

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

Chair: Richard Jackson	email: richard.jackson@cheveley.org	Tel: 01638 731850
Vice chair: Claire Elbrow	email: claire.elbrow@cheveley.org	Tel: 01638 731513
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Before the Parish Council meeting starts, Ian Jackson, chair of the Community Plan, held the draw for a Waitrose voucher for those residents who completed the Community Plan Survey and who asked for their names to go into the draw.

The winner was Elysia Watts of Holland Park.

MINUTES

For the Parish Council Meeting on
Tuesday 14 July 2015 at 7.30pm
at the Community Room, Cheveley School

Present: Cllrs Richard Jackson, Claire Elbrow, Sheila Marvin, Marilyn Jackson, Ian Jackson, Sallie Thomas, James Hadlow and Brent Noble. Cllr Tracey Peel arrived at 8.20pm after attending another community event.

Apologies received from District Councillor Peter Cresswell (illness) and County/District Councillor Mathew Shuter (holiday).

1. **Apologies and approvals for absence**
The Acting Clerk had been notified that Cllr Peel would arrive late. No absences
2. **Declaration of Pecuniary Interest** – any declarations of pecuniary, prejudicial or personal interest pertaining to agenda items for this meeting.
Cllr Marvin declared a personal interest in item 6.5 (TPO), Cllr Ian Jackson declared a personal interest in item 9.2 (CSC), Cllr Thomas declared a personal interest in items 6.1 and 6.3 (Planning Apps)
3. **Approve and sign Minutes** of PC meeting 9 June 2015
The minutes were AGREED without further changes and signed.
4. **Updates on resolutions (decisions) from past meetings, including reports from councillors and volunteers.**
 - 4.1. The Acting Clerk confirmed that:
 - 4.1.1. McCalmont Cup – this has been collected from the jewellers after engraving, and delivered to this year's winner. The winner may keep the Cup for one year until it is awarded to the next winner the following April/May. The Cup is fully covered by the Council's insurance. A Valuation for Insurance has been given by Wiggs and a copy circulated to councillors. A list of all the past winners of the McCalmont Cup has been recorded. Cllr Richard Jackson has approached Mr Peter McCalmont who has kindly agreed to present the Cup in 2016.

Signed by ChairDate:

- 4.1.2. Sockets and caps for goal posts have been found in pavilion storage
- 4.1.3. Letter sent by recorded delivery to ex-employee, along with cheque for final expenses.
- 4.1.4. Mole removal at cemetery completed and invoice received.
- 4.1.5. Noticeboard at B1063 Ashley Road/Centre Drive is now in use again. All four noticeboards have been cleaned inside and out.
- 4.1.6. Ashley PC has been contacted about joining with Cheveley PC for councillor training, to reduce per head cost. Other nearby councils may also be invited. Copy of CAPALC email with available training dates circulated to councillors.
- 4.1.7. Royal British Legion Dog Show on 26 July. RBL representatives and Cllrs Peel and Marvin will meet at pavilion on Saturday 18 July at 10.00am to retrieve required items from pavilion storage. RBL has checked sale of alcohol requirements with ECDC, who confirmed everything is in order.
- 4.1.8. Advertisement for Clerk/RFO placed in Newmarket News 24 June 2015 edition (£176.00 + VAT) and on www.indeed.co.uk (free). Applications received by due date.
- 4.1.9. Leaving Certificate for Local Government Pension Scheme for ex-employee has been completed and sent.
- 4.1.10. VAT reclaim for 2014-15 has been sent to HMRC.
- 4.2 Cllrs Marilyn Jackson and Sheila Marvin accompanied Mark Deas (Cambs Acre) and Andy Hunt (CHS) to look at possible sites for Affordable Housing. The feasible sites considered were:
- west side of High Street, immediately south of Rec Ground;
 - north side of Park Road, west of King's Mead;
- CHS will need to get pre-application advice from ECDC.
- 4.2.1 MOD land (near Cobham Antenna Systems) – owner not known. Zoned for commercial use, so price would be too high for Affordable Housing development. Change of use? Cllrs Hadlow and Marvin to investigate further.
- 4.3 Report from Cllrs Ian Jackson and James Hadlow re listing Red Lion as an Asset of Community Value.
The owner does not see any advantage. Cllr Ian Jackson to pursue.
- 4.4 Cllr Marvin had circulated to councillors a brief written report on the ECDC workshop held on 25 June about Community Infrastructure Levy (CIL), Cambridgeshire Transport and the Local Government Boundary Commission consultations.
Report ACCEPTED.
- 5. Reports from District and County Councillors**
There were no reports.
- 6. Planning Applications**
- 6.1. 15/00696/FUL – Erection of two dwellings with garages at 2 Ashley Road, Newmarket CB8 8DA. Representation from Chris Anderson, Agent for developer.
- 6.2. 15/00702/FUL – Demolish existing conservatory and erect single storey extension at 119 High Street, Cheveley CB8 9DG

Signed by ChairDate:

- 6.3. 15/00688/FUL – alterations and extension to existing bungalow at ‘Innesbruck’ 19 Newmarket Road, Cheveley CB8 9EQ
- 6.4. 15/00714/FUL – rear extension at 62 Ashley Road, Newmarket CB8 8DB
The Council made NO OBJECTIONS to the above Planning Applications.
- 6.5. E/02/15 – Tree Preservation Order at boundary between 4 Holland Park and 57 High Street Cheveley – notice received that Planning Committee will meet at Ely on Wednesday 2 September to discuss. Council has registered an objection.
AGREED that Cllr Marvin to attend to represent the Parish Council.

7. Finance

- 7.1. Council to consider setting up payments by Direct Debit for Anglian Water and ECDC monthly play area safety inspection. Eon and Twin Dots are already paid by Direct Debit.
AGREED

- 7.2. Q1 (1 April 2015 – 30 June 2015) Financial Reports
ACCEPTED

- 7.2.1. The Acting Clerk (Cllr Marvin) cannot legally be paid a salary because she is a councillor, but the Council asked that Cllr Marvin research and claim for appropriate expenses for heat/light/telephone line/broadband rental dating from 24 April 2015.

- 7.3. Payments for consideration this month:

7.3.1.	Eon	Electricity at Pavilion 4 Mar-9 Jun (DD)	£49.57
7.3.2.	Eon	Electricity for PC street lights 1-31 May 2015 (DD)	£74.72
7.3.3.	Eon	Electricity for PC street lights 1-30 Jun 2015 (DD)	£72.31
7.3.4.	ECDC	Play area safety inspection June 2015	£24.00
7.3.5.	Anglian Water	Cemetery 19 Mar-10 Jun 2015	£19.71
7.3.6.	Anglian Water	Pavilion 18 Mar-10 Jun 2015	£34.16
7.3.7.	Playsafety Ltd	RoSPA Play area Annual Safety inspection on 22 Apr 2015	£114.00
7.3.8.	Pest Control Serv	Removal of moles at cemetery	£170.00
7.3.9.	Wigg & Son	Valuation of McCalmont Cup (£45.00) and making shield and engraving new winner's name (£53.25)	£98.25
7.3.10.	Twin Dots	Hosting for PC website July (DD)	£30.00
7.3.11.	Sheila Marvin	Acting Clerk's expenses (includes ad in News)	£228.00
7.3.12.	Truelink Ltd T8240	Cemetery grass x 2; Cemetery open space; Cemetery maintenance; Rec surround and play area; Rec ground x 3; Verges x 2; Parish maintenance;	£1,474.01
7.3.13.	Truelink Ltd T8162	Parish clean up in March at start of contract	£250.01
7.3.14.	Cambs Acre	Payroll Service adjustment 1 Apr 2014-30 Mar 2015	£82.44
7.3.15.	Cambs Acre	Payroll Service 1 Apr 2015-30 Jun 2015	£36.00
7.3.16.	Eurooffice	Stationery	£90.98
7.3.17.	Truelink Ltd T8296	Cemetery grass x 2, Cemetery open space, cemetery maintenance, Rec ground x 5, Rec surround and play area x 2, verges, public footpaths, Parish maintenance	£1,534.01

All the above payments AGREED

- 7.4. Estimated payments to be approved for August:

7.4.1.	ECDC	Play area safety inspection July	£24.00
7.4.2.	Twin Dots	Hosting for PC website Aug(DD)	£30.00
7.4.3.	Truelink Ltd	Grass cutting/maintenance (approx)	£1,600.00

All the above payments AGREED

Signed by ChairDate:

8. Administration

- 8.1. Council needs to appoint Independent Internal Auditor for 2015-16.
Acting Clerk to source quotes.
- 8.2. Should council have an EOM in August for 'three month review and future projects and plans'?
AGREED. Monday 10 August in Community Room starting at 7.30pm. Councillors to submit agenda items for discussion.
- 8.3. Set meeting date to update the Standing Orders – working party?
AGREED that Cllrs Thomas, Elbrow, Marvin and Marilyn Jackson form working party.
Provisional meeting date set for Wed 19 August, to make recommendations to council at Sept PC meeting.
- 8.4. Newsletter and delivery. Quote from Victoire Press for printing and postage.
AGREED that Cllr Elbrow submit draft of newsletter to Cllr Richard Jackson, and to source printer and delivery agent, since postage is too expensive.
- 8.5. Draft of letter to North Ward residents asking for applicants for co-option.
AGREED. Cllrs Thomas, Noble, Marvin and Richard Jackson to deliver. Cllr Marvin to organise delivery routes.
- 8.6. Lucy Frazer QC MP is in the area on Monday 27 July. She would like to meet residents to discuss any issues. Ashley PC has suggested possible topics as public transport, policing. Cheveley may want to discuss the same, plus lack of primary school spaces.
Time around 12 noon, no venue fixed yet.
AGREED that Acting Clerk will notify Diane Kingdon (Head of Cheveley School) and Rowena Berridge (Chair of School Governors) when venue confirmed. Also put notices on noticeboards.
- 8.7. Cemetery maintenance
DEFERRED to Aug meeting.
- 8.8. Disposal of a small stock of wine, spirits and beer listed on the council's asset register.
After discussion of options with the Independent Internal Auditor, it seems the most beneficial option available is to donate it as prizes for competitions/raffles etc. run by any community group eg. donate it to the Royal British Legion for its Poppy Appeal fundraising event on 26 July.
AGREED
- 8.9. Process for booking use of pavilion, and notification for use of Rec Ground, pavilion, barbecues etc.
Community groups please discuss with the (Acting) Clerk well in advance so that records can be updated and any necessary arrangements made. Although the Rec Ground can be used by anybody, it would be helpful to check the dates of future events with the clerk to avoid a clash of incompatible events.
- 8.10. To note that Cllrs Peel and Marvin have a full set of keys to the pavilion, and Cllr Ian Jackson, who runs the CSC sports sessions at the rec, has a partial set of keys.
AGREED that Cllr Peel will get additional keys cut so that Cllr Ian Jackson also has a full set. A written record of key holders will be maintained.
- 8.11. To note that the Amey Cespa Annual Audit for grant for the teenage play equipment has been completed and submitted. The final year for this Audit will be 2018.

Signed by ChairDate:

Cllr Peel will arrange for the bench, with Amey Cespa's name as donor of some of the money for the purchase of the teenage play equipment, to be sited at the 'tree end' of the existing concrete pad in the play area, to comply with the grant agreement.

- 8.12. To note report received from Kate Evans, Principal of Bottisham Village College. Copies available from Acting Clerk.
- 8.13. To note questionnaire received from Ely Police re level of engagement between PC and police. Acting Clerk's response circulated to councillors.
- 8.14. To note information received from Cambs County Council about care and support for those wanting to continue to live independently and safely at home. Contact www.cambridgeshire.gov.uk/careandsupport or telephone 0345 045 5202.
- 8.15. To note collection notice received re renewal of PPL music licence. Since the pavilion is no longer used, the council has not renewed the licence.
- 8.16. To note ECDC is asking for canvassers to help compile the Register of Electors for this year. Closing date 23 July 2015. Contact ECDC Electoral Services on 01353 616 460/459. Councillors are not eligible.
- 8.17. To note Local Government Boundary Commission is conducting an Electoral Review. They are 'minded' to reduce the number of District Councillors from 39 to 27, and Cheveley District Ward may be one ward which loses a District Councillor. For information go to www.lgbce.org.uk. The LGBC does not have the power to alter the boundaries of the parish of Cheveley or its two wards.

9. Community/Community Groups

- 9.1. Use of Rec and Pavilion by Cheveley School for Challenge Sports Day. This had already been agreed in principal, details of final arrangements were circulated to all councillors on 23 June. Cllr Peel will be present at this event.
- 9.2. Proposal from Cheveley Sport Club to store their sports equipment in the pavilion storage area.
AGREED
- 9.3. Royal British Legion has checked with ECDC about licencing requirements for the sale of alcohol at the pavilion during the Dog Show on 26 July. ECDC has confirmed that correct licences are in place, RBL has applied for required TENS licence, and RBL volunteers are already correctly licensed. Acting Clerk has received copies of Insurance and Kennel Club Licence.
- 9.4. Request from Cheveley Football Club (CFC) to receive the £1,000 grant money, agreed by council Nov 2014, Minute 8.5.3, for the purchase of adult-size goal posts. After much debate, the Council decided, in the light of advice received from professional organisations, that the pavilion is not fit for use as a sports pavilion and there are inadequate facilities for disabled access. The Council will consider the necessary upgrades when the results of the Community Plan Survey have been received. Under Standing Orders para 11 'Rescission of Previous Resolutions' the Council may reverse a decision which has been made more than six months previously. Since the Council cannot at present provide adequate facilities for CFC, with regret, the Council must REFUSE the grant application from Cheveley Football Club. A letter to this effect will be sent by the Acting Clerk to the Secretary of the CFC.

Signed by ChairDate:

- 9.5. Request for donation to St Mary's Church Cheveley Flower Fund. The Fund provides flower arrangements for the Church throughout the year, and also the Christmas tree. £50 donation AGREED.
- 9.6. 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 from June.
Request REFUSED, since CPC has donated in the recent past, as has Cheveley Sports Club.
- 9.7. 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 from June.
£100 donation AGREED.

10. Pavilion, Recreation Ground and Maintenance

- 10.1. Should the council purchase an additional waste bin to be sited near the picnic tables/barbecues, since the waste bin in the enclosed play area is often over-full? Affix to pavilion wall? Price £600-£700.
Cllr Peel has received an offer from a resident to relocate the waste bin from the bottom right corner of the Rec Ground, where it is little used, to the side of the railings on the ramp from the pavilion entrance.
AGREED.
- 10.2. Play Area Safety Inspection Report received from Playsafety Ltd (RoSPA) on 22 April 2015. As agreed at June meeting, item 11.1, quote for repairs indicated in this report and in the monthly safety inspection reports from ECDC has been sought and received in the amount of £1,654.63. Cllrs Peel and Marvin to check quote against safety reports from ECDC and RoSPA before acceptance.
- 10.3. Clear out pavilion storage – hire skip? Sell on Cheveley Chit Chat? Garage sale?
Cllr Noble to source skip hire. Target date Saturday 15 August 10.00am. Cllr Ian Jackson volunteered the help of CSC members to clear items.
- 10.4. Construction of path from car park to the pavilion - working party?
DEFERRED to August meeting.
- 10.5. Repairs required to Rec ground entrance - working party?
DEFERRED to August meeting.
- 10.6. Remove Recycling bins? One for paper, two for glass, one for plastic bottles/cans. Note that we have just received £180 recycling credit from ECDC for third and fourth quarter of 2014-15. Keep charity bins – British Heart Foundation and Barnardos?
Keep all bins, but Cllr Peel to arrange with Barnardos to move their bin in line with the others along the Rec Ground wall.

11. The following item includes discussions of personal and confidential details, therefore the press and public must be excluded.

- 11.1. Applications received for the post of Parish Clerk/Responsible Financial Officer.
HR Committee to interview applicants on Thursday 30 July (after the meeting this date was changed to 11 August), starting at 7.00pm. Cllr Marvin to arrange with applicants.

Signed by ChairDate: