

Cheveley Parish Council

c/o 59 West Street, Isleham, Ely, Cambridgeshire, CB7 5SD

Chair: Richard Jackson
Vice chair: Claire Elbrow
Clerk: Marilyn Strand

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MINUTES

Cheveley Parish Council Meeting on
Tuesday 12 July 2016 at 7.30pm
at the Pavilion, Cheveley.

Present: Cllrs. Richard Jackson (Chair), Claire Elbrow (Vice Chair), Jane Gibson, Ian Jackson, Sheila Marvin, Brent Noble, Tracey Peel, Sallie Thomas and Sue Willows.

1. **Apologies and approvals for absence** – apologies received and accepted from Cllr. James Hadlow due to business commitments.
2. **Declarations of Pecuniary Interest.** – Cllr. Sheila Marvin declared a non-pecuniary interest in item 6.1 16/00647/FUL - 13 Holland Park.
3. **Approve and sign Minutes** of PC meeting on 14 June 2016 – AGREED and signed by the Chairman.
4. **Updates on resolutions (decisions) from past meetings, including reports from councillors and volunteers**
 - 4.1 Report from the Clerk NOTED as follows:
 - New Barclay's deposit account has now received funds.
 - Annual Return is with External Auditors, PKF Littlejohn, for processing while period of Notice of Public Rights runs to 28th July 2016.
 - Asset Register 2016/17 update work is in progress pending one area inspection.
 - Completion of cemetery gate and iron fence repairs by successful contractor, Parsons Fencing, expected in early August 2016.
 - The new Clerk/RFO's first day in the office is Tuesday 5th July.Cllr. Ian Jackson will replace Marilyn Jackson as a signatory on all three bank accounts, to be actioned by the Clerk – AGREED.
The Asset Register will be completed at the end of this financial year – AGREED.
 - 4.2 Report (verbal) from Cllr Richard Jackson on the employment of the new Clerk and handover from Andrew Crouchman. JUNE 16/8.4 – Cllr. Richard Jackson had introduced the new Clerk, Mrs Marilyn Strand, and thanked Andrew Crouchman for a smooth handover.
 - 4.3 Report from Cllr Ian Jackson on the alternative H&S quotation for Cambridgeshire ACRE. JUNE 16/10.1 – NOTED. This item will be deferred to the next meeting as quotations are awaited – AGREED.
 - 4.4 Report from Cllr Peel on the repairs to the play equipment at the recreation ground. JUNE 16/10.3 – NOTED. The clerk will check the status of the warranty on the Kompan Skate Unit. Cllr. Peel was authorised to make the final decision on whether the skate unit will be repaired along with the rest of the equipment. The total cost of repairs, including the skate ramp, will be £2,497 and this was AGREED.
Report (written) from Cllr Thomas on the Parish Forum and Cemetery Jobs. JUNE 16/8.6 Cllr. Thomas delivered her report on the Parish Forum (circulated at the meeting) and this was

Signed by the Chair Approved and signed Date: 16th August 2016

- 4.5 NOTED.
Cllr. Thomas also delivered her report on Cemetery Jobs Outstanding. All short term/urgent jobs will be actioned by the Clerk – AGREED.
Southgate’s will be asked, in writing, to leave grave soil in a heap by the bin area – AGREED.

Report (verbal) from Cllr Marvin on a. Footpaths, b. High Street drains, c. “Use of Public Media”
Cllr. Marvin delivered her report and this was NOTED as follows:

- 4.6
- The public footpath from Brook Stud to Broad Green is very overgrown and in need of urgent attention. Cllr. Marvin is awaiting notification of a cutting date from CCC. However, if this is not forthcoming then the matter will be dealt with by the PC’s contractor, McGregor’s – AGREED.
 - CCC will be contacted to check whether planings are still available to spread on the bottom of the footpath known as the Icknield Way between Broad Green/Banstead Manor and Cheveley, and that alongside the British Legion at Cheveley High Street end. Cllr. Elbow will investigate the hire of a porta-loo whilst this work is carried out – AGREED.
 - The drain on the High Street had been cleared but following recent heavy rain had overflowed again. Cllr. Marvin will chase CCC to get drains cleared on the High Street, Park Road and Oak Lane – AGREED.
 - Remarks made on Cheveley Chit Chat regarding the Chairman having the final say on all PC decisions should be removed and the administrator will be contacted to request this – AGREED.

5. Reports from District and County Councillors (Verbal) - NONE

6. Planning Applications

- 6.1 16/00647/FUL – 13 Holland Park, Cheveley – construction of garden office (retrospective) – NOTED with no comments.
- 6.2 16/00304/ FUL – Construction of one bedroom dwelling and 3 bay garage/cart lodge on land at rear of / new access for 92 Duchess Drive, Newmarket CB8 8AJ - NOTED with the following comment:
- Clarification is needed on how access to the rear of the property is to be achieved; is the garage to be demolished?
- 6.3 16/00789/FUL – Construction of 4 bedroom bungalow / double garage on land at rear of 57 High Street Cheveley CB8 9DQ – NOTED with the following comment:
- The revised submission of a chalet style (1.5 storey) is out of keeping with the surrounding area which consists entirely of 1 storey bungalows.
- 6.4 To note response on Cheveley Planning Policies chapter filed by Cllr Ian Jackson for ECDC Local Plan (Jun16/6.6) – Correction: this was filed by Cllrs. Peel and Hadlow - a response has not yet been seen by councillors therefore this item was deferred to the next meeting. The Clerk will investigate and circulate the response when available – AGREED.

Planning decisions by ECDC will be reported at future CPC meetings – AGREED.

7. Finance – Payments for consideration and approval this month:-

7.1.1	Twin Dots	1 July16 - website support SO	£30.00
7.1.2	RoSPA	Annual Rec play area inspection	£121.80
7.1.3	Johnston Publishing	Advert for new Clerk/RFO	£774.29
7.1.4	Truelink Ltd	Cemetery tree work	£660.00
7.1.5	ECDC	15July16 – play area inspection DD	£24.00
7.1.6	Anglian Water	Pavilion/RecGrd Mar/June16 water charges DD	£13.73
7.1.7	Local World	Advert for new Clerk/RFO	£614.64

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7.1.8 McGregor Services Village/Rec/Cemetery grass maintnce (June) £1363.20

Item 7.1.7 Local World – this item was agreed and paid in June, all other payments were AGREED.

Cllr. Ian Jackson will contact Truelink regarding the goal posts, which have been moved but are out of line with each other, and report back to a future meeting – AGREED.

7.2 Proposed 1Q 2016/17 PC Budget Accounts / bank reconciliation when available – this was not available and will be deferred to the September meeting – AGREED.

7.3 Proposed amended PC Projects Action Plan / Reporting Form (reflecting 2016/17 projects/costs in Future Projects provision of 2016/17 Budget) – discussion of this will be deferred to the next meeting – AGREED.

7.4 Proposed installation of a dedicated phone/broadband line for Marilyn Strand at her home office, cost £130.00 – AGREED. The new telephone number will be circulated as soon as it is available.

8. Administration

8.1 Proposed Email Protocol for consideration see Minute JUNE 16/8.3 Cllr. Richard Jackson circulated the Email Protocol and asked Councillors to consider it and bring any comments back to the September meeting – AGREED.

8.2 Proposed meeting for August to discuss future projects plan. It was AGREED that a meeting will be held in August on Tuesday 16th August, subject to Councillors' availability.

8.3 CONFIDENTIAL –

To approve the new Clerk's Contract of Employment and other relevant documentation – this item was deferred to the end of the meeting. Specific items were requested to be clarified which Cllr Elbrow will take professional advice on and report on these recommendations at the September meeting – AGREED

It was proposed that the subject of pension provision for the Clerk be researched by Cllr Marvin and Cllr Elbrow – AGREED.

9. Community/Community Groups

9.1 Cllr Ian Jackson's proposal on project plan for the Cheveley Community Plan – deferred from June PC meeting (JUNE16/9.2) (MAY16/13.4). Cllr. Ian Jackson delivered a report (circulated at the meeting) and this was NOTED. Cllr. Ian Jackson asked Councillors to consider this and email him their comments. This item will be then be brought back to the August meeting for further discussion – AGREED.

10. Pavilion, Recreation Ground, Cemetery and General Maintenance

10.1 Cllr Marvin proposed repair to pavilion WC see Minute JUNE 16/10.2 – Cllr. Marvin will have the repair carried out before the Dog Show due to be held on 24th July – AGREED.

The meeting was closed at 10.10pm.