

Cheveley Parish Council
c/o 47 High Street, Cheveley, Newmarket CB8 9DQ

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

Cheveley Parish Council Meeting on
Tuesday 10 November 2015 at 7.30pm
at the Community Room, Cheveley Primary School, Park Road

Residents may speak at the start of the meeting by raising their hand and getting the chair's permission to speak. Please be concise!

1. **Apologies and approvals for absence** - Cllr Richard Jackson was absent on business, therefore Vice chair Cllr Elbrow chaired the meeting; Cllr Shuter was attending another council meeting
2. **Declarations of Pecuniary, Prejudicial and Personal Interest** – Cllr Hadlow declared a personal interest in item 10.2 (Yew Tree #154 in cemetery)
3. **Approve and sign Minutes** of PC meeting 13 October 2015 – AGREED and signed
4. **Updates on resolutions (decisions) from past meetings, including reports from councillors and volunteers.**
 - 4.1. Report from Acting Clerk:
 - Planning Application 15/01102 – erection of 3 houses at the rear of 19 Meadow Lane. Letter (circulated to councillors) has been sent to ECDC Planning Dept, who responded promptly. PC's letter was forwarded to CCC. Currently CCC has responded, raising an objection from Rights of Way team until the retention of the public right of way has been clarified; and Highways has put a 'holding objection' on the PA for a number of reasons. ECDC has received letters of objection from 7 residents of Duchess Park. Ownership of the right of way has been queried, which ECDC is pursuing with the Agent. Senior Planner has updated Acting Clerk on progress, but there is unlikely to be a decision in the near future until the queries/objections from various parties have been assessed and resolved
 - Written permission for tree works in conservation area part of the cemetery was received from ECDC before the works were done
 - The opening of the Cambridge Building Society account is progressing, with one councillor still to present proof of identify, and should be completed by mid-November
 - Recreation Ground entrance and repairs to play equipment were completed
 - Letter sent to Roythorne's solicitors (circulated to councillors), response awaited
 - ECDC confirms that they have no record that any part of Duchess Park is owned by ECDC or Cheveley Parish Council

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

- List of dog bin locations in Cheveley emptied by Veolia to be checked if any missing and ECDC to be notified or they'll not be emptied. Rec is not ECDC's responsibility
- Letter of thanks received from E. Anglian Air Ambulance for £50 donation (Oct.15/9.2)

- 4.2. Ian Jackson reported the results of the Community Plan Survey will be presented to the steering group on 1 December 2015
- 4.3. Cllr Hadlow reported the autumn clean-up at the cemetery had been done and thanked all volunteers for their work. The water storage unit is working and agreement is now sought on when to turn off the mains water
- 4.4. Cllr Thomas reported on issues discussed at the successful Parish Forum of six parishes held on 26 October 2015, including councillors' concern at services available to villages. The Council noted that the ECDC facilities at Newmarket Leisure Centre are available to parishioners

5. Reports from District and County Councillors

District Cllr Cresswell also reported on issues discussed at the Parish Forum, advising that District Cllr Morris wishes to attend the next Forum, in which eight parishes will participate, and asked for any councillor's query to be sent to their respective Forum representative

6. Planning Applications

- 6.1. 15/00952/FUL, 15 High Street, Cheveley – no comments on ECDC agreed PA amendment
- 6.2. 15/01102/OUT, erection of 3 x 5-bed houses on land at rear of 19 Meadow Lane – (i) noted that a report is awaited from the County Highways Authority; (ii) Tree Survey, Plan and Report – a Duchess Park resident advised at the meeting that he and another resident had met with the ECDC tree officer which the PC noted

7. Finance

- 7.1. Payments for this month AGREED:

7.1.1.	Truelink (grass cutting Sept)	- rec £\$468.00	
		- cemetery £857.00	
		- parish maintenance and verges £461.01	£1,786.01
7.1.2.	Truelink (grass cutting Oct)	- rec £180.00	
		- cemetery £425.00	
		- parish maintenance and verges £353.01	£958.01
7.1.3.	ECDC	October play equipment safety check (DD)	£24.00
7.1.4.	Cambs Acre	One year membership renewal	£54.00
7.1.5.	Twin Dots	November website support (DD)	£30.00
7.1.6.	Eon	Street lighting for 1-31 Oct (DD)	£74.72
7.1.7.	Fenland Leisure Products	Repairs to play equipment at Rec	£1,985.57

- 7.2. Request from ECDC for Estimated precept amount for 2016-17 due by 4 Dec 15 AGREED at £80,000. Noted (i) Actual precept amount to be submitted by 8 Jan 16 and instalments to be received on 30 Apr and 30 Sep 2016; (ii) additional DCLG funding of £709.00 in 2016-17 is final year

- 7.3. Receipt of £2,287.75 Community Infrastructure Levy (CIL) payment for 1, 2, 3 and 4 The Oaks, Meadow Lane noted.

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

7.4. Revised draft Budget 2016-17 discussed, and inclusion of a Capital Purchases item of £2,000 AGREED

8. Administration

8.1. Cambs and Peterborough Association of Local Councils (CAPALC) AGM on Thursday 10 December, 7-9pm at Histon/Impington Village Hall - Cllr Marvin to attend, AGREED

8.2. Satisfactory personal and professional references received for the new Clerk, Andrew Crouchman have been circulated to councillors and were noted

8.3. Council to update authorisation for PC HSBC bank account to include new Clerk, AGREED

8.4. Review of Financial Regulations (Oct 15/8.1) – (i) Cllr Thomas and Clerk as Responsible Financial Officer to join working party with Cllrs Marvin and Elbow, AGREED

8.5. Members' Code of Conduct training by ECDC on Tuesday 14 November, 6.00-8.00pm at the Grange, Ely – Cllrs Marvin and Willows, and Clerk to attend, AGREED

8.6. Council noted emails will not be saved on the Twin Dots server – Clerk to report on available IT back-up facilities and future costs at next PC meeting, AGREED

8.7. A note on 'The rights & responsibilities of a riparian owner' was noted with no comments

9. Community/Community Groups

9.1. Request for a donation from Suffolk Accident Rescue Service - £50 donation AGREED.

9.2. A donation request from Cruse Bereavement Care Cambridge was declined due to its being insufficiently specific to the parish

9.3. Suggested topics for Nov/Dec newsletter were discussed and noted, including completion of the Rec entrance and play equipment repairs, the cemetery works reported by Cllr Hadlow, and the continuing vacancy for a North Ward councillor

9.4. Alternative arrangements for delivering Dec PC Newsletter to North Ward (South Ward receives this normally via The Link deliveries) – (i) Cllr Hadlow to liaise with The Link on deliveries; (ii) Cllr Elbow to forward the draft to Cllr Noble - AGREED

9.5. It was noted that new fibre optic cabinets are live and orders for superfast broadband can be made. A coverage map for live cabinets is on the Connecting Cambridgeshire website at the 'my area' pages, with advice on upgrading at 'how to get superfast broadband'

9.6. A letter from Matthew Hall, Strategic Marketing and Communications Manager at CCC, re CCC Budget Proposals (also on PC website) was noted with no comments

9.7. A letter received from ECDC re Community-led Development and Community Land Trusts. Documents are available on ECDC's website and the consultation period is 3 Nov-22 Dec 2015. Noted with no comments

10. Pavilion, Recreation Ground, Cemetery and General Maintenance

10.1. It was noted that the Sports Club will not use the pavilion during winter - Cllrs Marvin and Marilyn Jackson to drain water supply, AGREED

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

- 10.2. Tree works and wall at cemetery – Cllrs Hadlow and Marvin presented a report based on the 2014 tree survey, and quote comparisons. Cllr Hadlow declared an interest in Tree154 close to his property boundary. The Council AGREED to seek quotes to:
- remove approx. 7 metre section of brick wall dividing the cemetery, cracked by pressure from tree growth and therefore at risk of falling;
 - trim or lift crown of Tree155 Western Red Cedar, Tree461 Field Maple, and prune Tree154 Yew to enable easier access to nearby graves;
 - remove self-seeded Tree500 Holly toppling nearby headstones;
 - remove dead wood from various trees, including Tree156 Yew for safety reasons;
- Noted that residents of several properties adjacent to the cemetery have offered to contribute towards the costs if trees on their property can be managed in conjunction with tree works in the cemetery
- 10.3. Quotes for replacing surround to enlarged Garden of Rest – additional quote (and requote for item 1) to be obtained for items 1 & 2 in the quote comparisons AGREED
- 10.4. Set up working group (previously Friends of Cheveley Cemetery) of volunteers to undertake regular maintenance work at the cemetery – Cllr Thomas to coordinate a Saturday at 10am working party AGREED
- 10.5. Gate at cemetery needing repair – Cllr Peel can provide the clerk with contact details to enable quote to be obtained for ironwork, including repair of one section of iron boundary fence, AGREED
- 10.6. Repair of vandalised light on pavilion – Cllr Peel can provide the clerk with contact details to enable electrical repair, AGREED
- 10.7. Request from resident for repair of brick wall – Cllr Marvin and clerk to investigate and report at next PC meeting, AGREED

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