

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

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MINUTES

Cheveley Parish Council Meeting on
Tuesday 9 February 2016 at 7.30pm
at the Community Room, Cheveley Primary School, Park Road

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

1. **Apologies and approvals for absence** – District Cllr Cresswell’s apologies for absence due to illness and Cllr Hadlow’s apologies for absence due to business were accepted
2. **Declaration of Pecuniary Interest** – declarations of pecuniary, prejudicial or personal interest relating to Agenda items for this meeting - Cllrs Ian Jackson, Elbrow, Marilyn Jackson, Richard Jackson, Marvin and Noble declared a personal interest in item 10.4, Cllr Ian Jackson declared a personal interest in item 11.2.1, and Cllr Peel declared a personal interest in item 11.2.2 of the Agenda.
3. **Approve and sign Minutes** of PC meeting on 12 January 2016 – AGREED with one alteration to item 10.1 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:
 - The ECDC approved tree works in the cemetery were scheduled for 5 Feb.2016 and Cllr Marvin reported these had been completed satisfactorily (Jan16/10.2)
 - FSCS 2016 protection limit of £75,000 – the £60,000 of reserve funds have been transferred to the new account at Cambridge Building Society (Nov15/4.1)
 - Cemetery gate/ironwork repairs – a resident understood to provide welding services has been contacted and a reply is awaited (Nov15/10.5)
 - Anglian Water had surveyed the cemetery water supply on 3 Feb.2016 for its disconnection (Dec15/10.2) which requires excavation, therefore the costs of future reinstatement (if required) were discussed - AGREED to delay disconnection and pay the standing charge if Clerk ascertains supply can be turned off at meter
 - Repair of the vandalised light at the Rec Pavilion is complete (Nov15/10.6) with Cllr Peel reporting the guard cages had been refitted
 - BT broadband/line rental invoices in the PC’s name from 16 Jan.2016 onwards are being paid by Direct Debit from the HSBC current account (Dec15/7.2)
 - The Clerk’s Jan.2016 pay (due 1 Feb.2016) has been paid by standing order (and will be thereafter monthly) from the HSBC current account (Dec15/7.3)
 - A complete set of bank forms to open a second (to CBS) deposit account with 3 signatories for an anticipated £70,000 in reserve funds is awaited (Jan16/8.3)

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

- The Rec Pavilion defibrillator has been serviced by the Ambulance Service and a regular maintenance schedule established by Cllr Marilyn Jackson with the Community Heartbeat Trust, whose advice is that its current map location at the Pavilion is within accepted guidelines and a site survey to determine its optimum location for the village is planned (Jan16/10.4).

4.2 Report on a proposed youth club in Cheveley (Jan16/9.1) – Cllr Ian Jackson reported that ECDC provide advice and support for the development and funding of youth clubs. He proposed a public meeting at the Pavilion to be attended by one or more councillors, following which the PC will consider proposals for a youth club - AGREED

4.3 Cllrs Richard Jackson and Elbrow reported on proposed appeal to residents to keep safe footpath areas outside their property, free of hazards such as driveway gravel and foliage, to avoid pedestrians walking in the road (Jan.16/10.3) – Cllr Elbrow to prepare draft PC quarterly newsletter article on consideration for pedestrians - AGREED

4.4 Update from Cllr Marvin and clerk on request received from resident for repair of brick wall (Nov.15/10.7) – Clerk to ascertain extent of repairs done previously - AGREED

5. Reports from District and County Councillors

5.1 Cllr Shuter reported on: (i) completion of phases 1 & 2 of the Connecting Cambridgeshire project, with 90% of residents now connected to broadband, and on plans with BT Openreach to publicise to and connect all other residents using the £5m phase 1 & 2 credits ring-fenced by CCC (ii) proposed 2016/17 CCC budget increases of between nil and 4% which are expected to be controversial and will shortly be debated until agreement is reached (iii) proposed agreement with the Police for Speedwatch to remain a community-led project (iv) a hotly contested by-election for Bottisham which District Cllr Alan Sharp won by 18 votes (v) the importance of data holders maintaining their ICO registration – Clerk to verify CPC's, and (v) ECDC's news that its element of Council Tax is to be frozen for 2016/17 - NOTED

6. Planning Applications

6.1 16/00007/FUL – Tor Cottage, 12 The Dip, Newmarket CB8 8AH – proposed kitchen and living room extensions to ground floor – NOTED with no comments

7. Finance – Payments for this month - AGREED:

7.1.1	Clerk's payroll	Jan.2016 pay - due 1 Feb16 SO	£886.61
7.1.2	BT broadband	16 Jan.2016 - incl. line rental DD	£38.82
7.1.3	Twin Dots	1 Feb.2016 - website support SO	£30.00
7.1.4	E.oN	11 Jan.2016 - street lighting DD	£74.72
7.1.5	ECDC	15 Feb.2016 - Jan16 play area inspections DD	£24.00
7.1.6	Anglian Water	1 Jan.2016 – Sep/Dec15 cemetery water DD	£10.58
	“ “	1 Feb.2016 – Jun/Dec15 pavilion water DD	£79.58
7.1.7	Community Heartbeat	1 Feb.2016 – pavilion defibrillator pads x2	£65.40
7.1.8	Eurooffice	25 Jan.2016 – paper, printer cartridges x2	£103.18

7.2 To note reduction to £886.61 (from £906.01 in Nov/Dec16) in HSBC standing order for clerk's Jan.2016 payroll (Dec15/7.3) giving a £19.40 increase in PAYE tax due to HMRC following clerk's tax code change - NOTED

7.3 Proposed purchases of numbered tree tags by Cllr Marvin for £28.68 incl.vat and of ECDC dog fouling warning stickers by clerk for £12.00 incl.vat - AGREED

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

7.4 To consider proposals for 2016/17 working parties / projects and their costings for which provision will be made in the (currently draft) 2016/17 Budget – following discussion, the Future Projects provision is to include: (i) disabled access / footpath to the Pavilion (ii) Rec wall repairs, and (iii) charity / community working group projects – each to be prioritised by PC and individually costed during 2016/17 - AGREED

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9. Administration

9.1 To consider councillors'/representatives' attendance at the ECDC parish council workshop on the new Local Plan in Ely on 18 Feb.2016. As no volunteers were forthcoming the Chair nominated the Clerk to attend - AGREED

9.2 To note invitation to ECDC seminar on LATC on 3 Mar.2016 at 6pm (Jan16/6) - NOTED

10. Community/Community Groups

10.1 Proposed after discussion that the venue of 2016 Annual Parish Meeting is the Community Room on 26 April with refreshments at 7.30pm for 8pm, chaired by Cllr Richard Jackson; agenda to include PC Chairman's report, 4Q PC Accounts, defibrillator training availability / forms (Jan16/10.4), community groups' reports, and 2016 McAlmont Cup presentation, nominations for which are to be sent to Cllr Marvin who is organising the APM - AGREED

10.2 To receive suggestions for topics for the quarterly newsletter – these included the consideration / safety appeal to residents in item 4.3 above, defibrillator awareness, children's Rec street party, cemetery clean-up update, request for nominations for the 2016 McAlmont Cup (item 10.1 above), the proposed youth club, and headlines on no increase in the ECDC budget and a reduced PC precept for 2016/17 - AGREED

10.3 To consider grant application for 2 replacement heritage apple trees in public open space in the Old Orchard, Meadow Lane, North Ward – PC noted the land is privately owned and the owner is currently responsible for its maintenance – the application was REFUSED

10.4 Proposal from Cheveley Community Plan Steering Group for PC contribution to printing costs of the Cheveley Community Plan – the PC noted Cambridgeshire Acre's original 2006 funding of the Group and that the PC would therefore not be entirely funding this Group. Cllr Marvin asked for her vote against the proposal to be recorded. The PC resolved to contribute to the Group's printing costs of £595.00 - AGREED

10.5 Proposed website section for a community group section on start-ups, charities budgets, fundraising and performance monitoring for community groups, including PC criteria for charity and community group donations – it was resolved that Cllr Elbow will prepare a draft resource page for the website – AGREED

11. Pavilion, Recreation Ground, Cemetery and General Maintenance

11.1 To consider quotes obtained for 2016 parish grass cutting and maintenance (Jan16/10.1) – following discussion of the savings, the Clerk was asked to inform the successful contractor, McGregor Services, of the PC's decision to accept their quotation - AGREED

11.2 To consider requests received for hire of the Recreation Ground / Pavilion from:

11.2.1 Cheveley Sports Club (for children's multi-sports and family sports day) – pending updating

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

of the hire agreement / charges in item 11.3 below, the application was granted for a fee of £1 per session in line with other applicant charges for access - AGREED

- 11.2.2 The organiser of a children's street party to celebrate the Queen's 90th birthday in April requested access to Pavilion toilet and kitchen facilities including stored chairs, tables and gazebos for this free event, open to all residents, guests and their children – it was resolved to grant the request and donate, on production of receipts, up to £100 of the cost of paper plates, picnic/BBQ disposables, craft kits and bunting - AGREED
- 11.3 To consider updating the Recreation Ground / Pavilion hire agreement, charges/deposits and inspection of related facilities, including premises/catering preparations, cleaning, repairs, supervision and management of events / facilities, audits of first aid/health & safety and sports equipment supplied, in the context of items 4.2 and 11.2 above - DEFERRED
- 11.4 To consider investigation of 3 land drain blockages causing flooding of lower corner of Recreation Ground and seeking quotations for remedial work if appropriate - DEFERRED
- 11.5 Proposed location in the Recreation Ground car park of a second Barnado's clothes recycling bin discussed - Cllr Peel advised that the alternative proposal is that Cheveley School is investigating sourcing / locating / managing at the Rec their own clothes recycling bin and Cllr Peel to report further - AGREED

Meeting ended 10.35pm

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