

**STETCHWORTH PARISH COUNCIL**  
c/o The Ellesmere Centre, Ley Road, Stetchworth, CB8 9TS  
Clerk: Mrs. Marilyn Strand Tel: 07725 831858  
Email: clerk@stetchworth.org

## AGENDA

**Notice of Meeting** to be held on Tuesday 18<sup>th</sup> July 2023 at The Ellesmere Centre (Gredley Room) at 7:30pm. 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.

*MJ Strand*

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

Mrs Marilyn Strand – Clerk to Stetchworth Parish Council  
13<sup>th</sup> July 2023

**28/23/24 To receive & approve apologies for absence.**

**29/23/24 To Receive Declarations of Pecuniary and non-Pecuniary Interest**

Councillors to declare any personal and/or pecuniary interest in any item on the agenda and to inform the Chairman if they wish to speak on the matter during the Public Forum.

**30/23/24 Open Forum for Public Participation**

An opportunity for parishioners to address Parish Councillors and for Councillors declaring a prejudicial interest to address the meeting in relation to the business to be transacted.

**31/23/24 To Approve the Minutes of the Meeting held on 20<sup>th</sup> June 2023**

**32/23/24 Matters Arising including reports from the Clerk and Councillors (for information only)**

- (a)
- Old laptop – donated to The Ellesmere Centre.
  - New laptop repaired under warranty.
  - Laurel on Church Lane.

**33/23/24 The Ellesmere Centre**

- (a) Ellesmere Centre Report.  
(b) To consider applying to ECDC Pride of Place grant funding re: frontage of Ellesmere Centre.

**34/23/24 District & County Councillors' Reports**

**35/23/24 Finance - to approve accounts for payment:**

(a)	Ref: Payee/Item	Chq. no	Total	Exc. VAT
	(1) Staff costs – Jul 23	BACs	£365.82	
	(2) Staff costs – Aug 23	BACs	£365.82	
	(3) Clerk's expenses Jul/Aug	BACs	£85.49	
	(4) Opus Energy (street lighting)	DD	£37.61	£35.82
	(5) The Ellesmere Centre – room hire (May)	BACs	£30.00	
	(6) The Ellesmere Centre – defib pads/cabinet	BACs	£453.00	
	(7) RH Landscapes	BACs	£288.00	£240.00
	(8) Witham Oil & Paint (handyman)	BACs	£66.58	£55.48
	(9) CAPALC membership & DPO	BACs	£370.12	
	<b>Total payments for the month:</b>		<b>£2,062.44</b>	

(b) To note monies received: - none.

**36/23/24 Staffing Matters & Administration**

- (a) To consider and review applications for the position of Clerk & RFO.  
(b) Storage of PC documents.  
(c) To consider full purchase of printer/copier/scanner or sale to the Clerk.

**37/23/24 Planning**

- (a) To receive planning application decisions and tree works: -
- 23/00406/FUL 44 Mill Lane – 3 air-conditioning units (retrospective). **Approved.**
  - STNN/23/43 – addressing three new dwellings on Mill Lane.

- (b) To consider planning applications received:  
None.

**38/23/24 Community Matters/General Maintenance**

- (a) To consider quotation for additional streetlight for Church Lane, cost £1,236.99 +VAT (K&M Lighting) plus up to £1,500.00 for UK Power Network connection (to be confirmed).
- (b) Handyman – update.
- (c) Risk Assessments – to consider the need to carry out a risk assessment on any item discussed during the meeting.

**39/23/24 Date of Next Meeting & Matters for Future Consideration**