

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
Acting Clerk: Sheila Marvin	email: clerk@cheveley.org	Tel: 01638 730465
	Website: www.cheveley.org	

MINUTES

Cheveley Parish Council Meeting on
Tuesday 8 September 2015 at 6.30pm
at the Community Room, Cheveley Primary School, Park Road

Present: Cllrs Richard Jackson, Claire Elbrow, Sheila Marvin, Sallie Thomas, Tracey Peel and Brent Noble
Cllrs Marilyn Jackson and Ian Jackson were present at the 7.30pm start of the main Parish Council Meeting.
Cllr Sue Willows was present after co-option at Item 5 of the main meeting.

1. The first hour of this meeting was **CLOSED** to the press and public, owing to the confidential nature of the discussions.
Interviews with applicants for the post of Clerk to Cheveley Parish Council.

At **7.30pm** the meeting was **OPENED** to the press and public, as usual.

2. Apologies and approvals for absence

Cllr James Hadlow (business); District Cllr Peter Cresswell (personal); District and County Cllr Mathew Shuter (civic duties)

Cllrs Marilyn and Ian Jackson arrived before the 7.30pm start of the main meeting.

- 3. Declarations of Interest** – any declarations of pecuniary, prejudicial or personal interest pertaining to agenda items for this meeting.

Cllr Thomas (Item 8.4 Planning Apps), Cllr Marvin (item 8.2 Planning Apps), Cllr Ian Jackson (item 11.1 Cheveley Sports Club).

- 4. Approve and sign Minutes** of PC meeting 10 August 2015

Minutes AGREED and signed.

5. Co-option of new councillor

In response to a campaign of letters targeting specifically North Ward residents because there are none on the council, the Acting Clerk received a number of expressions of interest. Sue Willows sent the necessary letter of application, and met the requirements to be a Cheveley Parish Councillor, and was therefore co-opted as a member and welcomed to the Council.

AGREED

Signed by ChairDate:

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

6.1. Report from Acting Clerk.

- Invoice for £75.00 submitted to the Community Plan Steering Group for reimbursement of monies paid by the Parish Council for meeting room hire for Community Plan meetings. Cheque received from the Community Plan.
- Resident whose property backs onto the cemetery has given permission to allow volunteers to prune back branches which are overhanging the rainwater collection system. Since this is a conservation area, the required permission has also been sought from ECDC. Awaiting paperwork.
- Letter of thanks received from the Cheveley Flower Group for the Council's donation.
- The four 'gates' on each side of the B1063 near Broomstick Corner have been painted white by volunteers Celia Bruce and Sarah Tucker and their families. The Council extends its thanks to these volunteers for their work, which gives the entrance to Cheveley a bit of status.
- After three hours' hard work one Saturday morning, only occasionally interrupted by tea and cake, both storage areas at the pavilion were cleared out. Thanks go to all the volunteers including representatives from the Royal British Legion (Neil Austin and Martin Moore) and Cheveley Sports Club (Nathan Hubbard, Rob Margetts, Becky and Ian Chapman), with added help from young members of the community. All councillors lent a hand too, and on the Sunday Cllr James Hadlow and his father cleared unwanted rubble from the cemetery and loaded it into the skip.
Some of the space is now being used by community groups to store sports equipment, marquees etc. and there is still some space available for other community groups. Access to the storage areas is only via one of the three key holders (Cllrs Peel, Marvin and Ian Jackson).
- Attended the ECDC Planning Committee Meeting on Wed 2 Sept to represent the council, which had made a formal objection to the Tree Preservation Order (TPO) at 4 Holland Park/57 High Street. The Decision of the Planning Committee was that the TPO was not confirmed.
- Councillor training from CAPALC. Revised training dates received from CAPALC. Since this is on-site training at a fixed price, the new clerk has also been invited to attend.
- Phone call of thanks received from John Godfrey, chair of Royal British Legion Club, for the Council's support and donation to the recent Dog Show at the Recreation Ground, which raised £500 for the Poppy Appeal, despite appalling weather.

6.2. Written report from Cllr Ian Jackson was distributed at meeting about maintenance of public rights of way (PROW), including bridle paths.

A continuing project to ascertain owners of property on either side of PROW, and to liaise with other organisations (eg. CPC, CCC, DEFRA, studs) to establish a co-ordinated maintenance scheme. Cllr Ian Jackson to action.

6.3. Report from working group on options to improve the entrance to the recreation ground.

Written report circulated to councillors before meeting. Suggestion was to build a retaining brick wall to just above footpath level to stop the footpath from collapsing, with a post and two-rail fence on top, similar to existing around car park. Two quotes received (see these minutes Sep 15/13.1)
Report ACCEPTED

6.4. Report from Cllrs Hadlow and Thomas on works required at the cemetery. Written report circulated to councillors before meeting.

Signed by ChairDate:

- Suggested that a working group of councillors and residents could meet regularly for maintenance eg. weeding, sweeping, pruning, general tidying, which would reduce cemetery maintenance costs. Cllrs Hadlow and Thomas to organise.
- £250 annual budget suggested for use by working group to purchase herbicides etc.
- Autumn working party at cemetery planned for Saturday 31 October at 10.00am to reinstate rainwater collection system and prune back overhanging shrubs. To be organised by Cllr Hadlow. Acting Clerk has already received permission from affected property owner, and will pursue permission from ECDC for pruning, since this is a conservation area.
- To replace wooden edging to Garden of Rest with concrete path edging to match existing around gravelled beds, extend Garden of Rest to eliminate narrow grass paths between it and the two gravelled beds, keep front of both gravelled beds clear for interment of ashes when existing Garden of Rest becomes full. Acting Clerk to get quotes.
- To prune overgrown shrubs/suckers and remove dead trees on left hand side of 'old' part of cemetery to leave an avenue of whitebeam trees. Neighbouring property owner has given permission for this work. Again, this is a conservation area, permission from ECDC is required.

All the above AGREED

- 6.5. Recommendations from working group on revised Standing Orders. Minor amendments. AGREED
Final version to be circulated to all councillors and posted on website.
- 6.6. Report from Cllrs Noble and Marilyn Jackson on further research into MOD Bungalows' land.
DEFERRED to Jan 2016 at the request of Cllrs Noble and Marilyn Jackson
- 6.7. Report from Cllr Peel on alternative banks or building societies for holding monies for General Reserve. The favoured provider is Cambridge Building Society. Acting Clerk to get application forms. Signatories and amount to be transferred to be decided at Oct PC meeting.
AGREED
- 6.8. Report from Cllr Elbrow on communications:
- Website – Acting Clerk to continue to post legally required documents onto website via Twin Dots. Cllrs Elbrow and Marilyn Jackson to liaise about editing/updating website contents.
 - A copy of the PC newsletter will be included with the editions of The Link which are distributed to Cheveley South Ward. Alternative arrangements to be made for Cheveley North Ward.
 - Use Cheveley Chit Chat for certain appropriate information.
- AGREED

7. Reports from District and County Councillors

Neither councillor was present, and there were no reports.

8. Planning Applications

- 8.1. 15/00952/FUL – proposed first floor extensions, new roof structure, chimney stack and alterations to existing dwelling at 15 High Street, Cheveley.
- 8.2. 15/00873/FUL – four bed chalet bungalow, double garage, parking, turning, access road and associated site works at rear of 57 High Street, Cheveley.
- 8.3. 15/00949/FUL – installation of 2 x dipole antennas, 3 x 600mm diameter dish antennas, equipment cabin etc at Cheveley Tower Site, Little Green, Cheveley.

Signed by ChairDate:

- 8.4. 15/00688/FUL – alterations and extension to existing bungalow at ‘Innesbruck’ 19 Newmarket Road, Cheveley
- 8.5. 15/00966/FUL – proposed single storey rear extension at Dover Cottage, 12 Little Green, Cheveley.

There were NO OBJECTIONS to the above Planning Applications.

9. Finance

- 9.1. Payments for consideration this month:
 - 9.1.1. Anglian Water Pavilion 18 Mar 15 – 10 Jun 15 (DD) £34.16
 - 9.1.2. Eon Street lighting 1-31 Jul 15 (DD) £74.72
 - 9.1.3. D2D Distribution Delivery of July Newsletter £270.00
 - 9.1.4. Twin Dots Monthly website support for Sept (DD) £30.00
 - 9.1.5. Truelink Ltd £360 Rec Ground £1,354.01
£641 Cemetery
£353 Parish
 - 9.1.6. ECDC Monthly play equipment safety check (DD) £25.00
 - 9.1.7. Acting clerk’s expenses Mileage and telephone, plus new colour ink printer cartridge £44.79
 - 9.1.8. Newprint Ltd Printing and folding 425 letters to North Ward residents asking for applications for co-option £60.00
 - 9.1.9. Twin Dots Domain reg (£15.59), hosting (£84.00) for Oct 2015-16 £99.59

All payments AGREED

10. Administration

- 10.1. Compliance with Smaller Authorities Transparency Code. Although this applies to councils with a turnover of less than £25,000 per year, it is a useful guide to information which should be published on a parish website. (See The Transparency Code enclosure from Aug 15 meeting). Deferred from Item 8.1, August 15. CPC already publishes most of the information listed. Additional information will be published by the Acting Clerk when updated and available.
AGREED
- 10.2. Response to solicitor re complaints of vandalism to private property adjacent to Recreation Ground. Deferred from Aug 15/Item 8.2.
Draft letter was circulated to councillors before meeting for comment.
AGREED to amend and send letter.
- 10.3. Appointment of Independent Internal Auditor for 2015-16. Deferred from Aug 15/Item 8.5.
Canalbs Ltd of 35 Westfield Road, Manea, Cambs to be appointed.
AGREED
- 10.4. Renewal of insurance policy for Cheveley Parish Council, Pavilion and Rec Ground Charity. £2,447.20 (3% increase over last year).
Acting Clerk confirmed that McCalmont Cup and all volunteers age 16-85 are covered by this insurance. Councillors to note that LTA expires in 2017.
AGREED

11. Community/Community Groups

- 11.1. Application from Cheveley Sports Club to receive £309.76 grant money previously agreed at Nov 14/8.5.3. Previous grant application form attached. Two staff members from Cheveley Primary School have also been trained to teach orienteering, and this grant

Signed by ChairDate:

money will cover the purchase of equipment.
Grant amount of £309.76 AGREED

- 11.2. To note Connection Vouchers scheme extended to CB postcodes – small and medium-sized businesses, including home-based, can apply for Connection Vouchers of up to £3,000 to pay for installation of superfast broadband to their business. Apply on line to the Destination Digital website at www.destinationdigital.info/vouchers during September, or phone Kelly Cadman, Project Support and Communications Officer on 01223 715 693.
- 11.3. To note Cambridge Energy Switch (supported by Cambridgeshire County Council) relaunches for the fifth time this autumn. Register for free from 1 Sept–12 Oct, no obligation, no commitment to switch gas or electricity energy supplier, at www.cambridgeshire.gov.uk/switch. Info at energy.switch@cambridgeshire.gov.uk or phone 01223 703 874. Details on PC website.

12. Pavilion, Recreation Ground, Cemetery and General Maintenance

- 12.1. Truelink – quotes received for removal of small trees near fence in spinney, planting of prickly deterrent shrubs and moving goalposts.
- Remove 2.5m of redundant post and rail fence in bottom right hand corner of Rec, remove 5 small elder trees to ground level, leave chippings and cordwood for biodiversity - £350 +VAT.
 - Supply 30 container-grown pyracantha shrubs 60-80cm high, in various colours, to be planted inside the fence line from the brick wall for approx.15m in the spinney to discourage fence climbing - £400 +VAT.
 - Remove and re-site both sets of goal posts in order to ‘rest’ ground. PC already has additional post sleeves. Damaged ground to be levelled and seeded - £250.00 + VAT. Cllr Ian Jackson to oversee.
 - Acting Clerk to authorise any additional cuts at Rec/Cemetery if necessary.
- All AGREED

13. The following part of the meeting is **CLOSED** to the press and public, owing to the confidential nature of the discussions.

- 13.1. Quotes received for improvements to the entrance to the Recreation Ground (see item 6.3). Quotes received and discussed, and contractor selected. Acting Clerk to action.
AGREED
- 13.2. Discussion of applicants for post of Clerk to Cheveley Parish Council. After considerable discussion based on CVs, covering letters, results of initial and second interviews, the Council selected a candidate. HR Cttee to meet asap to finalise employment contract and other conditions of employment. Acting Clerk to organise.
AGREED

Signed by ChairDate: