

**MINUTES OF MEETING OF CHEVELEY PARISH COUNCIL HELD ON 14 APRIL 2015
AT THE COMMUNITY ROOMS, CHEVELEY PRIMARY SCHOOL, CHEVELEY,
COMMENCING AT 7:30P.M.**

IN ATTENDANCE: With Cllr Mrs Tracey Peel and Cllr Mr David Keith (from 7:55pm) Chairmen

Cllrs - Ms Sheila Marvin; Mr Ian Jackson; Miss Claire Elbrow; Ms Alison Booth.

Clerk and RFO: Dr D Marshall

PUBLIC FORUM/PARTICIPATION

At 7:42pm and with Cllr Mr David Keith absent the Clerk requested that a Cllr assume the role of Chairman. Cllr Mrs Tracey Peel volunteered and with the agreement of those Cllrs present assumed the role and welcomed members of the public to the meeting. No comments or questions in regards to agenda items were received. Thereafter the Chairman did not make a statement in regards to the conduct expected of members and public at meetings of Cheveley Parish Council and at 7:45pm

1. ABSENCES, APOLOGIES AND WHERE NECESSARY ANY APPROVALS BY COUNCIL.

Action – Apologies were received from Cllr Tooth (personal). The Clerk indicated that Cllr Keith had been delayed but was expected to attend later. Cllr Northwood had not sent apologies and was recorded as absent.

2. APPROVAL AND SIGNING OF THE MINUTES OF THE MEETING OF 18 MARCH 2015.

Action – Cllr Peel proposed, and after Cllr Elbrow seconded the council approved the minutes of 18 March 2015. The Chairman duly signed the minutes of the meeting of 18 March 2015 as being a true record of proceedings for its retention in the official records at Cheveley Parish Council.

3. CLERKS REPORT-MATTERS AND ACTIONS ARISING FROM PREVIOUS MEETINGS.

(Please note that the report is now in written format and subject to the rules of Para 8 Cheveley Parish Council's Standing Orders. As a working document it will no longer form part of the official record).

3.1 Council received reports (verbal and/or written) from Lead Cllrs in respect of matters arising from previous meetings and where necessary for Council to approve any further decisions or actions.

Action – *The Clerk confirmed that due to time constraints placed on her by the electoral and financial requirements which needed to be completed before the May elections there was no Clerk's report this month. Cllr Marvin said that 12 volunteers had turned out for the spring clean at the cemetery, organised by James Hadlow, cemetery volunteer. In a couple of hours all the planned pruning, lopping, clearing and tidying had been completed. Many thanks to all the volunteers! Cllr Marvin would ensure that the benches would be prepared ready for painting by the DofE students in due course. Cllr Peel indicated that she had been approached by a number of residents enquiring when the external toilet would be opened for the summer months and she had indicated that this would only happen if more volunteers were prepared to assist on a rota basis. It was agreed that Cllr Peel should put up a notice to this effect with her contact details. Cllr Elbrow indicated that the Biodiversity group, led by David Cudby, had received confirmation of funding to allow it to proceed with its work. Cllr Elbrow advised the council that training would be required to use the content management system (CMS) for the new website.*

At 7:56pm

3.2 *In accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 that publicity would be considered prejudicial by reason of the confidential nature of the business about to be transacted under agenda item 3.2 the Public, Press and the Clerk were temporarily excluded from the meeting and instructed to withdraw.*

At 7:57pm Cllr Mr Keith arrived to chair the meeting.

3.2 Council received the Clerks' resignation letter and in light of this approved actions or decisions.

3.2.1 Action – Council agreed that the full amounts owed to the Clerk for salary, pension contributions and holiday pay to 30 April 2015 (in accordance with the Clerk's resignation letter and agreement to stay to

complete the annual return requirements) and would be remitted in the form of two cheques and be in her possession prior to it being given access to her residence to remove council property (date proposed Monday 20 April 2015).

Proposed by Cllr Keith, seconded by Cllr Peel, agreed by majority.

3.2.2 Action - Council approved that Cllr Marvin would be Acting Clerk until a replacement is found and that her home address and telephone number would act as the temporary council office/contact.

Proposed by Cllr Keith, seconded by Cllr Jackson, all agreed.

3.2.3 Action – Cllr Peel to organise a van to pick up council property from the Clerk's home.

Proposed by Cllr Keith, seconded by Cllr Jackson, all agreed.

3.2.4 Action – Council approved that all property would be stored at the Pavilion with the exception of current working office (including laptop printer, papers and documents) that would be retained at Cllr Marvin's house.

Proposed by Cllr Keith, seconded by Cllr Jackson, agreed by majority.

3.2.5 Action - Council approved that the Clerk would produce the current meeting minutes prior to departure.

Proposed by Cllr Jackson, seconded by Cllr Elbrow, agreed by majority.

3.2.6 Action – Those Cllrs who will be/remain in post after the May election (Cllrs Elbrow, Jackson, Marvin and Peel) would become members of the HR Committee.

Proposed by Cllr Keith, seconded by Cllr Marvin, agreed by majority.

3.2.7 Action – Cllr Elbrow to be the Chairperson of the newly formed HR Committee

Proposed by Cllr Keith, seconded by Cllr Booth, agreed by majority.

At 8:25pm the Clerk was invited back to the meeting

At 8:42 pm the member of the public was invited back to the meeting.

4. MEMBERS' DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS (DPIs)

Declaration of DPIs with regard to items on the agenda are subject to the standards regime and Code of Conduct under the Localism Act 2011 para 7 section 27(4), (para 7 Standing Orders). Councillors should note that 'a Councillor with a Disclosable Pecuniary Interest and not the relevant dispensation from Council must leave the council meeting without the ability to make any statement prior to Council consideration'

4.1 Council members to update their register of DPIs.

Action - There were no updates to the Register.

4.2 Council members declared any DPIs and other interest disclosures under Cheveley Parish Council's Code of Conduct to items on the agenda and where necessary Council considered the approval and granting of any dispensation(s) requested.

Action – There were no declarations made.

5. CORPORATE GOVERNANCE INCLUDING MEMBERS' CODE OF CONDUCT ISSUES & CLLR REQUESTS FOR COUNCIL'S CONSIDERATION.

Matters in regards to Cllr behaviour and corporate governance to ensure standards in the future health and effectiveness of democratic institutions and the importance of working collaboratively and within relevant Laws to drive up standards and to create a culture where members are respected for their integrity, objectivity and appropriate behaviour. If we do so we can build public confidence in our democratic institutions their decision making, employee, staff and contractors and by this promote good or better governance for the benefit of the people in our community.

5.1 Chairman/Cllrs to update Council in respect of any conduct issues and governance matters arising thereof to 14 April 2015 and for Council to note or approve action(s) (Subject to requirements and restrictions para 31 Cheveley Parish Councils current Standing Orders)

Action – No issues were reported.

and thereafter in order of receipt of Cllr requests to consider and where necessary approve actions and decisions related to the motion(s) to discuss the following:

5.1.1 Approval of works (pest control (moles) circa £170

Action – Council approved expenditure up to £200.

Proposed by Cllr Keith seconded by Cllr Elbrow, all agreed.

5.1.2 Cemetery mapping (deferred item March meeting Cllr Tooth).

Action – Cllr Tooth was absent and this matter was deferred to the new administration after the May elections.

5.2 Council received CAPALC Training Courses April until July 2015 (Appendix 1).

Action – Matter deferred to after the May elections.

6. PLANNING

6.1. Council considered and made comment on the planning applications received in month to 7 April 2015 and to note where appropriate those approved, refused and any other planning issues or details as received from ECDC as the Competent Authority acting in these matters (Appendix 2).

- 14/01248/FUL Construction of 4 no four bed detached dwellings with double garage, assess road parking and associated site works. Land South West of 2 Meadow Lane Newmarket Suffolk

Action – Council did not comment on this planning application.

- 14/01325//FUL New dwelling and garage 76 Centre Drive Newmarket Suffolk CB8 8AW

Action – Council did not comment on this planning application.

- 15/00193/FUL Demolition of existing garage and erection of a single story one bedroom bungalow. 1 Spurling Close Cheveley CB8 9RJ

Action – Council commented with objections to that previously stated (size of dwelling), loss of parking space for existing and proposed dwelling and safety concerns relating to the proximity of the proposed dwelling to the junction (less than 10m).

- 15/00339/FUL Demolition of existing timber framed 5 bed bungalow and erection of two storey five bed dwelling - similar proposals to approved application 13/00529/FUL Wallhouse Stud 41 Newmarket Road Cheveley Newmarket Suffolk

Action – Council did not comment on this planning application.

7. LEGAL & PROCEDURAL MATTERS

7.1 Council noted that Councillors other than those who re-stand and are (re)elected at the upcoming local elections will automatically retire from office of Cllr four days after 7 May 2015 and that all council owned property and materials should be returned (to whom/what/where TBD).

Action - Cllr Booth and Keith indicated that they would return any keys for the Pavilion to a member who was re-standing. Cllr Booth gave the cash float for the Pavilion (£110) to the Clerk to bank and wanted it noted that she had provided the receipts, payments and stock count to Cllr Jackson. Cllr Peel indicated she would provide similar documents regarding the tuck shop in due course.

7.2 Council duly noted those requirements under Local Government Transparency Code and that publication of data in line with that outlined in the relevant code should be no later than July 2105 (Appendix 3)

7.3 Council to consider its annual membership to CAPALC (employers' union advocacy and representation) and where necessary to approve annual subscription for 2014-15 of £401.85 (previous year £740.58 Appendix 4).

Action -Matter deferred for re-listing after the May elections.

7.4 Council received the recent letters from Wellers Hedleys concerning status of the Recreation Ground and Pavilion Charity and to make further decisions and approve actions (Appendix 5 + enclosures sent via email).

Action - Council approved that it would not lodge an appeal but let the new council register the land known as the recreation ground with HM Land Registry that would allow the Charities Commission to lodge any objections at that time.

Proposed by Cllr Keith, seconded by Cllr Jackson, agreed by majority.

8. FINANCE

8.1 Council noted the following are approved for inclusion in the Council minutes for April 2015:

8.1.1	Truelink Ltd	Cemetery maintenance (monthly charge)	£125.00
8.1.2	Truelink Ltd	Parish maintenance (monthly charge)	£125.00
8.1.3	Eon (DDR)	Street lighting	£55.44
8.1.4	Staff	wages HMRC pension	TBD
8.1.5	Office	expenses	TBD
8.1.6	Twin Dots Ltd (DDR)	Website hosting service charge	£30.00

Action – The Clerk confirmed that there had been no monthly maintenance charge from CGM Ltd for March 2015.

Proposed by Cllr Keith seconded by Cllr Booth, all agreed.

8.2 Council noted the following payments were made in March 2015:

8.2.1	Staff	wages/ pension	£1743.43
8.2.2	HMRC	tax and national insurance	£280.84
8.2.3	Eon (DDR)	Street lighting	£ 50.07
8.2.4	Cheveley Com. Assoc.	Tues 24 Feb, 10 Feb/18 March (CPC meeting)	£57.00

8.2.5	Cambridgeshire Aere	Payroll services (quarterly charge + end of year)	£
8.2.6	Cheveley Com.Assoc.	24 Feb/24 March (community plan)	£50.00
8.2.7	Anglian Water	supply cemetery	£18.49
8.2.8	MAGPAS	Donation	£50.00
8.2.9	D2D Distribution	March Newsletter	£270.00
8.2.10	Office	Disbursement and expenses	£24.05
8.2.11	Office	Telephone+ internet	£63.49
8.2.12	Ian Jackson	refreshments (Mar 24 Community Led Plan)	£2.95
8.2.13	Hedleys Weller	Legal advice for Recreation Ground Charity	£840.00
8.2.14	SLCC	Charles Arnold Baker (9 th Ed)	£69.00
8.2.15	Sheila Marvin	cemetery consumables	£20.28 ¹
8.2.16	New Print Ltd	March Newsletter	£121.00
8.2.17	CGM Ltd	Cemetery improvements	£3567.60
8.2.18	Truelink Ltd	Cemetery (grass (x1) open field (x1) monthly parish and cemetery maintenance charges verges (x1)	£778.00

Proposed by Cllr Keith, seconded by Cllr Elbrow, all agreed.

8.3. Council agreed to suspension of Clause 16 (Charities) of the Financial Regulations 2014-15

Proposed by Cllr Keith seconded by Cllr Jackson, all agreed.

and noted the payment of the following creditors on behalf of the Cheveley Pavilion and Recreation Ground Charity. In March 2015:

8.3.1	Eon (DDR)	Pavilion	£103.52
8.3.2	Anglian Water	supply pavilion	£40.41
8.3.3	Truelink Ltd	inner (x2) outer (x1 including play areas)	£180.00

Proposed by Cllr Keith, seconded by Cllr Booth, all agreed.

8.4 Council noted and approved the Q4 accounts 2014-15 (Appendix 6).

Action – The Clerk indicated that the annual street lighting contract with Balfour Beatty Living Places had been delayed in receipt and would now need to be included in 2015-16 expenditure.

Proposed by Cllr Keith, seconded by Cllr Jackson, all agreed.

8.5 Council duly note that the annual return Section 1 for year ending 31 March 2015 had been completed by the Clerk and the necessary statutory notices would be posted in the parish (commencing 24 April 2015).

(Council duly noted that annual internal audit report by the Independent Internal Auditor [section 4] would not be undertaken until Council had completed Section 2 including countersignature of Section 1 (needs to be completed and all sections signed prior to deadline set by external auditors (8 June 2015)).

8.6 Council received the Annual Accounts for 2014-2015 with supporting statements and approved that the Chairman signs these on behalf of Cheveley Parish Council as being a true reflection of financial transactions in the year (Appendices 7 Subject to approval of agenda item 8.4).

Action – The Council approved that in light of its decision (minute agenda item 7.4) it would register a 'no' in Section 11 (Trustee information) and thereafter approved that the Chairman signs Section 1 of the Annual Return.

Proposed by Cllr Jackson, seconded by Cllr Elbrow, all agreed.

8.7 Council completed and approved that the Chairman signs the Accounting Statement (Sections 1) of the Annual Return for Cheveley Parish Council for year ending 31 March 2015 (Appendix 8 subject to approval of agenda item 8.4 and 8.6).

Proposed by Cllr Booth, seconded by Cllr Elbrow, all agreed.

8.8 Council completed and approved that the Chairman sign the Annual Governance Statement (Section 2) for Cheveley Parish Council for year ending 31st March 2015 (Appendix 9 subject to approval of agenda items 8.4, 8.6, 8.8).

Action - The Chairman read out the criteria for fiscal control and financial risk management to safeguard public money to which the council, with the exception of section K (concerning Trust information answered N/A), answered 'yes' for each of each the alphabetized headings. Thereafter the Chairman signed Section 2 of the Accounting Statement for Cheveley Parish Council for the year ending 31 March 2015.

Proposed by Cllr Peel seconded by Cllr Jackson, all agreed.

8.9 Council approved a VAT 126 reclaim for the year ending 31st March 2015 of £5994.67.

Proposed by Cllr Keith seconded by Cllr Booth, all agreed.

1 Email received in regards to expenditure

8.10 Council duly noted the payment of £8212.18 had been made for and on behalf of Cheveley Pavilion and Recreation Ground Charity No **1082799**) to its creditors for year ending 31 March 2015 by Cheveley Parish Council and that the Council stands as sole creditor to this entity for this amount together with previous payments made of £21626 since its suspension subject to verification of ownership of the recreation ground with the Charities Commission.

9. COMMUNITY (INCLUDING DISTRICT AND COUNTY COUNCIL) MATTERS

9.1 Council receive any reports and/or updates from Cllrs, volunteers and or voluntary groups recognised as acting on behalf of Cheveley Parish Council and any to approve any actions

(Please note that time sheets have been distributed to all volunteers for their completion to be used for internal management and external grant award purposes).

- **Community Led Plan**

Action – Cllr Jackson indicated at its last meeting he had been appointed Chairman with Cllr Marvin acting as Secretary and Rob Margetts as Treasurer. The next meeting was scheduled for 11 May 2015 at the Community Room after which it was hoped a questionnaire would be distributed to all parishioners. (Cllr Marvin indicated she had received an invoice for hall hire costs that would be provided to council for approval for payment in due course)

9.2 Council to receive reports from District and County Councillors.

Action - No apologies or reports were received.

At 9:05 pm and

In accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 that publicity was considered prejudicial by reason of the sensitive nature of the business to be transacted under agenda item 9.3 and 9.4 the Public and Press was temporarily excluded from the meeting and under such approval instructed to withdraw.

9.3 Council considered the nominees for, and approve the recipient of, the McCalmont Cup 2015 (nominee list with supporting statements to be presented to Cllrs at the meeting).

Action – Council approved that Rosemary Foreman be the recipient for 2015.

9.4 Council received the draft letter to the solicitors of the complaint received regarding antisocial behaviours and damage arising and approved its issue (Appendix 10).

Proposed by Cllr Keith seconded by Cllr Booth all agreed.

10. PAVILION AND RECREATION GROUND (CHARITY).

10.1 Council noted the monthly safety inspection for the play areas and equipment at the recreation ground by Truelink Ltd (new contractor)

11. CORRESPONDENCE THAT MAY REQUIRE RESPONSE

Please note that all supporting documentation and ability to comment as individual on consultations for ECDC are unless otherwise stated available via website www.eastcambs.gov.uk.

11.1 Council received and considered any response to those consultations currently listed on ECDC website (screen capture to 3 April 2015 Appendix 11).

Action – No response was noted.

12. MATTERS TO BE RAISED FOR THE NEXT AGENDA.

Councillors and the public may request items and matters to be placed on subsequent agenda however no decisions can lawfully be made under this item as LAG 1972 section 12 10(2)(b) states that 'business must be specified therefore the Council cannot lawfully raise matters for decisions'.

Action -There were no requests from either Cllrs or the members of the public present.

13. CORRESPONDENCE FOR INFORMATION

*(Councillors may obtain documents relating to matters marked by * on request to the Clerk)*

- There was no correspondence pack this month

14. DATE OF NEXT MEETING

Tuesday 19 May 2015 (Annual Meeting of the Parish Council)

Wednesday 20 May 2015 (Annual Parish Meeting NB this is not a meeting of the parish council)

(Both meetings will be at the Community Rooms, Cheveley Primary School starting at 7:30pm)

There being no further business, the Chairman closed the meeting at 9:12.pm