

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

Chair: Richard Jackson	email: richard.jackson@cheveley.org	Tel: 01638 731850
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MINUTES

For the Extraordinary Parish Council Meeting to discuss
Three month review and future projects and plans, and any time-sensitive matters
on
Monday 10 August 2015 at 7.30pm
at the Community Room, Cheveley Primary School, Park Road

Present: Cllrs Richard Jackson, Claire Elbrow, Sheila Marvin, Marilyn Jackson, Ian Jackson, Sallie Thomas, James Hadlow, Tracey Peel and Brent Noble
Cllr Mathew Shuter, District and County Councillor

Apologies received from District Councillor Peter Cresswell (prior engagement)

- 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 Elbrow declared a prejudicial interest in Item 8.3 (Newmarket Neighbourhood Plan); Cllr Marvin declared a pecuniary interest in Item 7.1 (council's contribution towards Acting Clerk's broadband and phone line rental expenses).
- 3. Approve and sign Minutes** of PC meeting 14 July 2015
AGREED without changes and signed.
- 4. Updates on resolutions (decisions) from past meetings, including reports from councillors and volunteers.**
 - 4.1. Report from Acting Clerk:
 - Direct debits set up for Eon for supply of water to cemetery and to pavilion, and for ECDC for monthly play equipment safety checks.
 - Cheveley Football Club – letter sent confirming that the Council has refused their grant application, since the pavilion is not fit for their purpose.
 - Three councillors have a complete set of keys. Keys not to be lent or additional keys cut without PC approval, and keys must be signed for. Notice at pavilion updated. Book signed by Cllrs Marvin, Peel and Ian Jackson for full sets of pavilion keys.
 - PC laptop checked and cleaned, Microsoft office loaded, now useable, invoice received.
 - MOD Bungalows/Cobham Antenna Systems – have received details of owners as at March 2015 from ECDC. One bungalow is owner-occupied, the second parcel of six existing bungalows is owned by another individual. Both parcels are within the Cheveley Development envelope, and can therefore be used for market price housing. Also see Item 8.9 – MOD Bungalows.

Signed by ChairDate:

- Bank has been asked to change statement date to end of month. Two additional banks accounts discovered, one is a Community Savings account (credit balance £0.01, earns interest at 0.06% variable) which automatically has the same signatories as the chequing account; the second is for Cheveley Pavilion and Recreation Ground Charity, (balance £0.00) which will need a new bank mandate for signatories. No action to be taken with either account.

Arising from the above, the council asked Cllr Peel to repeat the exercise she performed last year, and research alternative banks and building societies to find a better interest rate for council's General Reserve. The Financial Services Compensation Scheme protects a total of £85,000 in combined accounts at one bank; therefore it is advisable to split the deposits.

- Necessary repairs to play equipment are under discussion.
 - To note that a letter of thanks for the council's donation was received from the Voluntary Network.
 - To note that a VAT refund of £5,994.67 has been received from HMRC.
 - A quote of £50 has been received from New Print Ltd for printing and folding 425 letters to North Ward residents, asking for applications for co-option.
- ACCEPTED

4.2. Report from Cllr Peel:

- Waste bin re-sited from bottom right corner of Rec, where it was little used, to outside the pavilion, where it is more convenient for users of the play area and barbecues.
 - Bench bearing acknowledgement of Amey Cespa's donation towards provision of teenage play equipment installed on concrete slab outside fenced play area.
 - Barnardo's recycling bin re-sited in line with other bins, freeing several parking spaces.
 - Additional keys cut, so three councillors now have full sets (see item 4.1.3).
 - Royal British Legion asked if they could store two large canvas marquees, which belong to the Council, in the pavilion storage areas after they have been cleared out.
- AGREED.

The Council would like to thank residents Malcolm Peel and Chris Muller for kindly volunteering to move the waste bin and securely install the bench.

5. Reports from District and County Councillors

Cllr Mathew Shuter made the following reports for:

- 5.1. County – Minor Highways Improvement Scheme will be continued for next year (see items 11.1 and 11.2), applications to be submitted by Nov 2015. Cllr Shuter has been invited to join the Cambridge and Greater Cambridgeshire Tourism Board, which is a not-for-profit pan-Cambridgeshire organisation to encourage more people to visit and stay overnight in Cambridgeshire. Representatives from the Jockey Club, Ely, Marshalls, Stagecoach, Fitzwilliam Museum are already on the Board.
- 5.2. District – Cllr Shuter is the vice-chair of ECDC's new Asset Committee, which will review all ECDC's assets, including landholdings, to ensure that the best use is made of them. A resident has expressed concern about fast-moving agricultural machinery. NFU/Police confirm that these vehicles are restricted to 40kph (25mph). It was noted that the new, taller street lights in some instances are hidden by tree foliage.

6. Planning Applications

- 6.1. 15/00775/FUL – remove existing conservatory and replace with block extension to the lower floor with timber frame second floor to include two bedrooms and a bathroom at 79 Centre Drive, Cheveley, CB8 8AW.

Signed by ChairDate:

- 6.2. 15/00837/FUL – erection of two mobile log cabins for staff accommodation, new access road, car parking area and erection of 0.6m high earth bund at Longholes Stud, Newmarket Road, Cheveley.

NO OBJECTIONS to the above Planning Applications.

- 6.3. It was suggested that the Council should write to each of the studs (list to be provided by Cllr Elbrow to the Acting Clerk), asking if they would be willing to send their agent to a council meeting when Planning Applications had been submitted, so the residents would be better informed, and could ask questions.
 AGREED

7. Finance

- 7.1. In response to item 7.2.1 of the July Minutes (expenses claimed by the Acting Clerk), Cllr Marvin asks if the council would agree to pay half her current broadband/phone call package (£12.35 per month) and half the phone line rental (£13.32 per month). The council already pays mileage for council business, and reimburses out-of-pocket expenses. The Acting Clerk will not claim for heat/light/council tax/use of home space.
 AGREED

7.2. Payments for consideration this month:

7.2.1.	Cash	Petty Cash	£75.00
7.2.2.	Sheila Marvin	Expenses claim – mileage, replacement toilet seat for pavilion, laptop repair and Microsoft Office software added	£144.99
7.2.3.	New Print Ltd	Printing July newsletter	121.00
7.2.4.	PKF	Review of Annual Return y/e 31 Mar 15 (external audit)	£360.00
7.2.5.	Chev Comm Ass	Hire of Community Room for 6 PC meetings	£150.00
7.2.6.	Cottenham Skips	Skip hire (paid for in advance by Cllr Noble)	£219.00
7.3.	Invoices agreed at	July PC meeting	
7.3.1.	ECDC	Monthly safety check of play equipment July	£24.00
7.3.2.	Twin Dots	Monthly webhosting for August (DD)	£30.00
7.3.3.	Truelink Ltd 8345	Rec/Play area £360.00 Cemetery/open field/maintenance £641.00 Verges/parish maintenance £353.01	£1,354.01

The above payments were AGREED

8. Administration

- 8.1. Compliance with Smaller Authorities Transparency Code. Although this applies to councils with a turnover of less than £25,000 per year, it may be a useful guide to information which should be published on the parish website.
 DEFERRED

- 8.2. Response to solicitor re complaints of vandalism to private property adjacent to Recreation Ground.
 DEFERRED

- 8.3. Newmarket Neighbourhood Plan – Newmarket is keen to incorporate Cheveley North Ward into their Plan, along with several other parishes/wards which are adjacent to the Newmarket town boundaries eg. Woodditton and Exning. Council to discuss if this will benefit Cheveley residents, and if the council agrees that North Ward should be included.

Signed by ChairDate:

After some discussion, there seems to be no advantage to the residents of North Ward to be part of the Newmarket Neighbourhood Plan, therefore the Acting Clerk was instructed to write to the Clerk of Newmarket Town Council to say that Cheveley Parish Council has NOT AGREED to the inclusion of the North Ward of Cheveley in their Plan.

- 8.4. Councillors' responsibilities – suggested areas are finance, cemetery, communications – suggestions for other areas of responsibility?
DEFERRED
- 8.5. Appointment of Independent Internal Auditor for 2015-16.
DEFERRED
- 8.6. Renew Society of Local Council Clerks (SLCC) subscription - £48.00 for one year.
AGREED
- 8.7. Take inventory and check against asset register, update as necessary. Councillors to volunteer to check certain areas or types of assets.
DEFERRED
- 8.8. Suggestion by District Councillor Peter Cresswell for a Cheveley District Ward panel, which would include Cheveley, Ashley, Kirtling & Upend, Woodditton. This would be an informal meeting of representative councillors from the above parishes to discuss local problems and their solutions, and to share information eg. recommendations for contractors.
AGREED that Cllrs Thomas and Marvin to represent Cheveley.
- 8.9. MOD Bungalows
AGREED that Cllrs Noble and Marilyn Jackson will do further research.
- 8.10. To note letter from Cambridgeshire County Council, stating that streetlights owned by them will not be switched off at off-peak times or dimmed any further.
- 8.11. To note Annual Return for year end 31 March 2015 received from PKF Littlejohns LLP External Auditors. Sections 1, 2 and 3 posted on noticeboards where space allows, along with Notice of Right to Inspect the Annual Return. Complete Annual Return also on website.
- 8.12. Cllr Thomas volunteered to write a précis of each month's council Minutes for regular submission to the Journal, the News and The Link.
AGREED

9. Community/Community Groups

- 9.1. Council to consider if Cheveley Community Plan should reimburse the council for Community Room hire on 24 Feb, 24 Mar and 11 May (3 x £25.00 = £75.00), which were paid by the Council before the Community Plan had its own bank account and funds.
AGREED that council should submit invoice for £75.00 to the Community Plan.

10. Pavilion, Recreation Ground, Cemetery and General Maintenance

- 10.1. Cemetery Maintenance – deferred from July item 8.7
Cllr Hadlow suggested that there should be an autumn clean up at the cemetery, similar to the successful spring clean-up, this time focussing on bringing the water collection system back into use. Acting Clerk to liaise with resident whose garden is adjacent to the water tank, and ask for permission to cut back overhanging branches.

Signed by ChairDate:

The two gravel beds need weed-killing – Cllrs Thomas and Hadlow to action.

- 10.2. Replace rotting wooden edging around Garden of Rest with concrete kerbing, to match new kerbing around the two gravel beds (quote of £1,100 previously received – could be paid from Community Facilities Improvements budget).
AGREED to seek further quotes.
- 10.3. Construction of path from car park to pavilion – working party? Deferred from July item 10.4 (cost not yet known – could be paid from Community Facilities Improvements budget). This item will be considered once a decision has been reached about the pavilion use.
- 10.4. Repairs to Rec Ground entrance – working party? Deferred from July 10.5 (cost not yet known – could be paid from Community Facilities Improvements budget).
AGREED working party of Cllrs Hadlow, Peel, Elbrow, Thomas and Richard Jackson to compile options and for discussion at Sept PC meeting, and indicative quotes sought.
- 10.5. To note letters from Wellers Hedleys Solicitors re status of Pavilion and Recreation Ground Charity. Set up working party?
AGREED to accept the Charity Commission's decision to keep the Pavilion and Recreation Ground Charity on the register. Cllrs Marvin and Richard Jackson to review past paperwork. The Acting Clerk has twice phoned Wellers Hedleys Solicitors and is still awaiting a return phone call.
- 10.6. Pruning of overhanging branches from public footpaths and pavements. CCC Highways will deal with this if asked. Cllr Ian Jackson offered to approach CCC in an effort to better coordinate the maintenance of public rights of way.
NOTED
- 10.7. Repair clock on pavilion.
REFUSED
- 10.8. Remove small trees in bottom right hand corner of Rec (in the spinney) which is being used as a 'ladder' to help climb over the wire fence. Also remove short stretch (about 8 feet) of post and rail fence between wire fence and access to bottom of spinney. To consider if planting prickly native shrubs such as hawthorn or rose along this section would discourage attempts at trespass and prevent further damage to the wire fence.
AGREED. Acting Clerk to get quotes from Truelink Ltd.
- 10.9. Painting the 'gates' on the B1063 either side of Broomstick Corner. Volunteers ready to proceed. Agreed at March PC meeting, item 5.1. Council to provide or approve expenditure on paint and brushes.
AGREED that the volunteers would purchase suitable white paint and brushes, up to a limit of £50, and the council would reimburse them on production of applicable receipts.

11. Projects and Budget Headings for 2016-17

- 11.1. Local Highway Improvement (LHI) Initiative – reduce 40mph speed limit to 30mph on Ashley Road (B1063) from Duchess Drive towards Sidehill Stud. Also two flashing signs to change. This matter was raised by a North Ward resident at the Annual Parish Meeting in May this year. The resident was present at this council meeting, also the two volunteers who were instrumental in compiling the various reports and surveys which made up the successful application for traffic calming at Broomstick Corner. They would be willing to offer their help and advice to those volunteers who wanted to pursue the above speed reduction proposal.

Signed by ChairDate:

Any resident who would be interested in being involved, particularly if resident in the North Ward, please contact the clerk at clerk@cheveley.org or telephone 01638 730 465.

- 11.2. Local Highway Improvement (LHI) Initiative – reduce 40mph speed limit to 30mph on Duchess Drive from Ashley Road (B1063) towards the Jarman Centre.

No interest shown by residents, so this proposal will not be pursued.

- 11.3. Highways Depot Open Day – to discuss proposed applications. Witchford on Monday 14 September.
AGREED that Cllr Marvin will attend on behalf of the parish council.

Signed by ChairDate: