

Minutes of the Meeting of Stapleford Parish Council
held at Stapleford Jubilee Pavilion on 08 May 2019 at 7.30 pm

Present: Councillors Garden, Gatward, B Kettel, H Kettel, Lusby,
Nightingale, Pett and Pepperell
Anne Rudge – Clerk & RFO
Lesley Watts – Assistant Clerk

In attendance: District Councillors Fane 7.30 to 9.35 pm
District Councillor Sample 7.30 to 8.00 pm

1.2019 Election of Chair for ensuing year

Councillor Nightingale proposed Councillor H Kettel; this was seconded by Councillor Gatward and unanimously agreed. Councillor B Kettel abstained from the vote.

2.2019 Councillor H Kettel signed the Declaration of Acceptance

3.2019 Election of Vice-Chair for the ensuing year

Councillor H Kettel proposed Councillor Sayer in her absence; this was seconded by Councillor Nightingale.

Councillor Pepperell proposed Councillor Pett however she said she did not want to be considered.

Councillor Sayer election as Vice-Chair was unanimously agreed.

4.2019 Declaration of Acceptance of Vice-Chair

Councillor Sayer will sign the declaration at the next meeting.

5.2019 Apologies

Councillor Sayer
County Councillors Cuffley & Hickford

6.2019 Welcome to new Councillors and signing of Declaration of Acceptance

Councillors Garden and Lusby were welcomed to the Council and both signed the Declaration of Acceptance.

7.2019 Declarations of Interest

Councillor Pett is receiving a cheque

Councillors B & H Kettel's house is at the bottom of the garden of 9 Aylesford Way (Planning S/1109/19/FL)

8.2019 The minutes of the meetings held on 10 April were read, approved and signed.

9.2019 Matters arising from the minutes of 06 February 2019

a. Update on investment accounts

Signatories have to be set up for the Cambridge Building Society accounts before any new investment accounts can be opened. **ACTION: The Clerk**

b. Slaughterhouse

Councillors agreed to the replacement of the pheasant on the thatch of the Slaughterhouse at a cost of £70 plus VAT. **ACTION: Cllr Pett**

c. Update on Recruitment Process

Councillors Lusby and Nightingale agreed to be involved in the interview process.

ACTION: The Clerk

d. Any other matters

The Clerk asked for guidance on what sort of energy source is required for the mobile speeding signs. After discussion Councillors agreed to the purchase of two solar powered batteries costing £700 extra per unit. **ACTION: The Clerk**

Councillor Lusby said the use of lamp posts for siting the signs should be discussed at the upcoming meeting with Balfour Beatty. **ACTION: Cllrs Pett & Pepperell**

10.2019 The meeting was called off at 7.35 pm to take matters of public interest

No matters of public interest.

11.2019 To receive reports from County Councillors and District Councillors

No County Councillors present.

DC Sample thanked the Council for allowing District Councillors to have a 'surgery' prior to the meeting.

Regarding the development of the Spicers site in Sawston by Huawei, DC Sample said that a resident had been in touch expressing concerns about security. He responded by saying whilst these concerns are understandable matters of national security are dealt with by authorities at a higher level. He stated that Huawei's investment is to be welcomed bringing much needed development to the Spicer's site and new jobs to the area.

Councillor Pepperell stated that he wanted to ask the County Councillors a question about the recent communication stating that responsibility for paying street lighting electricity will be passing to Parish Councils to which he strongly objects and other Councillors agreed. In the absence of County Councillors it was agreed to write to them objecting to the change.

ACTION: The Clerk

12.2019 To call the meeting back on to consider planning matters

The Chair called the meeting back on at 8.00 pm to consider planning matters.

[S/1109/19/FL](#) Loft conversion with a dormer and sky lights to main house & garage extension & conversion to an annex at 9 Aylesford Way (amended).

Councillors had no objections to this application with the proviso that the annexe would not be sub-let in the future.

[S/1027/19/FL](#) Single storey front and rear extension to ground floor & single storey rear extension to first floor at 72 Haverhill Road.

Councillors had no objections to this application.

[S/4329/18/OL](#) Wellcome Genome Trust, Hinxton. This is an amendment to the Outline planning permission with all matters reserved

It was agreed that Councillor B Kettel would compare this amended application with the previous one before submitting any comments. Councillors agreed that the impact on traffic with this application is a serious issue.

ACTION: Councillor B Kettel

[S/3739/18/PO](#) To revisit this application discussed at the November 2018 Parish Council meeting Modification of planning obligations contained within Section 106 agreement. 1-5 (odd), 15, 21 and 2 – 8 (even) Chalk Hill, and 57-61 (odd) Gog Magog Way for Metropolitan Housing Trust Ltd

Councillors previously referred this back to Officers with a request that any decision did not undermine the affordable housing situation.

Councillors want to express in the strongest possible terms their objection to this change and will request the decision goes to the Planning Committee.

13.2019 Review of members pecuniary interests

Councillors agreed to let the Clerk know if their pecuniary interests had changed since the election in May 2018.

ACTION: All

14.2019 Annual review of Risk Management document

It was agreed that the Assistant Clerk will investigate the requirements relating to the retention of Council documents.

ACTION:

Assistant Clerk

The Chair asked for the financial items to be higher up on the monthly meeting agendas to allow thorough scrutiny.

ACTION: The Clerk

Councillors agreed that Health and Safety should be a standing item on the agenda each month.

ACTION:

The Clerk

The Chair asked whether there were up to date risk assessments for grass cutting. The Clerk will investigate.

ACTION:

The Clerk

The Assistant Clerk reported that the playground inspection report would be on the June agenda.

The Chair thanked the Assistant Clerk for her work on the document and Councillors agreed the content.

15.2019 Review of councillor responsibilities – this was deferred to the next meeting. The Chair also asked for a summary of the council's insurance cover, the Council's broker should be approached for this.

16.2019 Co-option process

The two positions will be advertised in the Messenger and on staplefordonline.

17.2019 Review of the Annual Parish Meeting

The Chair thanked Councillor Pett for her work on the Chair's report. He said he was encouraged by the large turnout and the positive contribution provided by the presenters. He felt that the Greater Cambridge Partnership (GCP) had listened to the comments by Councillors and residents about the proposed Mass Rapid Transport (MRT) route and may reconsider the old Haverhill railway line route.

Next year he stated that introductions to Councillors will be made at the outset and there should be name plates on the table.

ACTION:

The Chair/Clerk

Councillor Pett stated that there was no report from the Friends of St Andrews; the report provided was a church report and this should not happen in future.

18.2019 Village Hall Estate fund

The fund is reconsidering their position and may not wind up as stated at the last meeting. If this is the case the Parish Council will have to appoint a trustee.

19.2019 To consider a site for the de-fibrillator

Councillor Lusby said that the de-fibrillator should be checked to make sure it is still 'in date'. Councillors agreed it should be on the wall of the Slaughterhouse. It needs an electrician to fit it.

ACTION: The

Clerk

20.2019 Website update

The Chair reported that he and the Clerk had met with David Martin (DM) who currently manages staplefordonline. DM has changed the access to the site so it is easier to find it and there will also be mention of the Stapleford Facebook page on the site. Following the meeting it was agreed that we would not pursue developing our own website at this time.

21.2019 Neighbourhood Plan update

.156 people have responded to the survey. All responses go to Councillor B Kettel and the analysis will be confidential.

Councillor B Kettel stated that both Great Shelford and Stapleford agree to support the Neighbourhood Plan to the tune of £2K per year however Great

Shelford will not release any money unless an invoice is presented. There needs to be an invoice from Stapleford Parish Council to Great Shelford PC for the cost of running the Neighbourhood Plan.

ACTION: The Clerk

22.2019 Village Matters

- a. Salvation Army clothing recycling bin – Councillors agreed to refuse this request on the grounds that the area around such bins always becomes very messy. The Clerk will respond.

ACTION: The Clerk

- b. Parish newsletter - The relationship with the Stapleford Messenger is strong going forward and the Council intends to make more use of stapleford online and the Stapleford Facebook page to communicate with residents so Councillors did not see the need for a newsletter.
- c. Village weekend – Councillor Gatward reported that all is going well and they are on target to make a profit. He asked that Parish Councillors are available on the day to support the event.

ACTION: All

- d. Grass cutting – following a meeting with the contractor The Chair said he felt reassured that the problems of last year would not be repeated. It has been agreed that the contractor will use his discretion regarding cutting rather than stick rigidly to a monthly cut. In addition he has been asked to remove litter and rubble from the verges where necessary. It was agreed that the contractor should be asked to remove the algae from the slabs behind the pavilion.
- e. Street lighting – the meeting with Balfour Beatty is scheduled for Thursday 16 May. Councillors Pett and Pepperell will attend. They will ask about siting the speed signs.

23.2019 Pavilion and Recreation Ground

- a. Update on plans for development – Councillors agreed that consultation with residents and establishment of need had to shape the brief, and finance is paramount. Councillors Garden & H Kettel will take this forward.

ACTION: Cllrs Garden & H Kettel

Councillors agreed that hire charges for the facilities at the pavilion should be reviewed. The Assistant Clerk will investigate what other Parish Council's in the area charge.

ACTION: Assistant Clerk

- b. Tennis Club lease – The Chair will formalise the Heads of Terms following legal advice which will include the tennis club carrying out any work to their own specification but only with Parish Council approval.

ACTION: Councillor H Kettel

24.2019 Reports from meetings attended and information about upcoming meetings

- Huawei presentation – Several councillors have attended the presentations. The Chair stated that it is an exciting project however access to the countryside is important. Initially the company are focusing

on the Spicers site. Councillor B Kettel said that it is essential that traffic restrictions are imposed on heavy vehicles leaving the site. DC Fane said he would forward his response to Councillors and said that the company appear to be willing to engage with the community and the site is long overdue for development.

- Cambridge South East Transport Study workshop – 07 May 6.30-8.30 pm at Long Road Sixth Form College. Several councillors attended. The Chair reported that Strategy 1 is not universally supported. DC Fane said the Parish Council should keep pressing for a reappraisal of the old Haverhill Railway Line.
- The Tree - Councillor Garden reported that the Compulsory Purchase Order is still awaited. District Councillor Fane said that the submission is ready to go in.

25.2019 Consideration of renewal application for CAPALC

Councillors agreed to renew membership at a cost of £461.86 plus £50 per year for the Data Protection cover.

26.2019 Finance

- a. The year end accounts were signed off.
- b. The end of year budget was signed off
- c. Finance reports up to 29 April were agreed
- d. Payments were authorised to the value of £15,793.79 however it was agreed to withhold payment for the all-weather cricket strip (£9,594) until repairs to the field have been carried out.
- e. The Clerk was appointed as RFO and Ben Stoeher of LGS Services was appointed as Internal Auditor.
- f. The Clerk confirmed that accessing accounts by obtaining signatures on banking documents both from former and current Councillors was ongoing and highly bureaucratic.

The meeting ended at 9.42 pm

Signed

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