

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

<b>Chair: Richard Jackson</b>	<b>email: richard.jackson@cheveley.org</b>	<b>Tel: 01638 731850</b>
<b>Vice chair: Claire Elbrow</b>	<b>email: claire.elbrow@cheveley.org</b>	<b>Tel: 01638 731513</b>
<b>Clerk: Andrew Crouchman</b>	<b>email: clerk@cheveley.org</b>	<b>Tel: 01638 732634</b>
	<b>Website: www.cheveley.org</b>	

**MINUTES**

Cheveley Parish Council Meeting on  
**Tuesday 8 December 2015 at 7.30pm**  
at the Community Room, Cheveley Primary School, Park Road

**Present:** Cllrs Richard Jackson, Ian Jackson, Marilyn Jackson, Peel, Thomas, Hadlow, Marvin, Noble and Willows; also present: County and District Cllr Shuter

1. **Apologies and approvals for absence** – Cllr Cresswell was on vacation, Cllr Elbrow was travelling on business, and Cllrs Peel and Marilyn Jackson were present from 8pm onwards due to attending an earlier community 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 10 November 2015 – AGREED and signed
4. **Updates on resolutions (decisions) from past meetings, including reports from councillors and volunteers.**
  - 4.1. Report from the Clerk, NOTED as follows:
    - Quotations are still being received for (i) cemetery, recreation ground and verges grass cutting in 2016 (Nov.15/7.1.1/2) and (ii) work to the cemetery Garden of Rest, trees and gate/ironwork (Nov.15/10.2/3/5)
    - November's CPC newsletter has been delivered to the North and South Wards (Nov.15/9.3)
    - FSCS 2016 insured deposit limit of £75,000 – the opening of an account at Cambridge Building Society to hold reserve account funds will shortly be completed as one signatory's ID is still outstanding (Nov.15/4.1)
    - New Friends of Cheveley Cemetery had their first weekly meeting on Sat. 28 Nov. with Cllrs Marvin, Hadlow and Thomas doing general tidying and maintenance (Nov.15/10.4)
    - Cllr Marvin and the Clerk met the Canals Independent Internal Auditor on 26 November for the mid-year audit – report to follow
    - As an interim IT back-up, emails and electronic documents will be copied over at monthly intervals commencing 16 December 2015, using the PC's Seagate external hard drive (Nov.15/8.6). The PC archive policy will be an agenda item for review at a later PC meeting
    - The pavilion is not in use during winter so the water supply has been drained and winterised (Nov.15/10.1). Arrangements are being made for repair of the vandalised light and investigation of the wall repair (Nov.15/10.6/7)
    - Letter of thanks received from Suffolk Accident Rescue Service for £50 donation (Nov.15/9.1)
    - New electoral register published on 1 December 2015 has been received in an electronic version

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

- 4.2. Report from Cllr Marilyn Jackson on meeting with Twin Dots – minor changes may be made to CPC website content and any suggestions are to be referred to Cllrs Elbrow and Marilyn Jackson - AGREED
- 4.3. Report from Cllr Marvin on training in Code of Conduct (Nov.15/8.5) – proposal that the PC adopts the Aug.2015 version of ECDC Code of Conduct, for updating on website and circulation in hard copy to councillors - AGREED
- 4.4. Report from Cllr Marvin on HR Committee meeting on 19 November 2015 – proposal that the PC (i) replaces current Grievance & Disciplinary Policy with ACAS Code of Practice on Disciplinary & Grievance Procedures updated March 2015, given NALC and SLCC policies appeared to be out of date, and (ii) arranges a 3 month appraisal for clerk in second half of February 2016 with 2 members of HR Committee – AGREED. After discussion it was agreed that each councillor would submit written comments to Cllr Marvin as HR Committee chair which would be referred to during the appraisal.

**5. Reports from District and County Councillors**

- Request from Cllr Cresswell for ideas for events contributing to the June 2016 East Cambs Arts Festival - councillors' suggestions to be forwarded to the clerk – NOTED
- Cllr Shuter reported first on recent ECDC decisions including: (i) approval of the draft Transport Plan (ii) Soham station delayed due to lack of funds, and (iii) general acceptance of Boundary Commission proposals, reducing the number of district councillors from 39 to 28, although this does not affect Cheveley - NOTED
- Second, CCC matters reported included: (a) road gritting routes will be rationalised but not necessarily cut from April 2016, with more focus on routes in cold zones (ii) revising bus times to make connections work with other services, school and office hours, and (iii) resisting budget cuts for mobile libraries, now before the General Purposes Committee. Cllr Ian Jackson also reported the Cheveley Community Plan survey results show strong support for the mobile library - NOTED
- Following discussion on possible additional uses for the Newmarket mobile library, Cllrs Marvin and Ian Jackson will liaise with Cllr Shuter on such additional uses and the PC will encourage increased public awareness by posting library times in a press release and the newsletter - further suggestions from councillors are to be relayed through the clerk - AGREED

**6. Planning Applications**

- 6.1 15/00193/FUL – 1 Spurling Close, Cheveley – appeal to the Secretary of State, written representations required by 10 December 2015. Draft letter to Planning Inspectorate was discussed which reiterates the PC's original concerns with the PA, and the letter is to be revised to state that it reflects the unanimous decision of the PC - AGREED
- 6.2 15/ 01373/FUL – Woodlands Cottage, 152 High Street, Cheveley – new 2 storey house & outbuilding; redefinition of adjacent existing single storey dwelling. A presentation was invited from Logan Homes - after discussion the PC were largely in favour but highlighted concern over existing parking arrangements in the road outside the property, for comment to ECDC - AGREED
- 6.3 15/01425/FUL – 111 Centre Drive, Cheveley – single storey extension to side and rear of existing property – NOTED, no comments

**7 Finance**

- 7.1 Payments for this month AGREED:

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

7.1.1	Clerk's expenses	Total includes BT Broadband, line rental, installation (16.Oct.15) cost, BT's Nov/Dec.15 invoice, and clerk's mileage	£129.54
7.1.2	Clerk's payroll	- November pay (1.Dec.15) - HMRC - November NI and income tax (9.Jan.16) - December pay (1.Jan.16) - HMRC – December NI and income tax(9.Jan.16)	£906.01 £47.59 £906.01 £47.59
7.1.3	Eurooffice Nov.15	Printer cartridges, paper	£107.72
7.1.4	M Johnson Construction	Rec entrance repair (Nov.15/4.1) as quoted	£834.00
7.1.5	Newprint	Newsletter printing	£121.00
7.1.6	D2D Distribution	Newsletter delivery	£210.00

7.2 Proposed that BT's broadband and line rental invoice of £37.91 for Dec/Jan.2016 in PC's name to be paid by Direct Debit on 15 Jan.16, and subsequent BT invoices paid by monthly DD thereafter - AGREED

7.3 Proposed that Clerk's January.2016 pay (due 1.Feb.16) to be paid from PC's HSBC account by standing order on 1.Feb.16, and subsequent months' pay to be paid by standing order on the first day of each month thereafter - AGREED

7.4 An Estimated precept amount of £80,000 agreed at the PC 10 November meeting and submitted to ECDC on 26.Nov.15 (Nov.15/7.2) was noted, and an Actual precept amount for 2016/17 (for submission to ECDC by 8 Jan 2016) was set at £80,000 - AGREED

7.5 To note and sign letter to HSBC and form updating authorisation at HSBC to include Clerk for bank account administration (Nov.15/8.3) - AGREED

**8. Administration**

8.1 The dispute with PPL regarding the PC's current requirements for a licence to play recorded music has been satisfactorily resolved with PPL by Cllr Marvin on the PC's behalf (July.15/8.15); PPL agrees no monies are owed and the account is now closed - NOTED

8.2 The outline structure of the proposed 2016 Parish Biodiversity Audit was received - NOTED

**9. Community/Community Groups**

9.1 Request to consider new location in Cheveley for defibrillator, currently at Rec pavilion – after discussion the PC agreed to increase public awareness of the defibrillator through the website and newsletter and, to facilitate future decision making, the clerk will ask for further investigation of first response and siting criteria, including possibly at a North Ward site - AGREED

9.2 Request to consider voluntary work for a young person to perform in Cheveley towards their Duke of Edinburgh Award – Cllrs Richard Jackson and Marilyn Jackson to monitor performance and sign forms at end of the required six month period - AGREED

9.3 Request for donation to Cambridgeshire Hearing Help – after discussion the PC decided that the request be REFUSED

9.4 The closing date for public consultation on draft recommendations on the future electoral arrangements for ECDC from the Local Government Boundary Commission is 11 January 2016 – NOTED

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

**10. Pavilion, Recreation Ground, Cemetery and General Maintenance**

- 10.1 The November ECDC play area inspection report item #13 (of 16) Skate Unit requires further repair (Nov.15/4.1) – Cllr Marvin will investigate with contractor - AGREED
- 10.2 Anglian Water to be asked to disconnect cemetery tap(s) and close that account (clerk to ensure this is not the pavilion account) (Nov.15/4.3) - AGREED
- 10.3 Councillors will review draft list of dog, salt and litter bins circulated and provide clerk with any changes or additions. Cllr Marvin will coordinate final list and report at next PC meeting prior to return of list to ECDC as requested (Nov.15/4.1) - AGREED

**11. Chairman’s Summary** – Cllr Richard Jackson identified topics for future attention including: keeping private driveway gravel off public roads and pavements, charitable status of the Recreation Ground and public access to the pavilion and security. The chairman also appreciated the favourable comments received from residents on the PC’s recent work, and praised the PC’s achievements in the 2015/16 year to date, including: the substantially improved newsletter, planting of hedges and repairs in the Rec (at the entrance and to the play equipment) and tidying of the pavilion storage and cemetery grounds. Concluding, he asked councillors to give special thanks and appreciation to Cllr Marvin for her dedication and considerable work as Acting Clerk, with the gift of a Christmas hamper presented in grateful recognition of her most beneficial contribution to Cheveley in 2015, and in agreement the councillors applauded Cllr Marvin.

Meeting ended 9.30pm

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