

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

Chair: Richard Jackson	email: richard.jackson@cheveley.org	Tel: 01638 731850
Vice chair: Claire Elbrow	email: claire.elbrow@cheveley.org	Tel: 01638 731513
Clerk: Andrew Crouchman	email: clerk@cheveley.org	Tel: 01638 732634
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MINUTES

Annual Parish Council Meeting on
Tuesday 10 May 2016 at 7.30pm
at the Community Room, Cheveley Primary School, Park Road

Present: Cllrs Elbrow, Marilyn Jackson, Peel, Thomas, Hadlow, Marvin, Noble, Willows and Gibson.

1. **Elect Chair** - Cllr Elbrow chaired the meeting in Cllr Richard Jackson's absence who, having previously indicated to the Clerk his willingness to stand again for the office of Chairman, was elected by the Councillors present to the Chair of the Council, with his declaration of acceptance of office to be signed on his return to Cheveley - AGREED
2. **Elect Vice Chair** – the Councillors proposed and elected Cllr Elbrow as Vice chair of the Council - AGREED
3. **Elect HR Chair and Committee** – the Councillors proposed and elected Cllr Noble as HR Committee Chair, and Cllrs Ian Jackson, Marilyn Jackson and Elbrow as the additional HR Committee members - AGREED
4. **Apologies and approvals for absence** – apologies received and accepted from Cllrs Ian Jackson and Richard Jackson who were absent due to business engagements. Apologies were received from County & District Cllr Shuter and District Cllr Cresswell who were absent due to other council business - NOTED
5. **Declarations of Pecuniary Interest** – any declarations of pecuniary, prejudicial or personal interest pertaining to agenda items for this meeting – except for Cllrs Marvin and Peel who declared a personal interest in expense items 10.8 and 10.9 respectively, there were NONE
6. **Approve and sign Minutes** – Minutes of the PC meeting on 12 April 2016 were reviewed with amendments and approved, and Clerk to circulate future draft minutes for Councillors' comments, prior to issuing Councillor packs with final draft minutes to approve - AGREED
7. **Updates on resolutions (decisions) from past meetings, including reports from councillors and volunteers**
 - 7.1 The Clerk reported as follows - NOTED:
 - New dog fouling bin installed on signpost at High Street entrance to Icknield Way footpath #1 (Mar15/9.4)
 - Independent Internal Auditor, Canalbs Ltd completed initial year-end internal audit and reported to PC on 30 April, for completion on 17 May 2016 (Apr16/7.3)
 - Annual verification & maintenance inspection of PC assets mostly completed by Councillors and Asset Register update still work in progress due to year-end work
 - One quotation for cemetery gate repairs now received, PC instructions requested below
 - Papers prepared with bank for opening new Barclays deposit account were completed and filed, bank have responded with one outstanding query, answer delayed due to holidays

Signed by Chair..... *Agreed, pending Signature*.....

Date.....

- Pat Gay, Chair of Kirtling PC has asked Clerk to arrange for her to inform Councillors at the CPC 14 June meeting about the Emergency Register

7.2 Councillors thanked Cllr Elbrow for her report on proposed two tier system for Community Grants (i.e. those of up to £100 / those over £100 with a Sept.2016 application deadline) to be awarded from a 2017/18 s137 budget provision of £5,500 and to be listed on a new page in PC website with links to relevant sites, for which Twin Dots have quoted £30+vat (*projects#4a,4e - Mar16/4.4*) - AGREED

7.3 Report from Cllr Elbrow on proposed repairs to Cheveley bridleway by RBL/Fittocks Stud and Broad Green footpath (Apr16/10.3) including four proposed letters to interested parties drafted as work in progress - NOTED

7.4 CONFIDENTIAL – draft confidential letter of HR Committee in connection with Clerk/RFO’s appraisal on 24 March (Apr16/4.4) – AGREED

8. Reports from District and County Councillors - NONE

9. Planning Applications

9.1 A “save the date” email from ECDC on second Parish Conference on Local Plan for 2 June 2016 was reviewed, no Councillors were available to attend - NOTED

9.2 15/01263/FUL Hilldowne 19 Duchess Drive Newmarket – amendment involves reduction in the side extension – NOTED with no comments

9.3 16/00084/ OUT - 2 Oak Lane Cheveley - additional Ecology report – NOTED with no comments

10. Finance Payments for this month - AGREED:

10.1	Clerk - payroll	Apr.2016 salary - due 1 May.16 SO	£886.61
10.2	BT broadband	16 Apr.16 - incl. line rental / calls DD	£38.39
10.3	Twin Dots	1 May.16 - website support SO	£30.00
10.4	ECDC	15 May.16 – play area inspection DD	£24.00
10.5	Clerk - payroll	Tax code adjustmnts Apr+May salary SO shortfalls	£64.00
10.6	Clerk - payroll	Additional 12hrs time Nov/Jan in Clerk’s contract	£143.04
10.7	Clerk - expenses	Heat/light allowce 4wks/misc. detailed 14Apr-8May	£22.90
10.8	Cllr Marvin - expenses	Misc. McAlmont Cup/detailed 25Oct.15-18Apr.16	£159.97
10.9	Cllr Peel – expenses	Pavilion light/cleaning materials	£9.94
10.10	N Leonard	Cemetery pest control	£120.00
10.11	CAPALC	Affiliation fee 2016/17 renewal	£400.67
10.12	McGregor Services	Village/Rec/Cemetery grass/maintnce 4-28Apr16	£1,177.20
10.13	D2D	Delivery of PC quarterly Newsletter	£270.00
10.14	Eurooffice	26 Apr.16 office paper and archive boxes	£67.18

10.15 The first £40,000 instalment of precept and the 2016/17 DCLG Additional Funding of £354 received from ECDC were NOTED

10.16 The availability to Parish of £31,000 in s106 CIL funds with ECDC remaining from the Duchess Park development for funding applications in respect of the Future Projects Plan was NOTED

11. Finance

11.1 The Independent Internal Auditor’s reports of 27 Nov15 and 30 Apr16 and the Council’s systems of internal audit and control in place during 2015/16 were reviewed by the Council,

Signed by Chair..... *Agreed, pending Signature*.....

Date.....

found to be effective, and approved, together with inclusion of a new Records Archiving project in the Future Projects Plan, and the requirement for a risk assessment to be obtained from each funeral service provider accessing the Cemetery - AGREED

- 11.2 The Annual Governance Statement of the Annual Return was reviewed and AGREED
- 11.3 The Annual Accounts of the Council signed by the Clerk/RFO on 5 May 2016 were reviewed and AGREED
- 11.4 The Accounting Statements of the Annual Return signed by the Clerk/RFO on 5 May 2016 were reviewed and AGREED
- 11.5 The dates for the period of Exercise of Public Rights were approved as 17 June to 28 July 2016 inclusive, with publication of Notice of Public Rights by Clerk to be at least one day before the period commences - AGREED

12. Administration

- 12.1 The CAPALC note of 21 April 2016 letter on funding for the DCLG 2016/17 Transparency Fund was inapplicable to the Council - NOTED

13. Community/Community Groups

- 13.1 Having listened to the resident's concerns about trespassers from the Recreation Ground, the Council asked for suggestions about what might be achieved to rectify the situation, and resolved to take and record appropriate action - AGREED
- 13.2 The meeting invitation to Councillors from Duchess Park Residents Association was accepted by Cllrs Richard and Marilyn Jackson, Willows, Gibson and the Clerk is to organise - AGREED
- 13.3 The CCC circulars on the Transforming Lives Briefing on care in the community and a new Cambridge bus link from Newmarket Road park&ride to CU/Addenbrooke's Hospital were noted - Cllr Elbrow will create links on PC website and Clerk is to obtain .pdf versions for Cllr Elbrow and for posting in bus shelters - AGREED
- 13.4 The Council approved and adopted the Cheveley Community Plan and Cllr Ian Jackson will present a project plan at the 14 June PC meeting - AGREED

14. Pavilion, Recreation Ground, Cemetery and General Maintenance

- 14.1 Councillors' comments on performance to date of new grass/maintenance contractor, McGregor Services were favourable. Clerk to advise contractor accordingly, and request first cut of Cemetery open field as quoted. Cllr Hadlow to investigate wildflower meadow - AGREED
- 14.2 Quotation received from existing contractor Parsons Fencing for repairs to Cemetery gate and iron railings (Mar16/4.1) was approved (Clerk to confirm work completion date) together with purchase/planting of new lavender bushes in Garden of Rest - AGREED
- 14.3 A new project in the Future Projects Plan to investigate funding available for maintenance of War Memorial was approved – Cllr Noble to arrange a site visit with funders and investigate possible installation of wreath retainers - AGREED
- 14.4 Permission granted to Cheveley Sports Club to place a banner on the wall of the Recreation Ground from 20 June until their Family Sports Day on 10 July.16, after which it will be removed to allow promotion of the Dog Show, and before 20 June the 19 June Church Family Fete banner will be displayed – AGREED

Signed by Chair..... *Agreed, pending Signature*.....

Date.....

14.5 The 24/7 opening of Pavilion left outside toilet until 30 Sept.16 was approved – Cllr Peel is to leave unit unlocked, purchase/install toilet paper dispenser/supplies, monitor for damage, manage/maintain facility at her discretion, and report to Council as necessary - AGREED

14.6 A letter of thanks from organiser of children’s street party on 23 April.16 was NOTED

Meeting ended: 9.45pm

Signed by Chair..... *Agreed, pending Signature*.....

Date.....