

**Minutes of the meeting of Stapleford Parish Council,**  
Held on  
**Thursday 4<sup>th</sup> of September 2025**  
**Stapleford Village Hall at 19:30**

**The meeting commenced with the following members present:** Cllr J Oakins (Chairperson), Cllr A Roe Cllr M Randall, Cllr A George

**1. Apologies:** Cllr R Bewick

**In Attendance:** Danielle Houghton (parish clerk), Hazel Vinall

**2. Minutes of the meeting held on 17<sup>th</sup> of July:** Signed as a true record.

**3. Traffic Calming Measures:** Clerk has requested the letter to be published on the website for public viewing, the council as of this afternoon has not heard back regarding this. If we haven't heard by our next meeting regarding this the clerk will chase for an acknowledgement.

**4. Rat run off the main road in Waterford:** Clerk has requested a site meeting as the issues are best discussed in person.

**5. Waterford Village Hall:** Formal approval of planning application was received in August 2025.

**6. Stapleford Village Hall:** Nothing to report

**7. Waterford Marsh:** An invoice has been presented to the council for the tree survey and a report produced with recommendations on any works that need to be completed on the trees. There are worries about the health of the willow trees on the marsh. Cllr Oakins to email a copy of the report to the clerk for filing and review of work that needs to be completed. Cllr Oakins has gone to great lengths to ensure that the water troughs are filled for the cattle on the marsh.

- a. Memorial Tree** – A resident has attended the meeting to make a case for a memorial tree for her brother, they were thinking of a birch tree but there is no specific location that they would mind. Cllr Oakins has suggested a location along the river where there wouldn't be any animals to interfere with it growing. They have requested a plaque that memorialises their brother for their family.

- b. Memorial Bench** - The bench has been agreed and the clerk is to pass on the details of Cllr Oakins to over see the installation.

**8. Stapleford Playing Field:** The benches will need replacing soon.

**9. Parish Council Website:** The clerk has requested a letter to be put on the website and Cllr Randall will write a news piece

**10. Correspondence:**

August Crime Report

**11. Finance and accounts.**

The council is asked to approve / note the following payments:

1. D Houghton Salary August	£284.55
2. D Houghton Salary September	£293.66
3. Stapleford Hall Hire	£17.00
4. Printer Ink	£28.49
5. Salary Back Pay from Local Government Annual Salary review from April 2025	£45.55
6. Greenacre arboriculturally condition survey and report	£760.00

**Receipts****Balances**

Current Account – £17,458.79 as of the 4<sup>th</sup> of September 2025

Accounts have been considered and reviewed at this meeting

**7. Planning:**

New:

Decisions: Waterford Village Hall

**Informational:**

Cllr George: There was an accident at Heath Mount, which caused a road closure and congestion.

**Date of next meeting:** The Parish Council will meet on 16th October 2025 at TBC Village Hall, at 7.30pm.