

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 8 March 2016 at 7.30pm
at the Community Room, Cheveley Primary School, Park Road

1. **Apologies and approvals for absence** – Cllr Ian Jackson’s apologies for absence due to a work commitment accepted; Cllr Marilyn Jackson joined the meeting at 8pm and Cllr Marvin left the meeting at 9.35pm, due to prior engagements; apologies received from County & District Cllr Shuter for absence due to another engagement; District Cllr Cresswell left the meeting at 9.30pm due to another engagement; members of the public attending:- Mr & Mrs A Everitt, Mr T Claydon and Mr D Joyner.
2. **Declarations 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 on 9 February 2016 – 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:-
 - Clerk attended ECDC parish council planning workshop on new Local Plan on 18.2.16 (agenda item 6.4 below) and obtained response form for PC completion (Feb16/9.1)
 - Footpath #1 hedge was cut by new contractor, McGregor Services (Feb16/11.1)
 - ECDC dog fouling warning stickers are now available from Clerk (Feb16/7.3)
 - Expired ICO Data Protection Register entry is now renewed (Feb16/5.1)
 - Request from resident to repair Rec brick wall – Rec title deeds requested to verify boundary obligations before inspecting wall are not available (Feb16/4.4)
 - Possible relocation of defibrillator - article attached (Feb16/4.1)
 - New Barclays deposit account – complete set of forms received, Clerk to request PC designation of 3 signatories (Feb16/4.1)
 - Cemetery gate repairs more extensive than anticipated, 2 quotes awaited (Feb16/4.1)
 - As instructed, Anglian Water will not disconnect mains spur of cemetery water supply, which has since been turned off at the meter (Feb16/4.1)
 - 4.2 Cllr Elbrow’s report on distribution of quarterly PC newsletter on 10 March - NOTED
 - 4.3 Cllr Noble’s report on MOD Bungalows land received, PC to follow-up January 2017 - AGREED
 - 4.4 Cllr Elbrow’s draft reports received on website proposal and grant / grant funding, for consideration by councillors and comments at next PC meeting (Feb.16/10.5) – AGREED
5. **Reports from District and County Councillors**
 - 5.1 District Cllr Cresswell reported on 1 April 2016 start-up of ECDC’s new trading subsidiary

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

(LATC), aimed at increasing returns/profits to ECDC from its activities such as land sales, grounds maintenance and Ely Market, to maintain the balanced budget for the next two years and help with challenges faced in 2018/19 and ECDC's future self-funding beyond 2020

6. Planning Applications

- 6.1 16/00056/FUL – Construction of 4 bedroomed dwelling, double cart shed and garage, car park extension, for Red Lion public house, 218 High Street, Cheveley – NOTED, no comments
- 6.2 16/00084/OUT – Outline residential development application for 7 houses at 2 Oak Lane, Cheveley – NOTED, no comments
- 6.3 16/00121/FUM – New trotting rings / gallop track upgrading racehorse training facilities at Buryaside Training Grounds, Long Hill, Newmarket CB8 8QG – NOTED, no comments
- 6.4 PC response to ECDC parish council planning consultation on the new Local Plan required by ECDC by 24 March 2016 – Cllrs Hadlow and Peel to receive all councillors' comments on completed draft response and finalise, for Clerk to file with ECDC before 24 March - AGREED

7. Finance – Payments for this month, AGREED:-

7.1.1	Clerk - payroll	Feb.2016 pay - due 1 Mar16 SO	£886.61
7.1.2	BT broadband	16 Feb.16 - incl. line rental / calls DD	£46.20
7.1.3	Twin Dots	1 Mar.16 - website support SO	£30.00
7.1.4	E.oN	11 Feb.16 - street lighting DD	£74.72
7.1.5	D2D Distribution Ltd	Quoted distribution PC newsletter (Feb16/10.2)	£270.00
7.1.6	Ollington Electrical	Repair of Pavilion light (Feb16/4.1)	£119.76
7.1.7	Clerk - allowances	Heat/light 2.11.15 - 6.3.16 = 18 weeks x £4pw	£72.00
7.1.8	Clerk – reimbursement	CPC Data Protection Register renewal fee 2015/16	£35.00
7.1.9	ECDC	15 Feb.16 - Jan16 play area inspections DD	£24.00
7.1.10	McGregor Services	Footpath / Rec maintenance 15-29 Feb.16	£372.00

- 7.2 Proposed that the 2015/16 PC Accounts / bank reconciliation, including explanation of significant differences, are prepared by Cllr Marvin as in previous 3Q's and circulated with a copy of 2015/16's agreed Budget for approval at the 12 April 2016 PC meeting - AGREED
- 7.3 Cllr Marvin advised no clarifications had been received from Independent Internal Auditor, Canalbs Ltd (Jan16/8.4) therefore no further action is required; Canalbs Ltd was appointed as the IIA for year-end 2015/16 and Clerk is to agree the audit date(s) - AGREED
- 7.4 The PC is to opt in (by automatic default) to the new SAAAL Audit Framework for appointing an External Auditor for 2017/18 onwards, and will not opt out (by giving notice of opt-out by 31 March 2016) in order to separately appoint an External Auditor - AGREED
- 7.5 Draft amended Financial Regulations are to be reviewed and prepared at a meeting with Clerk as RFO by Cllrs Thomas, Marvin and Elbrow, including a draft Financial Risk Assessment, for circulation to all councillors for comments and agreement at the 12 April 2016 PC meeting, for year-end documentation to be made available to the IIA (Nov15/8.4) - AGREED
- 7.6 Councillors are to be allocated individual categories of PC assets listed in the Asset Register by the Clerk and undertake annual verification and maintenance inspections, the results to be input by the Clerk into an updated Asset Register for agreement at the 12 April 2016 PC meeting, for year-end documentation to be made available to the IIA (Jan16/8.4) - AGREED
- 7.7 Proposed to adopt draft PC Projects Action Plan / Reporting Form reflecting possible 2016/17

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

working parties / projects and their costs, for which provision is made in the Future Projects provision of the (currently draft) 2016/17 Budget already agreed to include:

- 7.7.1 disabled access / footpath to the Pavilion
- 7.7.2 Rec wall repairs, and
- 7.7.3 charity / community working group projects,

for input on prioritisation and costing during 2016/17 (Feb16/7.4) from councillors to the Chair at the next PC meeting - AGREED

- 7.8 This item was postponed to last and the Clerk left the meeting while the draft 2016/17 Budget last reviewed at the PC's 10 Nov.15 meeting was amended to:
- 7.8.1 include any items in the notes column relating to the Clerk's Salary (overtime), Equipment, Rec Ground Wall Restoration and Future Projects provisions as costs of specific projects falling within the £15,000 budget provision for the PC's adopted Projects Action Plan
 - 7.8.2 include a £2,000 Capital Purchases provision for waste bins (Nov15/7.4)
 - 7.8.3 to be agreed as the final Budget, and
 - 7.8.4 adopted with effect from 1 April 2016, for all 2016/17 financial, project management, transactional and accounting purposes of the PC - AGREED
- 7.9 Following receipt from ECDC of s.106 CIL grant / refund of £4,985.65 paid by PC to CCC for the Broomstick Corner LHI / road safety Project #14494 (Jan16/8.1.8), Cllr Marvin advised on confirmation awaited from ECDC on £5,000 s106 CIL credit remaining for Cheveley - NOTED

8. Administration

- 8.1 Proposed to omit invoices from document packs supplied to councillor packs as Clerk will bring originals for inspection at future PC meetings - AGREED
- 8.2 Proposed appraisal for Clerk to replace the 3 month appraisal originally agreed (Dec15/4.4) - HR Committee members to advise dates available to Cllr Marvin - AGREED

9. Community/Community Groups

- 9.1 Report from Cllr Thomas on Parish Forum meeting held on 22 February 2016 - NOTED
- 9.2 Cheveley Biodiversity Group's letter of 26 Feb.2016 NOTED, and PC's future requirements for tree warden / biodiversity volunteers and liaison to be examined by a project group - AGREED

10. Pavilion, Recreation Ground, Cemetery and General Maintenance

- 10.1 Proposed re-opening of Pavilion for summer (as part of draft PC Projects Action Plan) to be arranged by working party, subject to specific access and insurance conditions to be presented at the 10 May 2016 PC meeting - AGREED
- 10.2 Proposed working party (as part of draft PC Projects Action Plan) to draft updated 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 a proposed youth club (Feb16/4.2) and Cheveley Sports Club / children's street party (Feb16/11.2.1/2) (*deferred* Feb16/11.3) for discussion at 10 May 2016 PC meeting - AGREED
- 10.3 Proposed working party (as part of draft PC Projects Action Plan) to investigate 3 land drain blockages / flooding of lower Recreation Ground, including liaison with County Council, other landowners and appropriate remedial work / costs (*deferred* Feb16/11.4) - AGREED

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

- 10.4 Proposed to obtain additional quotation from current contractor Truelink for:
 - 10.4.1 - tree work on storm-damaged branch on willow (#477) at bottom of cemetery
 - 10.4.2 - further reshaping of yew (#154), as agreed in writing with ECDC Tree Officer
 - 10.4.3 - removal of maple (#003) requested by resident, and
 - 10.4.4 - removal of moles at cemetery (2015 cost: £170) – AGREED.
 - 10.4.5 – Proposed timing of removal of old wreaths at War Memorial uncertain therefore Clerk to contact Royal British Legion before considering if further action necessary - AGREED
- 10.5 The Friends of Cheveley Cemetery, a small ad hoc group which meets at the cemetery at 10.00am most Saturday mornings to do maintenance/tidying work, warmly welcomes resident Paul Wilsher as another volunteer - NOTED
- 10.6 Diagram of cemetery tree locations, species and tag numbers circulated to councillors, with list of trees and their condition and notes for future work, from survey carried out Nov 15-Feb 16 by Cllrs Hadlow, Thomas and Marvin – NOTED, with thanks to Cllr Marvin

Meeting ended 10.05pm

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