

**Cheveley Parish Council**  
c/o 3 Holland Park, Cheveley, Newmarket CB8 9DL

<b>Chair: Ian Jackson</b>	<b>email: <a href="mailto:ian.jackson@cheveley.org">ian.jackson@cheveley.org</a></b>	<b>Tel: 01638 730760</b>
<b>Vice chair: Claire Elbrow</b>	<b>email: <a href="mailto:claire.elbrow@cheveley.org">claire.elbrow@cheveley.org</a></b>	<b>Tel: 01638 731513</b>
<b>Acting Clerk: Sheila Marvin</b>	<b>email: <a href="mailto:clerk@cheveley.org">clerk@cheveley.org</a></b>	<b>Tel: 01638 730465</b>
	<b>Website: <a href="http://www.cheveley.org">www.cheveley.org</a></b>	

**MINUTES**

For the Annual Parish Council Meeting on  
**Tuesday 19 May 2015 at 7.30pm**  
at the Community Room, Cheveley Primary School, Park Lane

Residents may speak at any point during the meeting, by raising their hand and getting the chair's permission to speak. Please be concise!

**Present:** Cllrs Ian Jackson, Claire Elbrow, Tracey Peel and Sheila Marvin.

**After Co-option:** Cllrs Marilyn Jackson, Richard Jackson and Sallie Thomas.

- 1 Declaration of Acceptance of Office forms to be signed by all councillors  
  
Forms signed by Cllrs Jackson, Elbrow, Peel and Marvin
- 2 Elect Chair. Chair to sign Acceptance of Office form  
  
Ian Jackson was proposed as chair  
AGREED, form signed
- 3 Elect Vice Chair  
  
Claire Elbrow was proposed as vice chair  
AGREED.
- 4 Apologies and approvals for absence  
  
David Keith, the outgoing chair, sent his apologies. No other absences.
- 5 New Declaration of Pecuniary Interest forms to be completed by all councillors and returned to the Acting Clerk for forwarding to ECDC by 5 June 2015.  
  
Forms received from Cllrs Elbrow, Thomas, Marvin, Marilyn Jackson, Richard Jackson.  
Form from Cllrs Peel, Ian Jackson outstanding.  
  
Declarations of personal interest made by Cllr Marvin (item 14 – street lighting; item 19.6 – Community Plan); Cllr Ian Jackson (item 19.6 Community Plan, items 20.4, 20.5 20.6 – Cheveley Sports Club).
- 6 Agree and sign Minutes of PC meeting 14 April 2015  
AGREED and signed.
- 7 Co-option of new councillors. Applications received from Richard Jackson, Marilyn

Signed by Chair ..... Date: .....

Jackson, Sallie Thomas and James Hadlow.

The council voted to accept all four applicants for co-option and welcomed them to the council. Declarations of Acceptance of Office forms signed by Cllrs Marilyn Jackson and Cllr Thomas for South Ward, Cllr Richard Jackson for North Ward. James Hadlow was not present, and will sign his form later for South Ward. All six seats for the South Ward (village) are now filled by Ian Jackson, Claire Elbrow, Tracey Peel, Marilyn Jackson, Sallie Thomas and James Hadlow. Two of the five seats for the North Ward (Newmarket Fringe) are filled by Sheila Marvin and Richard Jackson, leaving three seats still available on the parish council.

AGREED

## **8 Updates on resolutions (decisions) from past meetings, including reports from councillors and volunteers.**

- 8.1 Cllr Peel said the code to the key safe, which contains the keys to the outside toilets at the pavilion, has been changed. The toilet has been vandalised, and will now remain closed except for special events, when its use can be monitored.
- 8.2 Cllr Marvin said the removal of moles was still continuing at the cemetery.
- 8.3 Cllr Marvin said she had received written confirmation from the Department of Communities and Local Government (DCLG) that the Local Government Transparency Code mentioned in Item 7.2 of the April 2015 minutes does not apply to Cheveley Parish Council, since this council's income (precept) is less than £200,000. Therefore the council does not need to adopt the Code.
- 8.4 Cllr Peel said she had inventoried the stock of alcohol with Alison Booth, who has released to her the keys for the storage area. Some of the stock is near its sell-by date. Throw away? Approach another organisation with offer to sell at cost?
- 8.5 It was noted that David Keith still retains a set of keys to the pavilion.

## **9 Reports from District and County Councillors**

- 9.1 Peter Cresswell – District Councillor – ECDC element of council tax frozen for a second year, pledge to freeze again in 2015/16. Savings of £500k annually, plans to cut the number of DCs from 39 to 27. Ely Southern Bypass due for completion by end 2017. Introduction of wheelie bins has increased recycling rate from 33% to 54%, with a target of 60%. ECDC continues to actively attract new business to the area, promote apprenticeships and improve transport links. New district-wide sports centre in Ely.
- 9.2 Mathew Shuter – District Councillor and County Councillor – cutting expenditure is necessary and CCC has to make decisions which will affect everybody. Winter gritting may be reduced to ensure each area has one gritted way in and way out. Superfast broadband is already available in north end of Cheveley, should be available in south end by June/July. The Park and Rides around Cambridge cost £1 million per year to run. The recently introduced £1 parking charge had initial problems, but now running more smoothly.
- 10 Appoint HR Committee members whose first task will be to discuss matters relating to seeking a new clerk. HR Cttee chair is Cllr Elbrow; members are Cllrs Ian and Richard Jackson and Cllr Marvin.  
AGREED

Other committees to be established when necessary. Note that Cllr Peel asked to be

Signed by Chair .....

Date: .....

removed as councillor for Child Protection, since there are no suitable training courses.

- 11 Proposal to revoke Standing Order No. 1(m) which forbids the recording of meetings without prior council permission. The law changed last August, and recording a meeting no longer requires permission.  
AGREED.
- 12 Proposed dates for PC meetings to May 2016.  
Second Tuesday of the month, 7.30pm start at the Community Room, Cheveley School, unless otherwise stated –  
9 June (venue Pavilion); 14 July; August – no meeting; 8 September; 13 October; 10 November; 8 December. In 2016 – 12 January; 9 February; 8 March; 12 April; 10 May.  
AGREED
- 13 Proposal to get lap top cleaned up and proper software and anti-virus programs installed. Cllr Marvin to get quote for next meeting.  
AGREED
- 14 To note Cambridgeshire County Council's proposal to upgrade and/or remove street lights within Cheveley Parish. Work to be done by Balfour Beatty, starting in July/August. Thanks to Cllr Mathew Shuter, who intervened with Balfour Beatty, the consultation deadline has been extended to 25 May. The Parish Council will propose to Balfour Beatty that the street light CC4 near the junction of Moulton Road/B1063 should be retained, and three street lights scheduled for removal on Spurling Close and Somerset Court, where elderly and vulnerable people live, will be retained, and three streetlights on Holland Park will be removed in exchange.  
AGREED
- 15 To note Eon's deemed contract rates changed on 1 May 2015
- 16 To note letter from Rachel Hood, Mayor of Newmarket re Newmarket Neighbourhood Plan. Letter has been acknowledged.
- 17 To note ECDC has adopted the new East Cambridgeshire Local Plan. Details on website at <http://www.eastcambs.gov.uk/local-development-framework/east-cambridgeshire-local-plan>
- 18 Planning Applications**
- 18.1 15/00322/FUL – proposed garage at Warren Towers, Moulton Road, Newmarket CB8 8QG – no comments
- 18.2 15/00320/FUL– part 2 storey, part 1 storey side extension and single storey rear extension at Hazelcroft, 106 High Street, Cheveley CB8 9DG – no comments
- 18.3 15/00471/FUL – extension and loft conversion at Tor Cottage, 12 The Dip, Newmarket CB8 8AH – no comments
- 18.4 15/00339/FUL – demolition of existing timber framed 5-bedroom bungalow and the erection of a two-storey, 5-bedroom dwelling (similar to approved application 13/00329/FUL) at Wallhouse Stud, 41 Newmarket Road, Cheveley – no comments
- 18.4.1 PAs would not be circulated to all councillors, but the Acting Clerk would forward the weekly PA email from ECDC to all councillors, so they could check the PA on the ECDC website.  
AGREED

Signed by Chair .....

Date: .....

## 19 Finance

### 19.1 Payments for consideration this month

19.1.1	Community Assoc	Hire of Community Room 11 May for Community Plan meeting	£25.00
19.1.2	Clerk Dianne Marshall	Expenses to 22 Apr 2015	£39.87
19.1.3	Canalbs Ltd	Independent Internal Auditor's report to year end 2014-15	£140.85
19.1.4	Twin Dots	Web hosting of PC website (per month)	£30.00
19.1.5	Fusseys Removals	Removal of office supplies and admin files from ex-clerk's home address	£120.00

AGREED

19.2 New bank mandate to be signed by relevant councillors, which will supersede existing signatories. Bank signatories will be Cllrs Peel, Elbrow, Thomas and Marilyn Jackson  
AGREED

19.3 Letter of authorisation from council to bank required by Acting Clerk to conduct banking business.  
Draft wording AGREED

19.4 To review the Independent Internal Auditor's report for financial year end 2014-2015.  
Matters arising from report:

19.4.1 Cllr Richard Jackson asked for sight of all paperwork pertaining to the Pavilion and Recreation Ground Charity.

19.4.2 Model Standing Orders to be forwarded to all councillors for initial review and discussion at a later meeting.

19.4.3 It was noted that the VAT return to HMRC had not been submitted by the previous clerk.  
Report ACCEPTED

19.5 Biodiversity Group, supported by Cambridgeshire and Peterborough Biodiversity Group and (CPBG) and Cambridgeshire & Peterborough Environmental Records Centre (CPERC). £250 in PC budget for the Group's use. They are about to circulate a Garden Wildlife Survey, which will be included with the Community Plan survey, to make best use of volunteer resources. The quotes received by the Biodiversity Group for colour printing were more than the budgeted £250. The budget should be increased to £400 since pictures in colour are essential for species identification in the Survey.  
AGREED

19.6 Letter received from Treasurer of Cheveley Community Plan asking for the transfer of £755 to the Cheveley Community Plan. This is the residue of funds received by the PC in 2006 for the Parish Plan and are earmarked in the budget for the current Cheveley Community Plan. PC asks that a copy of the Community Plan accounts should be sent to the PC.  
AGREED

19.7 To note that £45,497.50, which is the first instalment of this year's precept, has been received from ECDC.

19.8 To note that the Notice of Appointment of Date for the Exercise of Electors' Rights, the

Signed by Chair ..... Date: .....

Accounts for the year ended 31 March 2015, has been posted to noticeboards and on the website.

- 19.9 To note that the National Non-domestic Rate Demand for £0.00 for the pavilion has been received.

## **20 Pavilion, Recreation Ground and Maintenance**

- 20.1 Grass cutting – more frequent cutting may be necessary. Extra cuts cost £60 +VAT per cut of central area of Rec. Councillors to monitor and advise acting clerk.  
AGREED

Request for grass to be cut shorter. Note that Cheveley Challenge (Sports Day) morning is on Tuesday 14 July at 9.30am (backup if wet, Thursday 16 July). Also Royal British Legion Club Dog Show on Sunday 26 July.  
AGREED

- 20.2 Concern expressed by resident that severe verge cutting destroys biodiversity and wildlife habitat. Maintenance and improvement of biodiversity is a PC 'duty.' Biodiversity Group to advise the PC if important species are recorded, so verge cutting can be controlled.  
AGREED

- 20.3 To consider replacing the locks on the pavilion for security reasons and as good management practice. Three front doors and replace padlock on front main door.  
AGREED

- 20.4 Request from Cheveley Sports Club (CSC) to use PC-provided sports equipment. Inventory of existing PC sports equipment to be taken by Cllrs Peel and Richard Jackson and two representatives of CSC on Wednesday 3 June at 8.00pm.  
AGREED

- 20.5 Request from Cheveley Sports Club (CSC) for relocation/rotation of mini soccer goalposts to alleviate grass wear. Establish what sort of goal post sockets has been purchased. Cllr Ian Jackson to bring maintenance/rotation plan to next PC meeting.  
AGREED

- 20.6 Request from Cheveley Primary School and Cheveley Sports Club for marking a running track in the Rec. Get quote from Truelink, current maintenance contractor, for cost of 60 metre, 8-lane running track. School and CSC to share cost.  
AGREED

- 20.7 Play area checks performed by ECDC at £20 per month +VAT. Agreement received and needs to be signed.  
Agreement SIGNED.

## **21 Agenda items for next PC meeting**

- 21.1 Councillor Training with CAPALC, perhaps on site (deferred from April meeting item 5.2). Acting Clerk to get costs.  
AGREED
- 21.2 Membership to CAPALC £401.85 for one year, due 30 June 2015 (deferred from April meeting item 7.3) Defer to June meeting
- 21.3 Charity Commission re Recreation Ground (deferred from April meeting item 7.4). No further communication from solicitors. Defer to June meeting.

Signed by Chair .....

Date: .....

**22 Owing to the sensitive and confidential nature of the following agenda items, the press and public must be excluded from this part of the meeting.**

22.1 Ex-employee's grievances  
Acting Clerk to prepare letter to be sent to ex-employee.  
AGREED.

22.2 Letter from Solicitor  
Acting Clerk to respond to solicitor's letter, also to meet with person representing resident.  
AGREED

Signed by Chair .....

Date: .....