

**STEEPLE MORDEN PARISH COUNCIL**  
**Minutes of the Parish Council Meeting held remotely on**  
**Monday 14<sup>th</sup> December 2020 at 7.00pm**

**Present:** Councillors: J Clayton (Chairman), N Badger, K Austin,  
 C Upchurch, S Wheatley, S Traverse-Healy, M Bird,  
 District Cllr Williams (part)  
 Jenna Brame & Olivia Carr (Cambridgeshire ACRE) Stephen Kelly  
 (Planning Director South Cambridgeshire District Council)  
 In attendance: Mrs S Walmesley (Clerk) and 8 members of the public.

**1 APOLOGIES FOR ABSENCE AND DECLARATIONS UNDER THE CODE OF CONDUCT AND REQUESTS FOR DISPENSATIONS**

Apologies were received from Cllr Drew and Cllr Belson. Cllr Traverse-Healy declared a non Pecuniary interest under Item 7.1 as a member of his family was leading the project, and Item 6.1 as an Allotment Holder.

**2 COUNTY AND DISTRICT COUNCILLOR REPORTS**

**2.1 County Council**

Cllr Kindersley had circulated a report but was not in attendance.

**2.2 District Council**

Cllr Williams reported that she had a meeting arranged in the new year with officers to identify further areas for tree planting in the village.

There had been concerns raised by some residents over the proposal for 25,000 new homes locally. There was a website set up with a press release from the developer. Cllr Williams had stressed that there had not been a planning application made to South Cambridgeshire District Council. As more information became available she would let Councillors know.

The Chairman thanked Cllr Williams for all her work during 2020.

**3 COMMENTS AND OBSERVATIONS FROM PARISHIONERS AND MEMBERS OF THE PUBLIC**

**3.1 SCDC Planning Director –Stephen Kelly**

Mr Kelly reminded Councillors of the judgement on a previous planning application for 8 Craft Way and the process to re assess the application. As a result of an administrative error a decision was accidentally issued on the new application which meant that the District Council had to return to the court to quash that decision.

In consultation with the applicants a new planning application had now been submitted and this was on the agenda for the meeting this evening.

Mr Kelly stated that the combination of the factors may give rise to confusion amongst the community and the status of the application and the process. He was attending this meeting to answer questions.

Mr Kelly was asked about the report on the second application which Mr Kelly stated was the original in the case file.

Cllr Traverse-Healy referred to the annexe on the original application which the Parish Council was advised was close to that allowed under permitted development rights. He asked what the measurement was. Mr Kelly did not have the information to hand and agreed to report back.

Cllr Traverse-Healy then asked if the application was to go to appeal would the measurement cause a problem. Mr Kelly was unable to comment but added that it was up to members to judge and South Cambridgeshire District Council had not reached a view on the application yet.

A discussion took place on the 25,000 homes reported earlier by Cllr Williams. Mr Kelly reported on the Call For Sites and the 650 pieces of land submitted for consideration. He added that it was not unusual to get additional sites submitted for projects. He confirmed that there had been no engagement with the developer proposing the 25,000 homes so at the moment the level of detail of the proposal was very limited.

Cllr Traverse Healy then referred to the planning process suggesting that only material considerations should be included in the consultation by Parish Councils when

responding to planning applications. Mr Kelly welcomed the suggestion and advised that the Planning website was progressively being updated.  
The Chairman thanked Mr Kelly for his attendance at the meeting.

### 3.2 Presentation of Housing Needs Survey –Jenna Brame

Councillors had received a copy of the survey. Ms Brame was asked to give a presentation of the results which she did. A need for 17 properties had been identified. Ms Brame was aware of the affordable housing site in the village.  
The Chairman thanked Ms Brame for the comprehensive report.

### 3.3 Other

#### 3.3.1 Planning Application 20/04720/HFUL

Both the applicant of the application for 8 Craft Way and a neighbour were in attendance. The neighbour stated that he was interested to see if the Parish Council would put forward the same representations to the new application as they did the original. The applicant advised that slight amendments had been made to the application with the annexe size reduced. The Clerk reminded the meeting that this was a new planning application and should be treated as such.

## 4 **TO APPROVE THE MINUTES OF**

### 4.1 The Parish Council Meeting held on 2<sup>nd</sup> November 2020

On a proposition by Cllr Austin, seconded by Cllr Bird, the minutes as circulated were taken as read and then approved as a true record and would be signed by the Chairman.

### 4.2 The Parish Council Planning Meeting held on 17<sup>th</sup> November 2020

On a proposition by Cllr Upchurch, seconded by Cllr Bird, the minutes as circulated were taken as read and then approved as a true record and would be signed by the Chairman.

## 5 **MATTERS ARISING AND CARRIED FORWARD**

### 5.1 Update on new website

Cllr Drew had advised that she was still waiting for information from some Councillors to add to the website. There was also an issue with transferring the old directories to the new site which the Clerk was trying to help with. -Clerk & Cllrs

### 5.2 Report by Cllr Bird On NATS Presentation

Cllr Bird had circulated a report to Councillors. He stated that Steeple Morden should come out well with the new proposals which would mean that aircraft for Stansted would stay further east towards the St Neots area. The proposal was due to come into operation in 2022 and Cllr Bird suggested the movements be monitored to make sure that the changes took place. The Clerk was asked to respond to the consultation supporting the changes. Cllr Bird to forward the website link. -MB & Clerk

### 5.3 Historic Parish Council Records

Cllr Bird reported that he had been through the records and found that the minutes were not the original as they were unsigned. Some of these were dated back to 1966. There was a lot of other information relating to the village there worth keeping.  
The Clerk advised that the Parish Council had a filing cabinet in the Pavilion which currently held a lot of old planning applications. She suggested that as these applications were now recorded on the South Cambridgeshire District Council website they could be destroyed which would make space for documents the Parish Council wished to keep, Cllr Bird suggested that he would scan the interesting papers and see if they were of any historical interest to residents in the village. -MB

### 5.4 Covid Volunteer Group Update

The Chairman reported that he was aware of a couple of requests for help and these had been met.

## 6 **FINANCES**

### 6.1 To receive the financial statement and to approve the payment of bills

Agreed Proposed Cllr Upchurch Seconded Cllr Bird  
E-ON

Reading Room electricity December 2020 DD

£ 39.00

|  |   |          |
|--|---|----------|
| HAVEN POWER  |   |          |
| Street light electricity November 2020 DD                            | (inc £44.88VAT)   | £277.37  |
| THE PRINTWORKS (ROYSTON) LTD   |   |          |
| Newsletters December 2020  |   | £ 60.00  |
| IN AND OUT   |   |          |
| Disabled toilet clean November 2020                                  |   | £ 15.64  |
| ANGLIAN WATER BUSINESS (NATIONAL) LTD                                |   |          |
| Sewage charge May-Nov 2020   |   | £136.90  |
| CAMBRIDGE WATER BUSINESS   |   |          |
| Estimated Rec ground charge April-Oct 2020                           | £83.68  |          |
| Allotment water charge April-Oct 2020                                | £68.47  | £152.15  |
| SCDC (THE POST OFFICE)   |   |          |
| Emptying of eurobin April –March 2020                                |   | £692.25  |
| PLAYDALE PLAYGROUNDS LTD   |   |          |
| Repair to zip wire (inc £59.00VAT)                                   |   | £354.00  |
| NETWISE UK   |   |          |
| Website support package Jan 2021-Jan 2022                            |   | £300.00  |
| PKF LITTLEJOHN LLP   |   |          |
| External audit 2019/20 (inc £40.00 VAT)                              |   | £240.00  |
| SUMMERS ELECTRICAL & PARTNERS LTD                                    |   |          |
| Installation of replacements floodlights to car park (inc £42.00VAT) |   | £252.00  |
| A CHAMBERS   |   |          |
| Recreation ground expenses (inc £48.53VAT)                           |   | £332.33  |
| MD LANDSCAPES  |   |          |
| Grasscutting July-Dec 2020 (inc £220.00VAT)                          |   | £1320.00 |
| TOTAL  |   | £4171.64 |
| 6.2  | <u>Budget/Precept 2021/22</u>   |          |
|  | The Chairman had circulated some information to Councillors to get the discussion underway. There were some concerns over the format that the information was in so he agreed to circulate again. The Chairman asked for comments ahead of the next meeting so that a decision could be made on the precept requirement then. <b>-Cllrs</b> |          |
| 6.3  | <u>Completion of Audit 2019/20</u>  |          |
|  | The External Auditor report had been received with no issues of concern raised. The Clerk had advertised on the notice board and website as required.   |          |

## 7 RECREATION GROUND/CONSERVATION AREA

### 7.1 Village Tree Planting Update

Cllr Wheatley had circulated a report adding that some trees had already been planted. This project was a real success and thanks were expressed to the project leader.

### 7.2 Play Area Upgrade

Cllrs Drew and Badger had prepared an appraisal of the play area which had been circulated ahead of the meeting. Councillors agreed the following expenditure to address the most dangerous concerns –

Anti slip treads for the wooden mound steps at a cost of £51.99. Cllr Badger had already purchased these and would be reimbursed.

It was agreed to purchase two recycled plastic picnic benches to replace the two wooden benches that had been removed due to them rotting away. Cllr Badger agreed to obtain three quotations. **-NB**

Cllr Badger had offered to dig out and turf the mini garden area where all surrounding wood was broken. The cost of this approximately £50. **-NB**

The jet washing of the rubber matting underneath the swings and other equipment. A quote of £480 was agreed to jet wash and apply chemicals to stop the build up of algae again.

A discussion took place on the surrounding Leylandii trees which Cllr Badger suggested should be cut back and a native hedge be planted. The trees on the other side of the track were now large enough to provide some windbreak. He agreed to obtain quotations. **-NB**

#### 7.2.1 Repair to Zip Wire

This had been repaired.

7.3 Reopening of Reading Room/Pavilion

It was not known if the Reading Room or Pavilion were being used by the Football Clubs since the buildings were allowed to reopen following the recent lockdown. The Clerk to find out.

**-Clerk**

7.4 Outstanding Tree Work

It was noted that the outstanding tree work from the beginning of the year, which stopped when the birds started to nest, was scheduled to take place on the 3<sup>rd</sup> and 4<sup>th</sup> March 2021.

## 8 MAINTENANCE

8.1 Footpaths/Footways

8.1.1 Craft Way Footway

As requested by the Local Highway Officer the overgrown Leylandii had been reported on the County Council website again for the officer to follow up with the resident.

8.1.2 Cobbs Lane Footpath

As reported at the last meeting Cllr Kindersley was trying to make contact with the County Rights of Way Officer who was believed to have arranged the change to the footpath surface.

8.1.3 Tween Town Woods Footpath Surface

It was reported that about 25 yards of the path was very muddy. Photographs had been circulated to Councillors. It was recognised that everywhere was very wet at the present time. It was suggested that funding from the Section 106 money could be used to install a wooden railing if there were no other urgent projects. The Clerk was asked to prepare an update on outstanding Section 106 money, and when it must be spent by, for the January 2021 meeting.

**-Clerk**

8.2 White Ponds Wood Trees

The Clerk confirmed that she had reported the dead trees and branches to the Woodland Trust and had received an acknowledgement.

## 9 PLANNING/TREE WORK APPLICATIONS

9.1 Planning Applications

9.1.1 Planning Ref 20/04720/HFUL

8 Craft Way –Two storey rear extension, single storey front extension and an annex within the rear garden –Resubmission of planning application S/4541/19/FL

A discussion took place on permitted development rights and whether the annexe was within the guidelines. It was noted that the proposed full sized window in the last application was now reduced in size so Councillors did not think that there would be a problem. After further discussion it was proposed by Cllr Traverse-Healy, seconded by Cllr Bird, to Support the application subject to the annexe being in the limit of permitted development rights. The Parish Council would acknowledge that the annexe may be 100mm too high but did not think that this would impact on the site.

A condition that the annexe must remain as part of 8 Craft Way dwelling and ask that the application be referred to the Planning Committee for the final decision. If the officers sought to delegate then a request that the matter is discussed and agreed with the Parish Clerk. All Councillors in agreement.

9.1.2 Planning Ref 20/04737/S73 (FOR INFORMATION)

27 Hay Street –S73 variation of condition of 2 (approved plans) & 3 (materials) and removal of condition 5 (carbon emissions) & 10 (surface water and foul water drainage) of planning permission 20/02132/FUL (Replacement Dwelling)

9.1.3 Planning Ref 20/04727/HFUL

19 The Green –Replacement of existing shed/garage with new smaller wooden shed

**Recommendation -Support**

9.2 Local Development Plan Workshop

Cllr Traverse-Healy confirmed that he had attended the workshop. The Clerk advised that she had just received the notes from the meeting and would circulate to Councillors.

**-Clerk**

**10 TO CONSIDER CORRESPONDENCE RECEIVED INCLUDING:**

Correspondence received was discussed under agenda items.

**11 COUNCILLORS' ITEMS FOR INFORMATION AND REQUIRING THE URGENT ATTENTION OF THE CLERK**

**11.1 Recreation Ground Water Meter**

The Clerk advised that the invoice approved under Item 6.1 for Cambridge Water was estimated again. She had contacted Cambridge Water and asked where the position of the water meter was but Cllr Drew had investigated and could not find it. She suggested that Cambridge Water be asked to read the meter themselves. The Clerk to make the request which could take two-three months. **-Clerk**

**11.2 Conservation Area Grasscutting**

The Clerk confirmed that she had reminded the contractor to cut the area following the last meeting. Cllr Upchurch advised that the verges had only been cut twice this season and The Green had still not be included. The Clerk would continue to pursue with the contractor. **-Clerk**

**11.3 Traffic Speed –Request for Police attendance**

Cllr Austin advised that the speed of traffic, especially on Station Road, was increasing. He asked the Clerk to try and get the Police out for support. He added that the MVAS had also recorded 103mph on Litlington Road. The Clerk to follow up with the Police contacts she was given before the first lockdown in March 2020. **-Clerk**

Cllr Austin stated that the MVAS had now been moved to new locations in the village.

**11.4 Dumped Tyres on Station Road**

It was noted that South Cambridgeshire District Council had been made aware of the tyres and asked to remove them.

**12 DATE OF NEXT MEETING**

Monday 11<sup>th</sup> January 2020 at 7pm

There was no further business and declared the meeting closed at 8.40 pm

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Chairman

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Date