Council herewith agrees the payments shown attached and authorises payment.** PROPOSED: Cllr H Kettel, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY.

Cllr B Kettel forcefully pointed out that under no circumstances were Councillors to be asked to sign cheques outside a meeting. This will be an ongoing action point for the Clerk.

**ACTION: CLERK**

e) Accounting System: updated Excel workbook: the Clerk will seek three quotes from accounting companies recommended by CAPALC.

**ACTION: CLERK**

f) Village weekend: financial report/ feedback: not available. g) Finances: Cllr Garden summary report: see a) above

h) The Chairman thanked Cllr Garden for his hard work producing the questionnaire which will be distributed to every household in the Parish to ascertain priorities for S106 expenditure. All schemes must be agreed with SCDC.

**PROPOSAL: that Stapleford Parish Council herewith agrees the S106 Stapleford Capital Projects Initiative questionnaire in principle and subject to additions for distribution to the community at the earliest opportunity.** PROPOSED: Cllr H Kettel, seconded Cllr Sayer. AGREED AND RESOLVED UNANIMOUSLY.

i) Pension: financial impact: Legislation dictates the Clerk must be enrolled in a pension scheme. An appropriate scheme will be used. **ACTION: CLERK**

j) Use of laptops and printers: consumable payments for Clerk and Assistant Clerk: **PROPOSAL: That Stapleford Parish Council herewith agrees to pay for the consumables associated with Parish Council work for the Clerk and the Assistant Clerk in lieu of payment for office equipment**

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Page 6 of 11currently supplied by other Parish Councils. PROPOSED: Cllr H Kettel, seconded Cllr Sayer. AGREED AND RESOLVED UNANIMOUSLY.

k) **PROPOSAL: That Stapleford Parish Council herewith appoints Westley and Huff Chartered Surveyors to complete a Day 1 valuation of the pavilion and the slaughterhouse in the sum of £300 for compliance with Parish Council insurance policy requirements:** PROPOSED Cllr H Kettel, seconded Cllr Nightingale. AGREED AND RESOLVED UNANIMOUSLY. **ACTION: CLERK**

*The Chairman resumed the running order of the meeting:*

**74.2019** Reports from South Cambs District Council and Cambridgeshire County Council: Cllr P Fane:

Zero Carbon Grants: All costs will be paid by the District Council, which has declared a Climate Emergency. There is a New Housing Consultation which those present were urged to complete.

Planning: There is a review of delegated decision-making for planning which should make it easier for Parish Councils to ask for their respective Councillors to be asked to call in an application for decision by the Development Management Committee.

Liaison between the District and County over planning applications is not working as it should, with the County insisting on changes around Highway installations once permission is granted. This is an unacceptable situation.

Greater Cambridge Partnership cycleway: the pinch point at Bridge Cottage is being worked on. Verges will be reinstated.

Housing Issues: Cllr Fane is due to attend a meeting to discuss Council housing issues following complaints by residents.

The new Chief Executive is Liz Watts, formerly of EHDC

Unitary Authority: Cllr Fane commented that he is making a case for a single Unitary Authority as a result of the difficulties surrounding the lack of DC and CC working partnerships and liaison.

#### **76.2019 Planning:**

Planning applications

<b>S/1721/19/LB</b>	<b>Stables Coach House And Service Block, Gog Magog Hills Estate, Babraham Road, Stapleford, Lintel and rafter repairs and access provision to the stable block mezzanine</b>
<b>S/2695/19/RM</b>	<b>57 to 61, London Road, Stapleford</b>

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Other Planning Matters:

Newbury Farm development: proposal for 220 new dwellings on this site

SCDC: Parish Planning Forum which will be held at 6pm on 25th September at South Cambs Hall at Cambourn

**77.2019** Neighbourhood Plan: Cllr B Kettel: update: no update **78.2019** Councillors Portfolios allocations: update

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	<b>Approval of matters reserved for appearance, landscaping, layout and scale following outline planning permission S/2338/18/OL to demolish No. 59-61 London Road, Stapleford and replace with 4No. detached properties and provide new gated access with all matters reserved: objection: proposal forms a cross-roads on a busy road.</b>
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S/4329/18/OL	<p><b>Welcome Genome Campus, Hinxton</b></p> <p>Outline planning permission with all matters reserved for a phased, mixed use development comprised of up to 150,000 square metres of Gross External Area (GEA) of flexible employment uses including research and development, office and workspace and associated uses falling within Use Classes B1 (office, laboratories, light industry), B2 (general industrial) and B8 (Storage) uses; up to 1,500 residential dwellings (Use Class C3); supporting community uses and social infrastructure including a nursery (Use Classes D1); conference facility (Use Class D1) and associated hotel (Use Class C1); retail uses including shops (Use Class A1), restaurants and cafes (Use Class A3) and bars (Use Class A4); leisure uses (Use Class D2); landscape and public realm, including areas for sustainable urban drainage and biodiversity enhancements; energy centre and utilities; site access (vehicular, cyclist and pedestrian), car and cycle parking and highways improvements; early landscape and enabling works; and associated works. (This application is subject to an Environmental Impact Assessment)</p> <p>A detailed summary is required to enable an assessment of the impact from SCDC.</p>
S/2795/19/LB	<p><b>The Towers, Hinton Way, Great Shelford, Cambridge, Insertion of new window and roof light</b></p>

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Cllr H Kettel: Asset Management

Cllr Sayer: Legal

Cllr Nightingale: Historical support: all areas

Cllr Pepperell Cllr B Kettel: Cllr Gatward Cllr Pett:

Historical support: all areas Neighbourhood Planning & Cemetery Grounds Maintenance

Village Estate Charity Representative Finance

Highways

FEOFFEE Representative

Cllr Garden:

Cllr Lusby:

Cllr Raphael:

Cllr Greenhalgh: Governance

## **79.2019 Asset Management Cllr H Kettel**

Pavilion & Recreation Areas: reports and updates

- a) Pavilion redevelopment consultation: update: on hold
- b) Play area inspection recommendations & expenditure: in hand. It was reported to the meeting that the roundabout has missing slats. The Clerk will contact the caretaker as a priority. **ACTION: CLERK**
- c) Grounds Maintenance: risk assessment from contractor: awaited.
- d) Granta Terrace: Laurel Hedge: overgrown: now cut.
- e) The Green: trees died: Croudace to replace within 5 years: Cllr Fane to action.
- f) Defibrillator site: potential for siting on the Three Horseshoes: on hold.
- g) Defibrillator: maintenance/ servicing/ signage/ access: Cllr Lusby to progress. **ACTION: ML**
- h) Cricket all weather covers: to be moved to an appropriate site by Cricket Club.
- i) Pavilion clock: update: Cllr Gatward/H Kettel: next agenda
- j) Pavilion: external painting/weatherproofing: quotes awaited
- k) Signage: 'private property – no overnight parking or camping': on hold
- l) Height Barrier: the height barrier was moved as an urgent action following potential unauthorised incursion. **PROPOSAL: That Stapleford Parish Council herewith agrees the movement of the recreation ground height barrier as an emergency action authorised by the Chairman.** PROPOSED: Cllr H Kettel, seconded Cllr Greenhalgh. AGREED AND RESOLVED UNANIMOUSLY. Action completed.

The Slaughterhouse:

- a) electrical test & upgrade

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- b) Roof repairs
- c) Future of building: discussion
- d) Structural survey

Contracts for works: discussion

All works on hold.

**81.2019** Highways: updates and reports

a) street lighting:

i) installation of new lights: Clerk: this is a costly operation at approximately £2,500 per light for purchase and installation. No funds have been budgeted for this cost.

ii) transfer of energy supplier to PC: update: unmetered supply certificate obtained; PC decision required on supplier once MPAN numbers received from UK Power Networks. The Clerk will seek quotes. **ACTION: CLERK**

Cllr Lusby will assist the Clerk with ascertaining private roads to enable recharge of costs to residents as applicable. **ACTION: CLERK/ML**

b) Speed signage: Councillors commented that this is the most contentious issue which is frequently raised by residents and deserved very careful consideration.

i) SIDs placement: Cllrs Lusby, Nightingale & Gatward: completed. Engineer awaited to calibrate.

ii) Cambridgeshire County Council: Proposed Speed Limit Changes - A1307 Cambridge to Babraham: Stapleford proposal to extend a new 50mph Speed Limit on Haverhill Road, Stapleford from 35m south-west of A1307 Babraham Road south-west for 200m

**PROPOSAL: That Stapleford Parish Council herewith proposes that the speed limit change on the Haverhill Road recommended by Cambridgeshire County Council be extended to the Stapleford 40mph limit.** PROPOSED: Cllr H Kettel, seconded Cllr Lusby. AGREED AND RESOLVED UNANIMOUSLY. Cllr H Kettel will draft a response **ACTION: HK**

c) Grant application: speed reduction Haverhill Road: not submitted this year as lack of time to carry out full compliance with grant requirements which included the formation of a speed watch volunteer group.

d) GCP: Busway: meeting with Parish Council representatives: Cllr H Kettel Stapleford PC will submit comments to the Strategy 1 consultation.

e) Rights of Way: Gog Magog/ drift track: Clerk: ongoing

f) Fingerpost: Robert Heap plaque: Clerk: ongoing **82.2019** Governance & Legal: Cllr Greenhalgh

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## Standing Orders

**PROPOSAL: That Stapleford Parish Council herewith agrees to adopt the revised Model Standing Orders with immediate effect.** PROPOSED: Cllr Greenhalgh, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY.

## Financial Regulations:

**PROPOSAL: That Stapleford Parish Council herewith agrees to adopt the revised Model Financial Regulations with immediate effect.** PROPOSED: Cllr Greenhalgh, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY.

## Code of Conduct

**PROPOSAL: That Stapleford Parish Council herewith agrees to adopt the Code of Conduct with immediate effect.** PROPOSED: Cllr Greenhalgh, seconded Cllr H Kettel. AGREED AND RESOLVED UNANIMOUSLY.

## Other policies and procedures: on going.

Tennis Club: legal agreement: Cllr H Kettel: This has proven more difficult than anticipated and is ongoing. Cllr Greenhalgh has offered assistance which was agreed.

Cricket Club: legal agreement: Cllr J Kettel: This has likewise proven to be more difficult than anticipated and is again ongoing. Cllr Greenhalgh has offered assistance which was agreed.

Sports Clubs: scale of fees comparisons: discussion/agreement: Whilst the Parish Council agreed that fees needed to be urgently reviewed, it made a commitment that costs would not be onerous. It was made clear that all Parish Council costs would require review and the budget process would commence next month.

## Use of Office:

**PROPOSAL: That Stapleford Parish Council herewith agrees that the Clerk and Assistant Clerk will be available at Cox's Close office on an appointment basis only with immediate effect.** PROPOSED: Cllr H Kettel, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY.

## Publication of Councillors personal details:

**PROPOSAL: That Stapleford Parish Council herewith agrees that the Clerk as the Proper Officer of the Council will be the initial point of contact for all correspondence with immediate effect.** PROPOSED: Cllr H Kettel, seconded Cllr B Kettel. AGREED AND RESOLVED UNANIMOUSLY.

**83.2019** Grounds Maintenance: Cllr Gatward: next agenda

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Contracts: discussion

Villedomer Gardens: Twinning funding & gardening: discussion**84.2019** IT: PC Website: discussion: next agenda

Pavilion: internet connection**85.2019** Community: update

Stapleford Primary School: proposal to provide a nursery school: consultation**86.2019**  
Correspondence:

Cambridge South East Transport: Railway alternative route: not financially viable

South Cambs DC: Zero carbon communities grant

Bidwells: quote for Day 1 insurance valuation

Westley & Huff: quote for Day 1 insurance valuation

Mrs Ecclestone: request to plant wild flowers in verges

Stapleford Primary School: provision of nursery consultation

Villedommer Twinning Assoc: Villedomer Gardens & gardening

The Wild Trout Trust: River Granta dry: letter to be sent: **ACTION: CLERKSSYI**: request for grant funding £3,000

**87.2019** Date of Next Meeting: Jubilee pavilion at 7.30pm

PC Meetings: 2<sup>nd</sup> Wednesday of each month except August 8<sup>th</sup> October 13<sup>th</sup> November

*Meeting closed at 10.30pm*

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