

Minutes of the Meeting of Stapleford Parish Council

held at the Jubilee Pavilion on 08 November 2017 at 7.30 pm.

Present: Cllrs Pett (Chairman), Beresford-Knox, Berridge, Bow (7.35 to 9.30 pm), Elsbury, Nightingale, Pepperell, Sayer (Vice-Chairman) & Shelton
Anne Rudge – Clerk & RFO
Louise Morgan – Assistant Clerk

In attendance: County Councillors Hickford & Cuffley, Ms S Davies – Queen Edith Community Forum, Mr P Fane (Chairman of Neighbourhood Plan Group), Mr M Nettleton (Chairman Great Shelford Parish Council)

110.2017 Apologies

No apologies. The Clerk asked the Chair to remind Councillors that it is in the Code of Conduct that apologies should be reported to the Clerk in good time prior to the meeting.

111.2017 Declarations of interest

Councillors Pett, Nightingale and Pepperell – Planning items.

112.2017 To confirm the minutes of the Meeting held on 11 October 2017

The minutes of the meeting of 11 October were approved as a true record and signed

113.2017 Matters arising

a. Item 107 School Issues. Councillor Pett confirmed that the notes from the meeting between Councillors and the School representatives, held in October, have not been circulated yet however he has been contacted by the Chair of Governors about Collier. He will be arranging a meeting to discuss Collier only.

b. Review of Emergency Plan – Flooding

Councillors Pett, Sayer and Elsbury Bow will meet to discuss this matter.

c. Slaughter House extension plans

Councillor Pett reported that the next step would be for the Parish Council to submit a full planning application. He reported that he had approached South Cambridgeshire District Council to see if the Parish Council could lease the Community premises in Cox's Close as it is under-used. No response has been received and it was agreed that if there was no response from SCDC in two weeks the plans will be submitted.

d. Fingerposts update

Only one company had responded to the Clerk's request for an updated quotation for the three fingerposts agreed by Councillors. Councillors agreed to go ahead with this quotation. The Clerk will confirm the location for each post and the wording. This will be in agreement with ACE who has agreed to contribute to the costs.

e. Cemetery

i) Councillors expressed concern about the potential risks posed by the damaged graves at the Cemetery and considered ways to ensure visitors to the site avoid injury. It was agreed that Councillor Pett will prepare a laminated sign for the entrance to the Cemetery informing visitors to take care.

ACTION: Councillor Pett

ii) Councillor Pett informed the meeting that he has placed new signs at the Cemetery reminding dog owners that it is prohibited to walk their pets at the site. The Clerk will investigate how a bye-law can be obtained.

ACTION: The Clerk

iii) Councillor Pett has obtained a quotation for a gate at the Cemetery together with a quote for a fence. He will circulate the quotations to Councillors.

114.2017 To call the meeting off and take matters of public interest

The meeting was called off at 7.50 pm to take matter of public interest.

i) Councillor Pett reported that he has been informed the building plans for 1 Priams Way are not being adhered to. SCDC will be visiting the site.

ii) A resident has raised a concern about the extension to the roadway at Bar Lane/Bury Road which has been laid to grass. Councillor Pett considered that it should have been tarmac and will contact Charles Swain at SCDC to check this.

ACTION: Councillor Pett

iii) Councillor Elsbury reported that residents have raised concerns about overhanging hedges.

iv) A resident of Church Lane reported that lorries from Travis Perkins drive across their front lawn when exiting the site. Councillor Pett considers the problem arises because of the final parking space outside the offices next to Travis Perkins and thought if this space was removed it would solve the problem. Councillors agreed that lines and parking throughout the village should be an item for the Strategic Planning meeting. The Clerk was asked to report to Highways that the sign in Church Street needs to be replaced.

ACTION: The Clerk

115.2017 To receive reports from County Councillors and District Councillors

The written report submitted by County Councillors to the Council carried information about the following items:

- The Children Centre debate has led to some misinformation and the Sawston Centre will be retained and services enhanced.
- Boats – which stands for Byways open to all traffic – is the subject of much interest but is a very complicated area and whilst the support of the Rights of Way officer, or indeed any officer, is not required the support of the community is valued via consultation.
- All the CCC Committees have begun their budget setting process for next year.
- The A10 works is still progressing but the timescale for the works cut drastically, and it may even be completed slightly ahead of the revised schedule.

At the meeting County Councillor Hickford responded to an article in the most recent Stapleford Messenger which had said that the School was losing funding to the tune of £50K where in real terms the budget is increasing by 1.9%. Local Highways Improvement Scheme (LHIS) applications are now in and PC's will be hearing from Highways officers very soon, if they have not been contacted already.

Questions to County Councillors concerned the traffic lights at Addenbrooke's roundabout which are not working effectively and also asking for an explanation of the role of the new County Councillor 'Champion'. County Councillor Cuffley said that he would be investigating the problems with the traffic lights at Addenbrookes. and County Councillor Hickford explained that the 'Champion' would be getting people working together across all 102 parishes that the Champion is co-ordinating. The designated champion for our members is County Councillor Lina Joseph.

District Councillor Shelton briefed the meeting on the following:

- Work on the Ice Rink in Cambridge will begin on 28 November.
- Funding pot for green energy projects. There is a total of £55K per year available for Parish Councils and other groups for green initiatives. The maximum grant per year is £3K per organisation.
- Nominations for Community Hero has opened.
- The Tree planning application has been refused. District Councillors are holding discussions with the owner of the site.
- Unit C, Hill Trees, Babraham Road, Great Shelford, Certificate of Lawful development for the use of land for sales and repairs of motor vehicles – the appeal is to be decided by Public Enquiry to be held on 05 December at SCDC offices in Cambourne

116.2017 LLF – A1307

Following an invitation from the Chairman, Ms Sam Davies, the Chair of Queen Edith Community Forum (QECF) attended the meeting to explain the Forum's concerns regarding the options being considered for the A1307 Three Campuses to Cambridge transport scheme. As Stapleford parish boundary abuts the area covered by QECF, it is recognised

that there are benefits to working together. It was agreed that as Councillor Pett is the Parish Council representative on the LLF he would attend meetings with the QECF.

117.2017 To call the meeting back on and to consider planning matters.

The meeting was called back on at 8.30 pm to consider planning matters.

a. S /3594/17/FL Single and two storey rear extension at 100 Hinton Way, Great Shelford for Mr P Waters

Councillors recommended approval subject to Officers taking full consideration of all planning requirements.

b. S/3809/17/FL Ground floor extension to house at 8 Priams Way for Mrs Dale

Councillors recommended approval

c. S/3510/17/FL Update to a 1970s original double garage to form a family play room with toilet facility and storage in the existing rafters. In addition to bricking up the metal garage door insert a skylight and French doors into the private garden area at 2 Vine Close for Ms S R Brown

Councillors recommended approval but asked that the garage remains within the curtilage and is not sold off.

d. S/3462/17/FL Demolition of single storey front extension, construction of 2 storey front extension & single storey lean-to at 13 Church Street for Mr & Mrs George

Councillors recommended approval and also asked for parking restrictions and working conditions to be applied.

e. S/3565/17/FL Removal of existing boundary wall and erection of palisade fence at 5 Church Street for P Digby, Travis Perkins

Councillors recommended refusal as it would have a detrimental effect on the street scene and an impact on the neighbourhood. Councillors also considered security could be an issue. Councillors requested that if Officers are minded to approve the application that it is referred to the Planning Committee.

Decisions to note as follows:

S/1630/17/FL Permission refused for Erection of a new Public House building along with a pair of residential dwellings following demolition of existing buildings on the site at 9 Bar Lane. (Stapleford Parish Council objected to this application – resolved at June 2017 meeting)

S/3030/17/FL Permission granted for first floor extension to side and rear at 28 Priams Way for Mr & Mrs Wyse (Stapleford Parish Council recommended approval asking officers to check privacy issues).

118.2017 Pavilion and Recreation Ground

a. Security for Recreation Ground

Councillor Pett reported that before we can proceed with the mounds agreed at the last meeting we require full planning permission. He has requested a copy of SCDC's own application as they have mounds at their site in Cambourne.

b. Pavilion report from Assistant Clerk

The Assistant Clerk reported that there have been some issues with keyholders passing their key to a cover person when on holiday or away without informing her which could cause a problem with insurance. It was agreed that this would be discussed at the upcoming Users meeting on 25 November.

Users have responded positively to the use of BACS for payments and this is working well with most users paying promptly. There are however some users still paying in arrears and in some cases requesting refunds if they do not use the premises as part of their block booking.

The Assistant Clerk aims to harmonise payments so all users pay the same charges. It was agreed that the Assistant Clerk will provide a list of all users and their scale of charges to be circulated to all Councillors. She also asked Councillors to consider increasing prices for 2018.

ACTION: Assistant Clerk

The Assistant Clerk has ideas to increase the usage of the Pavilion e.g. a winter wonderland. Councillor Elsbury pointed out that this would be in competition with the school. It was agreed that the Assistant Clerk will provide a summary of her ideas to increase sales. She circulated a suggested design for a business card.

ACTION: Assistant Clerk

Councillor Pett told the meeting the Pavilion is an asset to the community however we should make better use of it. Councillor Sayer will investigate the VAT position in relation to lettings.

ACTION: Councillor Sayer

c. Wifi

The Assistant Clerk will investigate.

ACTION: Assistant Clerk

d. Upgrading bins

It was agreed to delay a decision on upgrading the bins until progress has been made on increased usage.

e. Tennis Courts update

Three quotations have been received for renovation and upgrading of the tennis courts. It was agreed that the Clerk will arrange a meeting with tennis club officials and Councillors Pett, Bow & Elsbury. The Clerk will also circulate the quotes.

ACTION: The Clerk

f. Removal of gravel bags by car park

It was agreed to arrange for the gravel bags to be emptied onto the car park.

ACTION: The Clerk

Councillors agreed to move to item 121 to discuss the Neighbourhood Plan as Mr P Fane was in attendance.

121.2017 Reports/Notices of meetings

a. Neighbourhood Plan

Councillor Pett reported that at a recent meeting of the Neighbourhood plan group it was agreed that the Assistant Clerk would provide administrative support to the group for 8 hours per week with the cost being split between the two Parish Councils. He also reported that there is approximately £1200 remaining of the £4K seed money. In addition the group has acquired a grant from Groundworks of just under £4K.

Mr Peter Fane, Chairman of the Neighbourhood Plan group, said that the Assistant Clerk would be taking on a more extensive role. The group has taken on a Consultant from ACRE to ensure they meet all their obligations.

Councillor Pepperell thanked the Assistant Clerk for taking on these duties.

b. Cambridgeshire Parish Council Conference 17.11.17

Councillor Pett may be able to attend.

119.2017 Cemetery – Review of maintenance and extension

Councillors agreed to the request for a bench at the Cemetery with the Clerk and the Chairman to agree when it can be sited.

It was also agreed that the Clerk should develop Cemetery regulations together with a policy for benches.

ACTION: The Clerk

The Clerk reported that the Planning application for the Cemetery extension had not been submitted as the fee needed to be approved by Council. Councillor Shelton informed the meeting that he believed that no fee was required.

120.2017 Local Highways Improvement application

Following a visit with David Lines from Highways, Councillor Pett reported that he has submitted an application to provide four pinch points along Haverhill Road similar to Grange Road in Cambridge, to slow traffic down. In due course Highways will send an officer to assist with the planning. Councillor Pett reported that Mr Lines was not averse to a 20 mph limit however it is not clear where the request originated.

Councillor Pett confirmed that a separate meeting will have to be organised with Highways to inspect the footpaths and pavements as agreed at the last meeting. The Clerk will contact Highways to arrange this.

ACTION: The Clerk

122.2017 Village Matters

a. Village Weekend 2018

Councillor Pett informed the meeting that residents had come forward to run the events for next year's Village Weekend. After some discussion Councillors voted to go ahead with the Village Weekend on 22-24 June 2018.

123.2017 Rural Community Energy Fund – grants available

Councillors agreed this should be discussed at the Strategic Planning meeting. It was agreed that the next Parish Council meeting on 06 December should be dedicated to Strategic Planning.

124.2017 South Cambridgeshire Community Awards

It was agreed that this should be in the Stapleford Messenger. Residents should send suggestions to the Clerk.

125.2017 School issues – update

This was dealt with under Matters Arising.

126.2017 Finance

a. To receive the financial report – noted.

b. Authorise payments

Payments of £4,156.95 authorised.

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The meeting closed at 9.40 pm

Signed Date.....