

Minutes of the Meeting of Stapleford Parish Council

held at the Jubilee Pavilion on 10 January 2018 at 7.30 pm.

Present: Councillors Pett (Chairman), Beresford-Knox, Bow, Elsbury,
Nightingale and Pepperell
Anne Rudge – Clerk & RFO

In attendance: Mr Peter Fane
Mr Nick Sample – Potential District Council candidate for May
election.

133.2017 Apologies

Apologies received from Councillors Berridge & Sayer
Councillor Shelton - absent

134.2017 Declarations of Interests

Councillor Pepperell is a payee included in the authorised payments.

135.2017 To confirm the minutes of the meetings held on 08 November and 06 December 2017

Minutes of 08 November

Item 113b Review of Emergency Plan. It was agreed to replace Councillor Elsbury with Councillor Bow. Once this amendment was made the minutes were approved as a true record and signed.

Minutes of 06 December – the minutes were approved as a true record and signed.

136.2017 Matters arising

08 November 2017

114(iii) Overhanging hedges. Councillors agreed this was a problem along a number of roads in the village. Councillor Pett reported receiving another complaint and suggested that an article encouraging residents to maintain their hedges should be put in the Messenger and placed on the website. Councillors agreed to this proposal.

ACTION: Councillor Pett

118f Removal of gravel bags by car park. Councillor Pett reported that this has been done.

120 Local Highways Improvement application. Councillors agreed to deal with this item at this point although it is on the agenda at Item 145. It was agreed that Councillors Pett, Elsbury and Pepperell and the Clerk will attend the LHI Panel meeting on 05 February in the morning.

a. Fingerposts update. Councillors agreed to let the Clerk have their suggestions for wording on the fingerposts by Monday 15 January. Once this is finalised the purchase delivery can be organised. Councillor Elsbury suggested there should be an additional post on the triangle outside the Rose. Councillor Pett suggested there should be a sign on the Cemetery fence stating 'Stapleford Parish Council Cemetery'. Councillor Bow agreed with this suggestion and asked that existing signs should be removed. The Clerk will investigate signage.

ACTION: The Clerk

b. **LLF – A1307.** Councillor Pett attended a meeting before Christmas. The meeting was poorly attended and no progress was made. Councillor Pett reported that the options on the table prior to the meeting will remain.

137.2017 To call the meeting off and take matters of public interest

The meeting was called off to take matters of public interest. No matters of public interest raised.

138.2017 To receive reports from County Councillors and District Councillors

No County Councillors were present.

District Councillor Nightingale reported that agreement had been reached for a 'travel pod' in Sawston and confirmed that Stapleford Parish Council will be invited to meetings when this is discussed.

DC Nightingale also reported that the planning application for a Trading Park in Sawston has been approved. He reported that he had recommended refusal based on the increase in traffic in surrounding villages.

139.2017 To call the meeting back on and to consider planning matters.

The meeting was called back on to consider planning matters.

Agri-tech site, Hinxton – noted.

S/0201/16/CM Dernford Quarry Section 73 application for development (Extraction and processing of sand and gravel with construction of an agricultural reservoir) without compliance with condition 3 of planning permission S/00468/13/CM to extend the time for completion of the reservoir to 31 December 2017.

Councillor Pett explained the developer was not complying with submitted plans and asked Councillors if they were prepared to grant an extension. Councillor Pepperell reported that all banks have been covered; trees have been planted and fences put in place. Councillor Pett suggested an extension to 31 March 2018. Councillor Pepperell suggested that the Council requests a plan from the developer which shows how the completed site will look. Councillors finally agreed that the Clerk contact South Cambridgeshire District Council stating that a decision could not be made until they confirm that there is compliance with the 2013 conditions.

ACTION: The Clerk

Tree application

S/4432/17/TP Towers House, Hinton Way, Great Shelford. T1 Fagus sylvatica (Beech) reduce the crown by approx. 3-4m on extended stems on garden side. Drop crotch pruning to minimise visual impact. Upper crown to be thinned in a similar way on garden side. The aim is to reduce crown spread over garden whilst retaining tree with integrity.

No objections

Lawful Development Certificate

S/4309/17/LD 5 Dukes Meadow – Mr & Dr S Jazayeri. Small single storey extension.

Decisions

S/3809/17/FL 8 Priams Way - Ms Dale. Permission granted for ground floor front extension to house.

S/3594/17/FL 100 Hinton Way, Gt Shelford – Mr P Waters. Permission granted for single and two storey rear extension.

S/3565/17/FL 5 Church Street – P Digby, Travis Perkins. Permission refused for removal of existing boundary wall and erection of palisade fence.

All the above noted.

Councillor Pett informed the meeting that a number of plans had been received in the last week and suggested an extra meeting should be called.

RESOLVED to hold an extra meeting on Wednesday 24 January ^{(Proposed WE}

^{Seconded NP Unanimous)}

140.2017 Parish Office

Report on meeting with SCDC re use of Cox's Close and Slaughterhouse Extension

Councillor Pett reported that SCDC has given tacit approval to putting a Clerk's office in Cox's Close Community Centre initially on a six month trial for 10 hours per week. In time the Parish Council meetings can be held there releasing the Pavilion for bookings on Wednesday evenings. Councillor Elsbury expressed the view that at least one meeting evening a month should be held reserved at the Pavilion and Councillor Pepperell considered the Council should have the right to hold a meeting at the Pavilion if required. SCDC will be talking to residents about the proposal at a coffee morning on Wednesday 17 January. Councillors Pett & Elsbury will attend.

Councillor Pett explained that he has had discussions with the Business Rates Adviser at SCDC and was informed that if the Council take over the lease of Cox's Close it would be liable for business rates. Currently the Parish Council only pays rates on the Cemetery of approximately £240. Business rates for the Pavilion could be around £4K.

Councillors agreed to discuss the budget requirements (Item 148) at this point.

148.2017 c. To discuss budget requirements

Councillor Pett provided a paper to inform the discussion. He recommended S106 contributions are removed from the budget calculations as they are earmarked for other projects. Once removed the income for 2018/19 is estimated at £95K with expenditure estimated at £96K. Councillor Pett reported that the Council has around £100K in reserves. Councillor Bow considered that the Precept should not be increased because of the level of funds currently held.

Councillors asked if there was any progress on development of the tennis courts. Councillor Pett reported that there had been a delay due to changes to the Tennis Club committee and a meeting will be set up. He also pointed out that costs related to football and cricket usage at the Recreation Ground will continue to increase particularly as the outfield is in need of extensive repair and maintenance. Councillors were also asked whether they felt that cemetery costs should be increased.

Councillors agreed there could be additional expenditure if Highways agreed that the Parish Council could pay for the white and yellow lines in the village to be re-done. Councillor Bow reported that her enquiry to Highways about this matter had not yet received a response.

Councillors discussed the issue of the grass verge on the corner of Bar Lane. Councillor Nightingale agreed to contact Charles Swain at the District Council regarding enforcement.

ACTION: Councillor Nightingale

Other issues discussed concerned increasing staff wages; hire fees at the Pavilion and whether to continue with the current Ranger programme.

Following these discussions it was **RESOLVED** to leave the Precept at £65,000 (Sixty five thousand pounds) Proposed NP Seconded JB Unanimous

141.2017 Parish Communication and election preparation

With some Councillors expressing the wish to step down at the next election in May Councillor Bow suggested that there may not be sufficient Councillors and considered we should advertise. Councillor Elsbury agreed that the Council needs to be proactive and she agreed to prepare an item for the next Stapleford Messenger to encourage interest in becoming a Councillor. She will circulate it to Councillors prior to sending it on. A flier to every house in the village was suggested however Councillors asked the Clerk to investigate how much this would cost before a decision is made.

ACTION: The Clerk

The meeting was called off to allow Mr Peter Fane to speak about the Neighbourhood Plan.

142.2017 Neighbourhood Plan

Mr Fane reported there would be SWOT Analysis meeting on 18 January. The notes from the meeting on 29 November have been distributed.

The Neighbourhood Plan group are working with a representative from Cambridgeshire ACRE who is visiting locations in both villages to identify sites for affordable housing. Mr Fane stated that it had been the intention to deliver a draft plan in time for the October meeting however this is looking unlikely as there are insufficient volunteers. The group needs expertise, particularly in planning. Momentum has been lost and individuals are dropping out. The Assistant Clerk is providing valuable assistance to the group; improving communication and helping them to keep to the timetable.

The meeting was called back on to continue with the agenda. Messrs Fane & Sample left the meeting.

143.2017 Pavilion & Recreation Ground

a. Issues over the holiday break – Two doors had the glass broken by vandals during the Christmas break. The Clerk is pursuing an insurance claim and organising the repairs. Councillors requested the Clerk seek estimates for additional lights at the end of the car park.

b. Fence behind Pavilion – Councillor Pett reported that he has two quotations for the erection of the fence. He will investigate further.

c. Cricket net – ongoing.

d. Projector screen, trolley and hearing loop – Councillors agreed that we should seek professional advice on the use of the pavilion for hearing before embarking on further expenditure.

ACTION: The Clerk

e. Winter event at the Pavilion – Councillors asked for specific information about the requested event together with budget information before a decision is made on whether to go ahead.

f. Request for increase hourly fees for the Pavilion – After discussion Councillors agreed not to increase the hourly fees. Councillors also asked for more information to be provided on the Pavilion timesheet circulated by the Assistant Clerk.

144.2017 Cemetery

a. S106 funds – Councillor Pett reported that Section 106 funds cannot be used for Cemetery repairs.

b. Layout of new cemetery/ type of memorials for ashes interment – Councillors asked for this to be deferred to the February meeting and for photos of types of memorials to be provided.

ACTION: The Clerk

145.2017 Highways, Traffic and Transport

a. Corner of Bar Lane/Bury Road – Dealt with under item 148.

b. White and yellow lining in the village – Dealt with under item 148.

c. Local Highways Initiative – Dealt with under Matters Arising Item 136.

146.2017 Reports/Notices of meetings

Dealt with under Matters Arising Item 136b.

147.2017 Village Matters

a, The Tree, 9 Bar Lane – Expiry of ACV December 2018 – Councillors agreed to defer this item until information from the Save the Tree group is provided.

b. Proposed changes to Great Shelford Medical Centre – Councillor Pett provided background information regarding a proposed merger with Granta Practice and the current public debate about a relocation/refurbishment of the buildings.

c. Village Weekend 2018 – Councillor Pett and Julie Rayment will act as joint Chair of the Committee with responsibility for the weekend events and the Village Show respectively.

148.2017 Staff Matters

a. CILCA training for Clerks – Councillors agreed to the Clerks attending training to achieve this qualification.

b. Staff appraisal arrangements – Councillors agreed to defer appraisals for the Clerks until August 2018. It was agreed that Councillors Pett and Pepperell would carry out the appraisal of the Recreation Ground Guardian.

149.2017 Finance

a. To receive the financial report – noted.

b. Authorise payments

Payments of £8,804.25 authorised.

c. To discuss budget requirements – dealt with earlier in the meeting.

d. To agree Precept – dealt with earlier in the meeting.

e. Transferring current account to Barclays – Councillors agreed no changes to the existing arrangements are required at the moment.

The meeting closed at 9.40 pm

Signed

Date.....