

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
	Website: www.cheveley.org	

MINUTES

Cheveley Parish Council Meeting on
Tuesday 14 June 2016 at 7.30pm
in the Community Room, Cheveley Primary School, Park Road

1. **Apologies and approvals for absence** - apologies received and accepted from Cllrs Elbrow, Thomas and Willows for absence due to holidays; Cllr Ian Jackson advised he would be delayed and joined the meeting at 8pm; apologies received from County & District Cllr Shuter and District Cllr Cresswell
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 Annual Parish Council Meeting on 10 May and Extraordinary Meeting on 17 May 2016 – AGREED, Cllr Elbrow to sign 10 May Minutes on her return
4. **Updates on resolutions (decisions) from past meetings, including reports from councillors and volunteers**
 - 4.1 Report from the Clerk NOTED, as follows:
 - New Barclays deposit account now opened, transfer of reserve funds pending
 - Independent Internal Auditor, Canalbs Ltd has completed year-end internal audit and Annual Return is with External Auditors, PKF-Littlejohn for processing
 - Annual verification & maintenance inspection of PC assets still to be completed hence Asset Register update is work in progress
 - Dates for completion of cemetery gate and iron fence repairs from successful contractor, Parsons Fencing, delayed due to injury
 - Pat Gay, Chair of Kirtling PC has agreed to delay attending a CPC meeting to inform Councillors about the Emergency Register until a new clerk is in office
 - The current Clerk / RFO's last day in office will be Thursday 16 June 2016
 - 4.2 Report from the Chair on meeting with Duchess Park Residents Association on 19 May 2016, with amendment to item 1 referring to CCC Highways – NOTED
5. **Reports from District and County Councillors** - NONE
6. **Planning Applications**
 - 6.1 16/00567/FUL 60 Ashley Road Newmarket CB8 8DB – two storey side extension and alterations to dwelling – NOTED, with no comments
 - 6.2 16/00540/FUL 46 Ashley Road Newmarket – timber garden gazebo with decking floor and rails in natural wood effect (retrospective) – NOTED, with no comments
 - 6.3 16/00659/FUL 18 addresses at Spurling Close Cheveley – to apply insulated smooth finish render to external walls – NOTED with no comments except as to colour: preferably neutral,

Signed by Chair.....

Date.....

consistent throughout and in keeping with neighbouring buildings - AGREED

- 6.4 16/00121/FUM Long Hill Moulton Rd Newmarket – deletion of trotting rings from racehorse training facilities/new gallop track at Buryside Training Grounds – NOTED, with no comments
- 6.5 16/00724/FUL The Red Lion 218 High Street Cheveley – 3 bedroomed accommodation, single cart shed & car park extension (replacing 16/00056/FUL) – NOTED with no comments
- 6.6 Cllr Ian Jackson to collate/circulate Councillor amendments to Local Plan 2015 Infrastructure & Community Facilities Priorities and file response to ECDC, following ECDC emails 22 April and 20 May, by 11 July 2016 - AGREED
- 6.7 The name proposed of “The Paddocks” for new street with 14 dwellings at land between 199-209 High Street, Cheveley was approved - AGREED
- 6.8 Invitation to Planning Manager, ECDC to attend PC meeting on 13 Sept. 2016 was approved, to allow time for specific planning questions to be discussed at 12 July PC meeting, including sites at Oak Lane and Little Green, and North Ward’s Development Envelope - AGREED

7. Finance: payments for this month AGREED:-

7.1	Clerk - payroll	May.2016 salary - due 1 June.16 SO	£886.61
7.2	BT broadband	16 May.16 - incl. line rental / calls DD	£39.36
7.3	Twin Dots	1 June.16 - website support SO	£30.00
7.4	ECDC	15 June.16 – play area inspection DD	£24.00
7.5	EoN	11 May.16 street lighting DD	£72.31
7.6	EoN	11 June.16 street lighting DD	£74.72
7.7	McGregor Services*	Village/Rec/Cemetery grass/maintnce 3-30May16	£1,381.20
7.8	Clerk – final payroll	Salary1-16June2016+accrued/untaken holiday pay	£758.06
7.9	Clerk - expenses	Postage/memory USB/mileage - detailed 9June.16	£27.31
7.10	Clerk - expenses	Heat/light allowance 5.5wks 9May-16June @£4pw	£22.00
7.11	HMRC	Employer/ee 1Q income tax/NIC due by 19July.16	£196.70
7.12	CambridgeshireACRE	1Q payroll services 1Apr-30June.16	£36.00
7.13	Canalbs Ltd	IIA year-end 2015/16 internal audit fee	£296.48
7.14	Local World	Cambridge News 25May16 advert, Clerk’s position	£614.64
7.15	Barclays Deposit/credit	Debit reserves from HSBC Current a/c (Jan16/8.3)	£70,000.00

*McGregor Services to be asked to cut grass around second brick BBQ in Recreation Ground

- 7.16 Cllr Ian Jackson is to be the authorised replacement for outgoing Clerk and Councillor as administrator / signatory respectively on HSBC Current a/c and Cambridge Building Society / Barclays Deposit accounts, for any instructions to banks, and Clerk’s monthly payroll standing order at HSBC is to be cancelled after 1 June 2016 - AGREED
- 7.17 The 2015/16 Independent Internal Auditor’s report 20 May 2016 was approved, with thanks given to Cllr Marvin and the Clerk for their work on year-end figures - AGREED
- 7.18 The PC NOTED receipt of £2,904.75 grant to Cheveley following ECDC approval of Rural Services Grant allocation, and its earmarking for projects benefitting Cheveley community was AGREED
- 7.19 An increase in EoN electricity prices at 1 July 2016 was NOTED and consideration of a fixed term contract and/or alternative supplier is to be a future PC meeting agenda item - AGREED
- 7.20 Inspection facilities / arrangements to be managed by Cllr Richard Jackson for the period of Exercise of Public Rights from 17 June to 28 July 2016 inclusive, and Clerk to publish Notice of Public Rights on 15 June 2016 prior to that period commencing - AGREED

Signed by Chair.....

Date.....

8. Administration

- 8.1 PC declaration / notice of casual vacancy following resignation of a Councillor approved, with nominations for co-option if/when appropriate to go to the Chair - AGREED
- 8.2 Community Room hire dates for 2016/17 approved, and insurance requirements for PC meetings deferred pending Cllr Noble's review/report to PC (Sept/16) if necessary - AGREED
- 8.3 Prior to the discussion of the application for a replacement Clerk, Cllr Peel requested that unnecessary email traffic between meetings be curtailed to emergency and important items only and that they be considerate of others in doing so. Cllr Hadlow suggested that an "Email Protocol" be written by the Chairman for consideration by Councillors - AGREED.

Members of the public were absent for CONFIDENTIAL discussions on:

- a. applications for post of PC Clerk/RFO reviewed and shortlisted for interview
 - b. interview questions to be put to shortlisted candidates on 21 June 2016 were approved
 - c. possible engagement of temporary RFO rejected in favour of a locum clerk/RFO post, Clerk/Chair to contact CAPALC for a possible locum candidate, and
 - d. maintaining a full HR Committee was rejected in favour of new clerk/RFO's recruitment to be undertaken through lead Cllr Ian Jackson reporting to the full PC - AGREED
 - e. Cllr Ian Jackson was authorised to organise and lead the process for interviewing, recruiting and replacement of the new Clerk at a rate of £14.00 per hour for 20 hours per week - AGREED.
- 8.4 Cllr Richard Jackson have PC authority to agree Clerk/RFO handover arrangements for 16 June 2016 of agenda item 7.20 finance/other records, and of BT line, laptop / IT hardware, calls/email/mail redirection & filing to new clerk when appropriate - AGREED
- 8.5 Cllr Marvin to advise by 16 June if attending CAPALC 15 July Catch Up training - AGREED
- 8.6 27 May 2016 email circulation by Cllr Marvin to Councillors and Clerk of plans of burial spaces in sections A, B and C of the Cemetery and cremation spaces in the Garden of Rest NOTED with thanks to Cllr Marvin, who to continue dealing with burials / cemetery records pending new clerk's arrival, and Cllr Hadlow to instruct existing contractor, N. Leonard to deal with moles in Cemetery - AGREED

9. Community/Community Groups

- 9.1 Letter of thanks from resident concerning steps taken by PC in connection with Recreation Ground fence NOTED
- 9.2 Cllr Ian Jackson's proposal on project plan for the Cheveley Community Plan is deferred to 12 July PC meeting (May16/13.4) NOTED
- 9.3 Cllrs Marvin and Thomas are to represent PC at Parish Forum on 27 June 2016 at 7.30pm in the Cheveley Community Room, with PC suggestions for agenda items to be submitted to District Cllr Peter Cresswell before Monday 20 June - AGREED

10. Pavilion, Recreation Ground, Cemetery and General Maintenance

- 10.1 Cllr Ian Jackson to seek alternative quote for H&S Review of Pavilion site for its future use and possible modifications from Cambridgeshire ACRE and instruct them if competitive, and Cllr Marvin to give site access - AGREED
- 10.2 Engagement of part time caretaker / cleaner for maintenance of Pavilion facilities to be
Signed by Chair..... Date.....

considered if Pavilion will become self-funding, and following consideration of any H&S Review above and any future Pavilion maintenance proposals; Cllr Marvin to investigate damage in Pavilion WC - AGREED

- 10.3 Cllr Peel is to complete 30 June 2016 Amey Community Fund online annual audit questionnaire in respect of the Rec play area equipment, and has PC authority up to £800 incl. vat to instruct existing equipment maintenance contractor, Fenland Leisure to address 8 play area equipment issues identified in ECDC 18 May 2016 inspection report - AGREED
- 10.4 Applications approved from Cheveley Primary School / Cheveley Sports Club / Royal British Legion / private individual for access to Pavilion facilities / use of Recreation Ground for:
- a. annual Cheveley Challenge - Tuesday 12 July (reserve date Tuesday 19 July 2016)
 - b. sponsored steeplechase challenge - Friday 17 June 2016
 - c. end of school year celebration event – Thursday 21 July 2016
 - d. annual Dog Show – Sunday 24 July 2016, and
 - e. private BBQ party (excluding inside access to Pavilion) – Sunday 7 August 2016
- AGREED
- 10.5 Storage for future community use of street party / Community Events Committee items including game boards, gazebo and disposables in right store of Pavilion NOTED, and PC permission given for Royal British Legion to use/be responsible for gazebo at Church Fete on 19 June 2016, with Cllr Marvin to supervise collection/check for damage on its return - AGREED

Meeting ended 10.20pm

Signed by Chair.....

Date.....