

**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> |
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**MINUTES**

Cheveley Parish Council Meeting on  
**Tuesday 12 April 2016 at 7.30pm**  
at the Community Room, Cheveley Primary School, Park Road

1. **Apologies and approvals for absence** - Cllr Marilyn Jackson joined the meeting at 8pm and Cllr Hadlow left the meeting at 9.15pm, due to prior engagements. Apologies received from County & District Cllr Shuter for absence due to another engagement. Members of the public attending: Mr M Wilson 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 8 March 2016 - AGREED
4. **Updates on resolutions (decisions) from past meetings, including reports from councillors and volunteers**
  - 4.1 Report from the Clerk, NOTED as follows:
    - Clerk filed Cheveley Planning Policies chapter with ECDC by 24 March 2016, as in item 6.5 below (Mar16/6.5)
    - New dog fouling bin and fixing clips purchased for High Street entrance to Icknield Way footpath #1, CCC permission to install on CCC signpost obtained, and ECDC confirmation of servicing received, as items 7.1.14/15 below (Mar15/9.4)
    - Independent Internal Auditor, Canalbs Ltd contacted to ascertain availability and agree dates for internal audit work subject to availability of figures/documentation, as item 7.3 below (Mar16/7.3)
    - Draft amended Financial Regulations prepared on 22 March (item 7.5 below) and draft Financial Risk Assessment is work in progress (Mar16/7.5)
    - Annual verification & maintenance inspection of PC assets undertaken and results are undergoing further clarification of missing / unidentified / duplicate assets to enable compilation of amended Asset Register for approval at 10 May / APC meeting (Mar16/7.6)
    - Final 2016/17 Budget for PC approval is work in progress pending availability of 4Q figures for performance analysis (Mar16/7.8)
    - Removal of old wreaths at War Memorial completed over Easter, and discussions with RBL have taken place, as item 10.6 below (Mar16/10.4.5)
    - Quotations are overdue for cemetery gate repairs, so other contractors will be identified (Mar16/4.1) - AGREED
    - Independent annual Rec play area inspection confirmed with RoSPA for April, as item 10.2 below (NB slightly loose bench in play area identified by last ECDC inspection [item 7.1.11 below] is for re-fixing in due course)
  - 4.2 Report from Cllr Elbrow on draft reports received by PC on 8 March on website proposals and grants / grant funding (*projects#4a,4e* - Mar16/4.4) NOTED with thanks to Cllr Elbrow and deferred to 10 May APCM - AGREED
  - 4.3 Cllr Marvin reported the £4,985 s106 CIL credit from ECDC for the Broomstick Corner LHI road safety Project #14494 (Mar16/7.9) would appear in the 4Q accounts - NOTED

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

4.4 As a confidential matter, the report on the Clerk's appraisal on 24 March (Mar16/8.2) was postponed to the end of the meeting while the Clerk was absent. Cllr Marvin, Chair of the HR Committee, reported verbally on the outcomes of the Clerk's 3 month appraisal meeting held at the Pavilion - NOTED

## 5. Reports from District and County Councillors

5.1 District Cllr Cresswell reported on an imminent County Council vote on East Anglian devolution and on ECDC plans in conjunction with Forest Heath District Council to direct Government funding linked to devolution towards improving the A14/A412 motorway junction - NOTED

## 6. Planning Applications

- 6.1 16/00317/TPO & TPO E/06/15 – Tree Work Application to reduce hawthorns subject to TPO to 15ft / cherry trees on land at rear of 35-39 Meadow Lane, Newmarket – NOTED, no comments
- 6.2 16/00327/ FUL – Conversion of existing garage, single storey extensions to front & rear elevations at 11A The Dip, Newmarket CB8 8AH – NOTED, no comments
- 6.3 16/00362/FUL – Demolition of existing garage, greenhouse & lean-to and erection of two storey rear and side extension at 7 Church Terrace, Cheveley – the Council's concern at apparent loss of parking and suggestion for a revised scheme to be relayed to ECDC - AGREED
- 6.4 15/01102/OUT – Tree survey/plan and proposed access arrangements to outline application for 3 dwellings on land at rear of 19 Meadow Lane, Newmarket – NOTED, no comments
- 6.5 Noting the Cheveley Planning Policies chapter filed on 24 March for ECDC's Local Plan, the Council thanked Cllrs Peel and Hadlow for their work and will add this to the PC website (*project#6b* - Mar16/6.4) - AGREED

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

|        |                       |  |         |
|--------|-----------------------|--|---------|
| 7.1.1  | Clerk - payroll       | Mar.2016 pay - due 1 Apr.16 SO                     | £886.61 |
| 7.1.2  | BT broadband          | 16 Mar.16 - incl. line rental / calls DD           | £44.14  |
| 7.1.3  | Twin Dots             | 1 Apr.16 - website support SO                      | £30.00  |
| 7.1.4  | E.oN                  | 11 Mar.16 – February street lighting DD            | £69.90  |
| 7.1.5  | E.oN                  | 11 Apr.16 – March street lighting DD               | £74.72  |
| 7.1.6  | Newprint Ltd          | Printing quarterly newsletter 21.3.16 (Mar16/4.2)  | £121.00 |
| 7.1.7  | V S Parsons           | Work to Cemetery Garden of Rest as quoted          | £720.00 |
| 7.1.8  | V S Parsons           | Work to Cemetery wall as quoted                    | £590.00 |
| 7.1.9  | Truelink Ltd          | Village / Cemetery maintnce. last 3m x £250.01pm   | £750.03 |
| 7.1.10 | Truelink Ltd          | Rec Grd elders / fencing removal, plant pyracantha | £900.00 |
| 7.1.11 | ECDC                  | 15Mar&14Apr.16 – 2x play area inspections DD       | £48.00  |
| 7.1.12 | Cambridgeshire Acre   | Payroll Services 1Jan - 31Mar.16                   | £36.00  |
| 7.1.13 | HMRC                  | 4Q Employer/Employee NIC & income tax              | £315.90 |
| 7.1.14 | Clerk – reimbursement | Hose clips for Glasdon dog bin, item 7.1.15 below  | £11.99  |
| 7.1.15 | Glasdon UK Ltd        | Dog bin at Icknield Way fpth#1/High St (Mar15/9.4) | £216.30 |
| 7.1.16 | Anglian Water         | Cemetery/RecGrd Dec15/Mar16 water charges DD       | £51.90  |
| 7.1.17 | McGregor Services     | Village/Rec/Cemetery grass/maintnce. 14-29.3.16    | £999.60 |
| 7.1.18 | C. Community Assocr.  | Community Room use 3x by PC 12 Jan – 8 Mar.16      | £75.00  |
| 7.1.19 | Clerk – expenses      | Miscellaneous, as detailed 4 Dec.15 – 10 Apr.16    | £74.96  |

7.2 The Clerk compared base 2015/16 bank reconciliation and income & expenditure figures with the 2014/15 Annual Return, showing a £707 difference in the Council's favour over cash balances carried forward into 2015/16. Noting the 4Q / annual budget analysis figures prepared by Cllr Marvin, the Clerk requested access to all Cash Book related records by 18 April for production of year-end accounts, bank reconciliation and annual return for the Council's review at the 10 May APCM – AGREED

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

- 7.3 Dates will be agreed by the Clerk for Independent Internal Auditor, Canalbs Ltd to perform 2015/16 year-end internal audit work (Mar16/7.3) - AGREED
- 7.4 Proposed 3 signatories for setting up the new Barclays deposit account are Cllrs Peel, Thomas and Marilyn Jackson (Mar16/4.1) - AGREED
- 7.5 Draft amended Financial Regulations reviewed by the Clerk and Cllrs Thomas, Marvin and Elbrow for inclusion in the year-end audit (Mar16/7.5) were adopted and AGREED
- 7.6 Assuming completion of the remaining asset inspections by councillors, the amended Asset Register is to be available before 10 May APCM for approval and inclusion in year-end audit (Mar16/7.6) - NOTED
- 7.7 The Projects Action Plan was amended for projects #4F (+Cllr Gibson) and #5M (+Cllr Peel) and, following the launch of the Community Plan, any further input on the composition of specific working groups is to be emailed to the Chair. Accordingly, the Projects Action Plan / Reporting Form (reflecting planned projects/#s/costs in the Future Projects Plan provision of the 2016/17 Budget - Mar16/7.7) was adopted and AGREED
- 7.8 The final 2016/17 Budget effective as at 1 April.16 for approval by the Council (Mar16/7.8) was adopted and AGREED
- 7.9 Noting the TBM quotations for ad hoc IT support, the Council will initially pre-authorise incurring TBM hours/charges for up to 3 ad hoc referrals to TBM annually for the Clerk's IT resource (project#4a/b - Mar16/7.7) - AGREED
- 7.10 The expected s106 CIL credit from ECDC of £6,863 to the precept account from PA 14/01248, and proposed PC figure of £4,985 (item 4.3 above) in response to ECDC's request for the PC's Reg. 62/A s106 expenditure for 2015/16, were NOTED

**8. Administration**

- 8.1 Having reviewed the timetable for production of year-end accounts, the Council left unchanged the date of Annual Parish Council Meeting on 10 May 2016 and confirmed the dates of 2016/17 PC meetings are to remain on second Tuesday of each month except in August 2016 when there will be no PC meeting - AGREED
- 8.2 After discussion, and with a reference to volunteers deleted in respect of Councillors, the Chair's end of year report for 2015/16 and APM was noted and AGREED
- 8.3 The next appraisal for Clerk with HR Committee is to be arranged in last two weeks of September 2016, replacing second 3-monthly and first 6-monthly appraisals originally agreed in Clerk's employment contract (Mar16/8.2) - AGREED

**9. Community/Community Groups**

- 9.1 McAlmont Cup - Following residents' earlier observations on the winner selection process, the Chair proposed a project working group to investigate the selection rules and report to the Council – AGREED
- 9.2 Noting the Community Plan's launch on 19 April at Newmarket URC Tennis Club, Cllr Elbrow will issue a press release and Cllr Ian Jackson will present the Plan to the APM - AGREED
- 9.3 As Vice Chair of ECDC, District Cllr Cresswell kindly offered to present Council's HM Queen Elizabeth II 90<sup>th</sup> birthday commemorative medal to winner of "Best Crown" prize at the Queen's 90<sup>th</sup> birthday children's street party at the Rec on 23 April (Feb16/11.2.2) - AGREED

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

- 9.4 Noting 3 volunteer reports for the APM on 26 April, the Council affirmed its continuing support for all 3 volunteer roles as before (*projects#5k, 7a*) and Cllrs Gibson and Willows will liaise with the author on future developments - AGREED
- 9.5 Having reviewed requests from EACH and HeliMedi for donations (*project#4e, Mar16/4.4*) Council will defer its decision until grant data from item 4.2 above is available - AGREED
- 9.6 Noting a lack of information with which to respond to Parish Councils Development Project questions on the Emergency Register (*project#5n*) Council will invite the Chair of Kirtling PC to inform a Council meeting this summer - AGREED
- 9.7 On approving RBL's request for annual Dog Show at Rec on 24 July.16 10.00-18.00hrs, Council requires usual risk assessment and application, with arrangements to be coordinated by Cllr Willows and the Clerk, who will have an additional complete set of pavilion keys cut - AGREED

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

- 10.1 In preparation for Sports Club session on 22 April and 23 April Street Party, Cllrs Marvin and Marilyn Jackson will check and turn on Pavilion water, Cllr Peel will deliver contractor's insurance certificate and risk assessment to Clerk, who will arrange PAT testing of white goods in kitchen (*project#2a, Mar16/10.1*) - AGREED
- 10.2 An independent annual Rec play area / equipment inspection & risk assessment is scheduled in April by RoSPA at prices quoted in 16 Mar.16 RoSPA email provided to councillors (*project#1c*) - AGREED
- 10.3 Proposed repairs to Cheveley bridleway by RBL/Fittocks Stud and Broad Green footpath - arrangements with County Council for delivery of tarmac road planings in conjunction with probation/voluntary workforce to spread same when available are agreed in principle, with Cllr Elbrow authorised to investigate site access, toilet facilities for workforce, risk assessment and notices on social media to interested parties for future approval by Council (*project#7b, Mar16/7.7*) - AGREED
- 10.4 Cemetery work has started / been completed based on quotation of £550 +vat received by Cllr Marvin from current contractor Truelink for:
  - 10.4.1 - tree work on storm damaged willow branch (T#477) at end of cemetery
  - 10.4.2 - further reshaping of yew (T#154) agreed with ECDC Tree Officer
  - 10.4.3 - removal of maple (T#003) requested by resident, and
  - 10.4.4 - removal of moles for £120 (Mar16/10.4.1/4, *project#3a*) - AGREED
- 10.5 Footpath survey and risk assessment completed by Cllr Marvin / Duke of Edinburgh Award volunteer – AGREED for addition to future projects list and dog/litter bin funding, and NOTED with thanks to Cllr Marvin
- 10.6 Removal of old wreaths at War Memorial having been agreed in consultation with Royal British Legion (*project#5e, Mar16/10.4.5*) Cllrs Noble and Richard Jackson will investigate permitted maintenance and wreath fixings and report back to Council - AGREED

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