

STETCHWORTH PARISH COUNCIL
c/o 59 West Street, Isleham, Ely, Cambs. CB7 5SD
Clerk: Mrs. Marilyn Strand Tel: 07725 831858
Email: clerk@stetchworth.org

ANNUAL MEETING OF THE PARISH COUNCIL

MINUTES

Stetchworth Parish Council Full Council Meeting on
Tuesday 16th May 2023, 8pm
held at the Ellesmere Centre (Gredley Room)

Present: Cllrs Lily Whymer, Wayne Bell, Limara Kempton, John Puddick, Piers Saunders, and Alan Sharp.
Clerk: Mrs Marilyn Strand.

There was one member of the public present.
The meeting was opened at 8:05pm.

1/23/24 Election of Chairman & Signing of Declaration of Acceptance of Office form.

Cllr Saunders nominated Cllr Bell to the office of Chairman for the ensuing year and the nomination was seconded by Cllr Puddick and AGREED by all.

Cllr Bell signed the Declaration of Acceptance of Office.

2/23/24 Election of Vice-Chair.

Cllr Bell nominated Cllr Saunders to the position of Vice-Chairman for the ensuing year and the nomination was seconded by Cllr Puddick and AGREED by all.

3/23/24 To receive & approve apologies for absence.

Cllr Sarah Breen (personal); Cllr Alastair France (work commitments).

4/23/24 To Receive Declarations of Pecuniary and non-Pecuniary Interest

None.

5/23/24 Open Forum for Public Participation

None.

6/23/24 To Approve the Minutes of the Meeting held on 18th April 2023

The minutes of the meeting held on 18th April were approved as a true record and signed by the Chairman.

7/23/24 Matters Arising including reports from the Clerk and Councillors (for information only)

(a)

- Aislabie Stud – further information on this planning application was NOTED.
- Response from Sanctuary Housing re: 1 Jubilee Court. There had been no sign of new occupants at this long-empty property, despite assurances from Sanctuary that new tenants would be moving in imminently.
- Thanks from resident re: dog foul signage – NOTED.
- UKPN re Laurel – quotations will be obtained.
- PC laptop – Cllr Bell suggested it might be given to the Ellesmere Centre rather than being sold.
- Councillors thanked Mr. Michael Whymer for continuing to carry out weekly inspections of the playground equipment.
- The village's Coronation celebrations had been fabulous, and the Chairman thanked Mrs. Lily Whymer and all volunteers who helped to make them a success.

8/23/24 The Ellesmere Centre

(a)

Ellesmere Centre Report – Lily Whymer reported the following: -

- The Cambridge Building Society account jointly held by the PC and the Ellesmere Trustees need to be updated. It was agreed that Cllr Saunders will become a signatory in place of Mrs. Whymer.
- The Post Office will re-open as soon as staff can return to work.
- Trustees are still considering the possibility of converting the squash courts into more usable office and meeting spaces.

- (b) AGREED – request from Ellesmere Centre trustees to pay towards a new metal cabinet for the defibrillator – cost £297.00 (VAT included, non-refundable). Proposed by Cllr Bell, seconded by Cllr Saunders.

9/23/24 District & County Councillors' Reports

District Cllr Alan Sharp was not in attendance due to other meeting commitments.

- 10/23/24 **Finance** - to approve accounts for payment: Proposed Cllr Saunders, seconded Cllr Puddick and AGREED.

Ref:	Payee/Item	Chq. no	Total	Exc. VAT
(1)	Staff costs – May 23	BACs	£365.82	
(2)	Clerk's expenses	BACs	£50.62	
(3)	Opus Energy (street lighting)	DD	£43.39	£41.32
(4)	The Ellesmere Centre – room hire (Apr)	BACs	£30.00	
(5)	RH Landscapes	BACs	£288.00	£240.00
(6)	Community Action Suffolk (insurance)	BACs	£641.66	
(7)	Canalbs – internal audit	BACs	£108.32	
(8)	Rialtas – software transfer to new laptop	BACs	£30.00	£25.00
(9)	Rogers Gardening Services	BACs	£150.00	
(10)	Rogers Gardening Services – fencing	BACs	£275.00	
(11)	Playsafety Ltd – annual inspections	BACs	£196.80	£164.00
(12)	Eurooffice – stationery	BACs	£37.75	£31.46
(13)	Coronation expenses – sundries	BACs	£443.60	
(14)	Coronation – band	BACs	£250.00	
(15)	Coronation – hall hire	BACs	£64.00	
	Total payments for the month:		£2,974.96	

- (b) To note monies received: -
- ECDG re: precept 1 of 2 - £9,435.00
- NOTED.
- (c) To consider Independent Internal Auditor Report – NOTED.
- (d) To approve and sign the Annual Governance Statement 2022/23 – AGREED and signed by the Chairman and the Clerk.
- (e) To approve and sign the Accounting Statements 2022/23 – AGREED and signed by the Chairman.
- (f) To approve and sign declaration of exemption 2022/23 – AGREED and signed by the Chairman.

11/23/24 Administration

- (a) AGREED K & M street lighting maintenance contract at £202.86 +VAT per year for three years. Proposed by Cllr Well, seconded by Cllr Puddick.

12/23/24 Planning

- (a) To receive planning application decisions and tree works: -
- 22/00198/NMAB July Racecourse, Stand 1, Cambridge Road – non-material amendment to previously approved 22/00198/FUL for proposed refurbishment of existing stand 1, weighing room and replacement of champagne bar. **Approved.**
- NOTED.
- (b) To consider planning applications received:
- 23/00469/FUL 24 High Street – removal of existing porches and erection of single-storey porch, canopy, garage door change/alteration and associated works – NOTED with no comments.
 - 23/00409 Prospect Villa, 18 Tea Kettle Lane – to repair and extend two loose boxes and to repair an adjoining woodshed – NOTED with no comments.

13/23/24 Community Matters/General Maintenance

- (a) To consider annual play area inspections and take any necessary action. Quotations will be obtained for the specialist work and the handyman will be asked to carry out minor repairs.

- (b) Handyman – update: the handyman continues with regular maintenance jobs and will be asked to look at minor issues at the playground.
- (c) Risk Assessments – to consider the need to carry out a risk assessment on any item discussed during the meeting – none.

14/23/24 Date of Next Meeting & Matters for Future Consideration

It was AGREED to meet on the third Tuesday of each month as follows: -

20th June, 18th July, 19th September (no meeting in August), 17th October, 16th November, 19th December, 16th January 2024, 20th February, 19th March, 16th April, 21st May.

Chippings for footpath (July)
Cllr training.

The meeting was closed at 8:45pm.

Signed: Approved and signed by the Chairman

Dated: 20th June 2023

Statutory powers relating to this month's payments:

- (1-2) Local Government Act (LGA) 1972, s.112
- (3) Parish Councils Act 1957, s.3; Highways Act 1980, s.301
- (4) LGA 1972, s. 111
- (5) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214;
- (6-9) LGA 1972, s.111
- (10-11) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214;
- (12) LGA 1972, s.111
- (13-15) LGA 1972, s.145 (1)(a)