

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

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| 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 |
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MINUTES

Cheveley Parish Council Meeting on
Tuesday 13 October 2015 at 7.30pm
at the Community Room, Cheveley Primary School, Park Road

Present: Cllrs Richard Jackson, Claire Elbrow, Sheila Marvin, Sallie Thomas, Brent Noble, Marilyn Jackson, Sue Willows.

1. Apologies and approvals for absence

Cllr Peel arrived at 7.50 after attending an earlier community event.
Cllrs Ian Jackson and James Hadlow were absent on business.
District Cllr Cresswell was attending another civic event.

2. Declaration of Pecuniary Interest – any declarations of pecuniary, prejudicial or personal interest pertaining to agenda items for this meeting.
NONE

3. Approve and sign Minutes of PC meeting 8 September 2015.
AGREED and signed.

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

4.1. Report from the Acting Clerk:

- Application submitted to ECDC for permission to prune shrubs and trees overhanging rainwater collection system in top part of cemetery, and to remove self-seeded elders along north fence line. Awaiting response.
- Meeting at cemetery with Neil Horseywell, ECDC Tree Officer. Received advice on future tree management in the conservation area part of the cemetery.
- Recreation Ground entrance – formal quote received from M Johnson Construction and approved by council (Sept 15/13.1). Work should be done mid- to late-October.
- Register of Interest forms completed by newly co-opted councillor and submitted to ECDC, by due date, and will appear on PC website.
- Councillor training – since the dates from CAPALC did not suit councillors, the Acting Clerk has been negotiating with SALC (Suffolk Association of Local Councils for 'tailored training'. There are also six councillors from Woodditton and Kirtling/Upend who are interested in attending. Awaiting dates from SALC.
- Repairs to play equipment – scheduled for mid-October.
- To note that Anglian Water charge of £34.16 (Sept 15/9.1.1) was a duplicate payment and has not been submitted to our bank by Anglian Water.

5. Reports from District and County Councillors

- Cllr Mathew Shuter gave his reports for the County and the District Council. Cambs County Council's Chief Exec has been offered another post, so CCC are pioneering the

Signed by ChairDate:

idea of sharing the services of the Chief Exec of Peterborough Unitary Authority (UA = CC + DC) on a one year trial basis. CCC is already sharing some backroom services eg. HR, IT, legal with Northampton. These moves are a response to the knowledge that the County budget must be reduced by £105 million over the next five years.

- ECDC has confirmed that no street lights will be dimmed or turned off during 2015-16. In 2016-17 (ie starting in April 2016) lights will be turned off at midnight, except those at road junctions or other known areas of risk. There will be an additional charge of £12 per light per year if enough residents want certain lights kept on.

Cllr Shuter left the meeting after delivering his reports.

6. Planning Applications

- 6.1. 15/01060/FUL – Construction of rear extension and loft conversion to include one bedroom and one bathroom at 79 Centre Drive, Cheveley
NO OBJECTIONS

- 6.2. 15/01102/OUT – Erection of three detached dwellings, garages and parking along with improved access at land at rear of 19 Meadow Lane, Cheveley.

The Acting Clerk had emailed the Agent, Taylor Vinters, asking for a representative for the developer to attend the PC meeting to answer any questions and provide additional information. At the time of the meeting, no response had been received, and no representative of the developer was present at the meeting.

Councillors expressed concern that the public right of way westwards from Meadow Lane to Duchess Drive was kept open. When the original Duchess Park was developed, public access to the existing right of way eastwards from Meadow Lane towards Centre Drive had been a point of contention. There was also concern about how cars would be prevented from turning west from the new development and exiting onto Duchess Drive.

Acting Clerk to write to ECDC expressing these concerns and asking for clarification.

7. Finance

- 7.1. Payments for consideration this month:

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| 7.1.1. | Anglian Water | Cemetery 11 Jun-17 Sept 15 (DD) | £20.80 |
| 7.1.2. | Eon | Street lighting 1-30 Sept 15 (DD) | £72.31 |
| 7.1.3. | Twin Dots 1362 | Oct website support (DD) | £30.00 |
| 7.1.4. | ECDC | Sept play equipment safety check (DD) | £24.00 |
| 7.1.5. | Eurooffice | Stationery | £63.19 |
| 7.1.6. | Cambridgeshire Acre | Payroll Service Jul-Sep 15 | £36.00 |
| 7.1.7. | Acting clerk's expenses | Mileage | £15.75 |

All the above were AGREED

- 7.2. New telephone and broadband line to be installed for new clerk, in the name of Cheveley Parish Council. This avoids the risk of any tax liabilities for either party. Monthly cost of £37.94, including line rental, superfast broadband, anytime call package, voicemail.
AGREED

- 7.3. Appoint signatories for Cambridge Building Society (CBS) account for General Reserve. Small local authorities with an annual budget of up to Euro 500,000 (approx. £350,000) are now protected under the Financial Services Compensation Scheme from 3 July 2015 for deposits up to £75,000.

The same four signatories (Cllrs Elbrow, Thomas, Peel and Marilyn Jackson) as for HSBC current account, any two of whom can sign. Open account and transfer £60,000 to CBS. Any interest earned to be credited to the same CBS account. Also Letter of Authorisation to be

Signed by Chair Date:

signed by the four signatories so that the Acting Clerk can give and receive instruction in order to open the account.

AGREED

- 7.4. To note that the second instalment of the precept (£44,788.50) has been received from ECDC, along with the second instalment of the Local Council Tax Reduction Scheme (£709.00). To also note that 2016-17 will be the last year for the LCTRS, and the amount that year will be £709.00 in total.
- 7.5. Q2 figures – already circulated to councillors.
Discussed and AGREED
- 7.6. First draft of 2016-17 Budget – already circulated to councillors. What cost headings do we want to add/delete? What projects do we want to consider for 2016-17? Before Feb 2016, when the present grass cutting contract expires, the council needs to write a specification of the works required.
Acting Clerk to redraft budget to incorporate the results of the discussions, for further discussion at the November PC Meeting.
- 7.7. Appoint a working party to incorporate into the budget any suggested amendments from councillors, to be submitted for consideration at Nov PC meeting.
Working party not needed.
- 7.8. Application from David Cudby for a grant/donation for tree replacement at Duchess Park.
Acting Clerk to check on 'public open space' and whether the land is publicly- or privately-owned.

8. Administration

- 8.1. Working group to review Financial Regulations?
Working party to include Cllrs Elbrow and Marvin, to meet in November, in time to make recommendations at the Nov PC meeting.
- 8.2. The Parish Forum, proposed by District Cllr Peter Cresswell, comprising six local parish councils (Ashley, Cheveley, Dullingham, Kirtling/Upend, Stetchworth, Woodditton) will have its inaugural meeting at the Community Room, Cheveley Primary School on Mon 26 October. Representatives from each of the councils will attend; Cllrs Marvin and Thomas will represent Cheveley, as agreed Aug 15/8.8. Can councillors please suggest agenda items for discussion at this forum?
Sharing services eg grass cutting/maintenance; co-ordinating charity donations.
- 8.3. To note email from non-resident complaining about the dangers caused by the new traffic-calming measures at Broomstick Corner.
Acting Clerk had responded to complainant, saying that the traffic-calming measures had been installed by CCC in accordance with nationally applied standards for safety and with prior Police approval.
NO FURTHER ACTION REQUESTED
- 8.4. HR Committee:
- 8.4.1. Appoint two additional councillors to the HR Committee
Cllr Marilyn Jackson offered to become the fifth member of the HR Cttee.
- 8.4.2. Elect chair
Cllr Marvin was elected as chair of the HR Cttee.

Signed by Chair Date:

- 8.4.3. Minutes of HR Cttee meetings of 5 March 15 and 3 June 15 to be signed by Cllr Elbrow (chair at these meetings). SIGNED
- 8.4.4. Previously circulated to all councillors for information: draft minutes of HR Cttee meeting of 29 Sept 15; job description for Clerk and RFO; record of telecon between Cllr Marvin and Finance/Personnel Officer at Cambs Acre, who manage the Council's payroll.
- 8.5. HR Committee Terms of Reference – Council to review, and chairman of Council to sign and date if Council approves.
AGREED and signed.
- 8.6. Confidentiality and Non-Disclosure Agreement between Cheveley Parish Council and new clerk. Council to review, chairman and vice chairman of Council to sign and date if Council approves.
AGREED and signed.
- 8.7. Grievance and Disciplinary Policy – working party to review and update.
To be reviewed and updated by HR Cttee at its next meeting.

9. Community/Community Groups

- 9.1. The wreath for Remembrance Day has been ordered by John Godfrey on behalf of Cheveley Parish Council. Who will represent the Council? Amount of donation to Poppy Appeal? Cllr Richard Jackson will represent the Council at the Remembrance Day ceremony on Sunday 8 November. £75 to be donated to the Poppy Appeal, which includes the cost of the wreath.
AGREED
- Cllr Noble offered to power wash with care the surface around the War Memorial before Remembrance Day, because the surface becomes slippery with algae.
AGREED, with thanks to Cllr Noble.
- 9.2. Request from East Anglian Air Ambulance for a donation. Email circulated.
AGREED to donate £50 to EAAA.
- 9.3. Letter from Newmarket Day Centre Charity circulated to all councillors, inviting them to visit the Centre to see what services are available for the elderly.
Cllr Noble is familiar with the work of the Newmarket Day Centre, and has briefed the Council.
- 9.4. Email from CCC asking for volunteers for this winter's gritting scheme.
Grit bins are strategically placed around the parish, and in past years residents have made sensible and appropriate use of these.
- 9.5. Cllr Ian Jackson, Chair of the Cheveley Community Plan Steering Group, to give update on Community Plan.
DEFERRED to November PC meeting, since Cllr Ian Jackson was not present.
10. The following section is **CLOSED** to the press and public, owing to the confidential nature of the items to be discussed.
- 10.1. Response from Roythornes solicitor to the Council's letter dated 12 September 2015.
Acting Clerk to respond, saying we have addressed all matters raised.
- 10.2. Draft Contract of Employment – Council to comment/amend, or approve and sign.
Discussed, AGREED and to be signed by PC chair and vice chair.

Signed by Chair Date: