

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

**MINUTES**

Stetchworth Parish Council Full Council Meeting on  
**Tuesday 18<sup>th</sup> July 2023, 7:30pm**  
held at the Ellesmere Centre (Gredley Room)

**Present:** Cllrs Wayne Bell (Chairman), Sarah Breen, Limara Kempton, John Puddick, Piers Saunders (Vice-Chair), and Alan Sharp. District Cllr James Lay was also in attendance.  
Clerk: Mrs Marilyn Strand.

There were no members of the public present.  
The meeting was opened at 7:30pm.

**28/23/24 To receive & approve apologies for absence.**  
Cllr Alastair France (personal).

**29/23/24 To Receive Declarations of Pecuniary and non-Pecuniary Interest**  
Cllr Saunders declared a non-pecuniary interest in item 37/23/24(a).

**30/23/24 Open Forum for Public Participation**  
None.

**31/23/24 To Approve the Minutes of the Meeting held on 20<sup>th</sup> June 2023**  
The minutes of the meeting held on 20<sup>th</sup> June were approved as a true record and signed by the Chairman.

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

- Old laptop – this has been donated to The Ellesmere Centre.
- New laptop – this has been repaired under warranty.
- Laurel on Church Lane – RH Landscapes & Maintenance Services are due to carry out this work in the near future.

**33/23/24 The Ellesmere Centre**  
(a) Ellesmere Centre Report – Cllr Sharp reported the following: -  
Cllr Sharp joined the meeting at 7:47pm.

- The Summer Show had been very successful and enjoyable. The classic car show and dog show had been the main attractions.

(b) To consider applying to ECDC Pride of Place grant funding re: frontage of Ellesmere Centre – it was AGREED that Cllrs Bell and Sharp will look into whether the grant could be used to improve the frontage of the Ellesmere Centre and bring back a proposal to the September meeting.

**34/23/24 District & County Councillors' Reports**  
District Cllr James Lay reported the following: -

- Firstly, Cllr Lay thanked those who had voted for him in the May elections.
- A priority is to see the recycling centre in Newmarket re-open.

County & District Cllr Alan Sharp reported the following: -

- The Local Highways Initiative decisions will be made next week.
- Details of the congestion charge for Cambridge are still being put together.

**35/23/24 Finance - to approve accounts for payment.** It was proposed by Cllr Bell and seconded by Cllr Saunders that the following payments be made: -

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 – this item was deferred to the end of the meeting.
- (b) Storage of PC documents – it was AGREED to wait until a new Clerk is appointed to decide where to store the PC's archive of documents.
- (c) To consider full purchase of printer/copier/scanner or sale to the Clerk – a decision will be made once a new Clerk has been appointed – AGREED.

**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.
- NOTED.

- (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). It was proposed by Cllr Bell to go ahead with the additional streetlight if funding can be taken from the PC's CiL reserves. The proposal was seconded by Cllr Breen and CARRIED.
- (b) Handyman – update: a bench on Teakettle Lane is currently taped up and the Clerk will check whether this has been done by the handyman and is a work in progress.
- (c) Risk Assessments – to consider the need to carry out a risk assessment on any item discussed during the meeting – none.

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

19<sup>th</sup> September.

The meeting was closed to members of the public at 8:05pm. Cllr James Lay left the meeting.

The meeting was re-opened at 8:06pm. It was AGREED to discuss item 36/23/24 (a) as a confidential matter.

Three applications had been received for the post of Clerk & RFO.

Cllrs Bell, Saunders and Sharp were delegated to interview candidates and appoint a suitable candidate for the role.

The meeting was closed at 8:20pm.

Signed: Approved and signed by the Chairman

Dated: 19<sup>th</sup> September 2023

Statutory powers relating to this month's payments:

- (1-3) Local Government Act (LGA) 1972, s.112  
(4) Parish Councils Act 1957, s.3; Highways Act 1980, s.301  
(5) LGA 1972, s. 111  
(6) Public Health Act 1936, s234  
(7) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214;  
(8-9) LGA 1972, s.111