

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

<b>Chair: Richard Jackson</b>	<b>email: richard.jackson@cheveley.org</b>	<b>Tel: 01638 731850</b>
<b>Vice chair: Claire Elbrow</b>	<b>email: claire.elbrow@cheveley.org</b>	<b>Tel: 01638 731513</b>
<b>Acting Clerk: Sheila Marvin</b>	<b>email: clerk@cheveley.org</b>	<b>Tel: 01638 730465</b>
	<b>Website: www.cheveley.org</b>	

**MINUTES**

For the Parish Council Meeting on  
**Tuesday 9 June 2015 at 7.30pm**  
at the PAVILION, Cheveley Recreation Ground

**Present:** Cllrs Ian Jackson, Claire Elbrow, Tracey Peel, Sheila Marvin, Marilyn Jackson, Richard Jackson and Sallie Thomas.

**After Co-option:** Cllrs James Hadlow and Brent Noble

**Apologies** received from District Councillor Peter Cresswell (prior commitment)

**1. Apologies and approvals for absence**

No absences

**2. Declaration of Pecuniary Interest** – any declarations of pecuniary, prejudicial or personal interest pertaining to agenda items for this meeting.

Cllr Ian Jackson declared a prejudicial interest in item 9.4 (Community Plan); Cllr Marvin declared a prejudicial interest in items 7.1 (TPO) and 9.4 (Community Plan).

**3. Approve and sign Minutes** of PC meeting 19 May 2015. With a few minor amendments, the minutes were AGREED and signed.

**4. Co-option of new councillors.** James Hadlow (approved at 19 May meeting) signed Declaration of Acceptance of Office.

Also received application for co-option from Brent Noble. The council voted to accept his application. Brent Noble signed Declaration of Acceptance of Office, and both were welcomed to the council.

AGREED

**4.1** Cllr Ian Jackson announced his resignation as Chair. Cllr Richard Jackson was proposed as Chair.

AGREED.

**4.2** Discussion on how to attract more North Ward residents to apply for co-option. Cllr Thomas offered to draft a letter for delivery to North Ward residents. The noticeboard at Centre Drive/B1063 (Ashley Road) to be re-commissioned, as an addition to the existing noticeboard on Meadow Lane.

AGREED

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

**5.1** The Acting Clerk confirmed that - All DPI forms and Elections Expense Claims forms were sent to ECDC by the due date; Bank mandate, authorisation letter and change of address accepted by HSBC; Mail redirect started on 1 June; Grass cutting at rec now

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

done weekly; Community Room bookings confirmed for the rest of 2015 for PC meetings; FOI request information and invoice sent by due date and payment received; Comments sent to Balfour Beatty re planned work on street lights; An electronic copy of the NALC Model Standing Orders has been circulated to all councillors for consideration at a later date; quote for laptop cleanup not yet received.

Cllr Peel reported that David Keith had handed back the pavilion keys, and a partial set of keys was handed to Cllr Ian Jackson.

Cllr Peel said there had been no response to the notice appealing for volunteers to manage the toilets, which will therefore remain closed, except for special events when their use can be monitored.

AGREED

5.2 Inventory of PC-owned sports equipment (May item 20.4). Inventory taken on 3 June by Cllrs Peel and Ian Jackson, copy provided. Cheveley Sports Club (CSC) provided copies of Public and Product Liability insurance and Schedule of Insurance.

5.3 Cllr Jackson to devise maintenance/rotation plan for siting of junior goal posts (May item 20.5), in conjunction with Cheveley Football Club's requirement for siting of adult-sized goal posts (needed from September to April).

5.4 Received Cllr Elbrow's report on HR Cttee meeting held on 3 June. An experienced and qualified person to be both clerk and Responsible Financial Officer (RFO). Flexible hours and average of 18 hours per week. Interview dates to be arranged by Cllr Elbrow. Advertisements to be placed in Newmarket Journal (£120 + VAT) and on [www.indeed.co.uk](http://www.indeed.co.uk) (free), and Newmarket News (£500 + VAT) if needed.

AGREED

5.5 Royal British Legion Club dog show – written report of telecon between Cllr Marvin and John Godfrey, Chair of RBL Club, given to councillors.

ACCEPTED

£75 donation towards cost of rosettes for Dog Show.

AGREED

At present, the Pavilion can only be booked and used by community organisations, not by individuals.

5.6 Membership of CAPALC/NALC £401.85 for one year, due 30 June 2015.

AGREED

5.7 On-site councillor training with CAPALC. This costs £350 per two hour session, CAPALC provides all necessary equipment. Since there are nine councillors, this will be no more expensive than the £35 per head charged, plus councillors would need to claim for mileage to a venue west of Cambridge. If councillors from nearby parishes can also be included, it will be cheaper per head. CAPALC has been asked to suggest dates.

AGREED

## 6. Reports from District and County Councillors

Report from Mathew Shuter as County Councillor – superfast broadband is now available throughout Cheveley. There are no changes in ward boundaries for our current County Councillor.

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

Report from Mathew Shuter as District Councillor – Devil’s Dyke will be closed during part of Newmarket Nights for safety reasons. Any signs of ash die back disease should be notified to ECDC Tree Officer.

## 7. Planning Applications

- 7.1 E/02/15 - Tree Preservation Order (TPO) – boundary between 4 Holland Park and 57 High Street.  
Objection to TPO to be submitted to ECDC. As part of its biodiversity duty, the PC plans to plant trees on its land to replace dying, diseased and removed trees.  
AGREED

## 8. Finance

Payments for consideration this month:

8.1	NALC	Book ‘Local Councils Explained’		£54.99
8.2	CAPALC/NALC	Membership 1 Apr 15 – 31 Mar 16 (if agreed at item 5.6)		£401.85
8.3	Balfour Beatty	Maintenance contract for 26 PC-owned street lights at £22.13 per unit		£690.46
8.4	Twin Dots	Hosting for PC website (June)		£30.00
8.5	ECDC	Elections for N and S Wards		£200.00
8.6	ECDC	Play area inspection May		£24.00
8.7	Sheila Marvin	Acting Clerk’s expenses form SM001 to 3 June 2015		£205.69
8.8	Truelink Ltd	Cemetery grass cutting £180 x 2 +VAT	£432.00	
		Cemetery open space	£84.00	
		Cemetery maintenance	£125.00	
		Verges	£228.00	
		Parish paths	£108.00	
		Parish maintenance	£125.00	£1,102.00
		Rec surround and play area £30 x 2 + VAT	£72.00	
		Rec ground £60 x 2 + VAT	£144.00	£216.00
8.9	Truelink Ltd	Removal of fallen branches from neighbouring property and canopy work		£360.00

Payments AGREED

## 9. Community

- 9.1 To note that at the end of April 2015, Cheveley Parish has:
- £32,609 of S106 funds for project to improve community infrastructure;
  - £1,808 to improving public open spaces
  - £406.28 to improve transport infrastructure and other facilities.

What can we plan to use this for?

NOTED

- 9.2 Lead Councillors/Councillors’ responsibilities for projects.  
DEFERRED

- 9.3 The Annual Parish Meeting on 20 May 2015, agenda item 6 – ‘possible future projects for the PC’ – gave rise to the following suggestions:
- complete repairs to Rec Ground entrance
  - hire a caretaker
  - Review the condition of pavements, in consultation with CCC, who are responsible for their maintenance
  - Speed reduction on B1063 near Newmarket

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

DEFERRED until responses from Community Plan Survey have been tabulated.

- 9.4 Revised budget for Cheveley Community Plan, and request for additional funding. Budget received, and additional £700 for production of Survey AGREED
- 9.5 Councillors' emails to each other between meetings. Cllr Peel asked that councillors should think before hitting the 'reply all' button. AGREED
- 9.6 Mark Deas at Cambs Acre re village walkabout on 10 June to assess possible sites for affordable housing. NOTED

## **10. Correspondence received**

- 10.1 To note CCC's contribution of £473.83 towards the parish's verge cutting costs for the 2015/16 season.
- 10.2 To note there is a public Consultation on Tuesday 9 June 1800-20.00 at the Memorial Hall, High Street Newmarket for the Newmarket Neighbourhood Plan (NNP), which includes Duchess Drive, The Dip, Centre Drive and part of Ashley Road. Cheveley councillors unable to attend because date and time clashed with PC meeting. Cllr Marvin visited the Memorial Hall in the morning, which was open for the public to view the plans, and spoke to Isabelle Barrett, Newmarket Town Clerk, and Cllr Michael Jefferys. Newmarket Town Council is planning to invite all residents in the Cheveley North Ward to be involved in the consultation, since most of them use Newmarket facilities and many of them think they live in Newmarket. Cllr Jefferys suggested, and Cllr Marvin agreed, that communication with North Ward residents should include such words as "although you are a resident of Cheveley North Ward ...".
- 10.3 To note ECDC is holding a workshop for parish councils on Thursday 25 June, from 6.30pm at the Council Chamber, Nutholt Lane Ely re Community Infrastructure Levy (CIL), East Cambs transport, Local Government Boundary Commission (LGBC) review – process for reducing the number of DCs. Councillors wanting to attend should notify the Acting Clerk ASAP, since places must be booked.
- 10.4 To note that Local Government Boundary Commission (LGBC) – public consultation on electoral reviews for CCC - closes on 6 July 2015. Proposal to reduce the number of County Councillors from 69 to 61. Draft recommendations at <https://consultation.lgbce.org.uk/node/4143>. Guidance at [www.consultation.lgbce.org.uk](http://www.consultation.lgbce.org.uk), website [www.lgbce.org.uk](http://www.lgbce.org.uk).
- 10.5 To note consultation on the update of CCC's Strategy for Flood Risk Management closes 14 July 2015. The draft strategy and online questionnaire can be found here: [http://www.cambridgeshire.gov.uk/site/custom\\_scripts/cons\\_details.aspx?ref=369](http://www.cambridgeshire.gov.uk/site/custom_scripts/cons_details.aspx?ref=369)
- 10.6 Crimestoppers Cambridgeshire – request for article 'Tackling Crime on your Doorstep' to be included in next newsletter. Crimestoppers is a charity that runs campaigns aimed at generating intelligence that can be used by our local constabulary to detect and thereby prevent crime. Crimestoppers provide 100% anonymity to those who pass on information – phone free on 0800 555 111.
- 10.7 Cambs & District CAMRA – suggestion to list the Red Lion as an Asset of Community Value. Cllrs Ian Jackson and James Hadlow to liaise with the Red Lion and report to council at July meeting.

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

- 10.8 East Anglia's Children's Hospices (EACH) at Milton which supports families and cares for children and young people with life-threatening conditions. Request for donation.  
DEFERRED
- 10.9 Voluntary Network in Newmarket, which offers community support across Forest Heath and East Cambs, providing Dial-a-Ride and Community Car services. Request for donation.  
DEFERRED
- 11. Pavilion, Recreation Ground and Maintenance**
- 11.1 Problems reported on ECDC Recreation Ground Monthly Inspection Report  
Acting Clerk to source repairer for play equipment.
- 11.2 Continuing vandalism and trespass from Recreation Ground  
Acting Clerk to continue liaison with resident's representative.
- 12. Owing to the sensitive and confidential nature of the following agenda item, the press and public must be excluded from this part of the meeting.**
- 12.1 Response to ex-employee's complaints  
Changes to draft letter made, to be signed by Chair and sent.

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