

# STETCHWORTH PARISH COUNCIL

19 High Street, Aldreth, Cambs, CB6 3PQ

Clerk: Mrs. Karen Peck

Email: [clerk@stetchworth.org](mailto:clerk@stetchworth.org)

## MINUTES

**Notice of Meeting** to be held on Tuesday 21<sup>st</sup> November 2023 at The Ellesmere Centre (Gredley Room) at 7pm. All members of the Council are hereby summoned to attend a meeting of Stetchworth Parish Council for the purpose of transacting the business as set out below. Members 7 Quorum 3.

*K Peck*

### THE MEETING IS OPEN TO THE PUBLIC (INCLUDING THE PRESS)

Mrs Karen Peck Clerk to Stetchworth Parish Council

15<sup>th</sup> November 2023

Present: Cllr Bell - Chairman (WB), Saunders – Vice Chair (PS), Puddick (JP), Kempton (LK), Sharp (AS)

Clerk: Karen Peck (KP)

#### 67/23/24 Apologies for Absence (Local Government Act. 1972 s.85 (1))

- (a) To receive and approve apologies for absence.  
Councillor Sarah Breen (other commitments), apologies accepted.

#### 68/23/24 To Receive Declarations of Pecuniary and non-Pecuniary Interest

None

#### 69/23/24 Open Forum for Public Participation

No members of the public were present.

#### 70/23/24 To Approve the Minutes of the Meeting held on 17<sup>th</sup> October 2023

The minutes of the meeting held on 17<sup>th</sup> October 2023 were approved as a true record and signed by the Chairman. Motion carried unanimously.

#### 71/23/24 Matters Arising including reports from the Clerk and Councillors (for information only)

- (a)
1. Update on Streetlight for Church Lane.  
In progress with K & M Lighting – KP to chase.
  2. Land Ownership Ellesmere Centre Car Park and grounds  
WB to make further investigations.
  3. Quotations for tree works and do we wish to apply for a Pride of Place Grant  
It was unanimously **RESOLVED** to apply for a Pride of Place Grant enhance the surroundings of the Ellesmere Centre to benefit the community and benefit the natural environment. Motion carried.
  4. To approve bank changes to Unity Trust Bank - to add new Clerk and remove exiting.  
It was unanimously **RESOLVED** to add Mrs Karen Peck to the Unity Bank Account as Administrator with no authorisation access. Motion carried.
  5. To approve National Pay Award implement and backdate for Clerks.  
It was unanimously **RESOLVED** to approve and implement the pay award and backdate. Motion carried.
  6. To discuss the use of Redshoes Accounting to conduct Payroll Services  
It was unanimously **RESOLVED** to approve payroll services through Redshoes Accounting. Motion carried.
  7. To discuss Scribe Accounting quotation to replace current provider.  
It was unanimously **RESOLVED** to approve Scribe as the Councils accounting package (one off professional fee charge of £200) and annually £326.40 subscription charges. Motion carried.
  8. To discuss next meeting date and dates for 2024  
It was **RESOLVED** to schedule the meeting for 6<sup>th</sup> December 2023 at 7pm. Motion carried.
  9. To discuss Utility Aid quotation for the renewal of Electricity Contract  
It was **RESOLVED** to accept Utility Aids quotation for a one-year contract with SSE for £1252.77. Motion carried.
  10. To discuss budget position (Year to Date) and provision for 2024-25 budget and

precept  
The Council reviewed the year-to-date report.

#### 72/23/24 The Ellesmere Centre

- (a) Ellesmere Centre Report.  
AS updated council on the success of the recent Christmas Market. The squash court project is currently on hold.
- (b) Update on proposal to apply to the ECDC Pride of Place grant funding re: frontage of Ellesmere Centre – Cllrs Bell, Sharp and Saunders.  
RESOLVED under 71/23/24 (3)

#### 73/23/24 District & County Councillors' Reports

AS touched on the requirement to enforce the 2021 Environment Act, which introduced an automatic new condition to every planning permission granted: a biodiversity net gain (BNG) of **10%**. This means that, before any development begins, applicants need to measure the existing and proposed biodiversity values of their sites.

AS also provided a brief overview from the County and District over the last month; continuation of the Making Connections/ Congestion Charge debate. The County change in policy for Weed Management (being heard at January Committee), County Councils £28 million budget gap, Waste Directive changes that are currently being investigated to standardise waste collection nationally and the district aim to use a new fleet potentially ran on HVO (hydrotreated vegetable oil) and the imminent closing of the Growth and Infrastructure Fund on 9<sup>th</sup> December 2023.

#### 74/23/24 Finance - to approve accounts for payment:

- | Ref:                                 | Payee/Item                             | Chq. no | Total          | Exc. VAT |
|--------------------------------------|--|---------|----------------|----------|
| (1)                                  | Staff costs – Oct 23                   | BACs    | £0.00          |          |
| (2)                                  | Clerk's expenses Oct 23                | BACs    | £0.00          |          |
| (3)                                  | Opus Energy (street lighting)          | BACs    | 102.59         |          |
| (4)                                  | The Ellesmere Centre – room hire (Oct) | DD      | £30.00         |          |
| (5)                                  | RH Landscapes – grass cutting Oct 23   | BACs    | £288.00        | £240.00  |
| (6)                                  | TBM – Microsoft 365 licences (monthly) | BACs    | £12.72         | £10.60   |
| (7)                                  | St Peters Stetchworth PCC – Newsletter | BACs    | £402.26        |          |
| <b>Total payments for the month:</b> |  |         | <b>£835.57</b> |          |
- (b) To note monies received:  
● None.
- (c) To note consider bank reconciliations for October and November will be presented at a forthcoming meeting.

#### 75/23/24 Planning

- (a) To receive planning application decisions and tree works: -
- 23/00650/FUL Newmarket Equine Hospital, Cambridge Road – extension to accommodate CT scanner. – **Approved**
  - 23/00898/FUL 57 Strollers Way – first floor side extension and associated works. **AMENDMENT for information only:** amended plans showing changes to the quantity of render and cladding and an amended block plan now including vehicle parking. - **Approved**
  - 23/00898/FUL 57 Strollers Way – first floor side extension and associated works. **AMENDMENT** re: removal of Dormer windows. - **Approved**
  - 23/00139/FUL Aislabie Stud, Ley Road, Stetchworth  
Proposed sub-division of existing dwelling element from 1 No. dwelling to 2 No. apartments - **Approved**
- (b) To consider planning applications received:
- None

#### 76/23/24 Community Matters/General Maintenance

- (c) Next steps for Moveable Vehicle Activated Sign – AS to progress and copy the Clerk.
- (d) Handyman – no update was provided.
- (e) Risk Assessments – to consider the need to carry out a risk assessment on any item discussed during the meeting.

**77/23/24 Correspondence for Information**

- a) East Cambs Climate Action Network - Earth Café
- b) East Cambs - Mepal Neighbourhood Plan consultation
- c) ECDC Press release: Pride of Place grants.
- d) ECDC Newsletter - November 2023
- e) National Highways: A11 Babraham to Six Mile Bottom resurfacing update
- f) East Cambs Ely Markets - Festive press release
- g) ECDC press release: 75 Coronation oaks.

**78/23/24 Date of Next Meeting & Matters for Future Consideration**

6<sup>th</sup> December 2023 at 7pm

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*K Peck*

Karen Peck  
Clerk and RFO  
Stetchworth Parish Council

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*W Bell*

Wayne Bell  
Chairman  
Stetchworth Parish Council

6<sup>th</sup> December 2023