

Cheveley Parish Council

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

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MINUTES

Cheveley Parish Council Extra-Ordinary Meeting on
Tuesday 16 August 2016 at 7.30pm
at the Community Room, Cheveley Primary School, Park Road

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

The meeting was opened at 7:30pm.

1. **Apologies and approvals for absence** – apologies received and accepted from Cllr Sue Willows due to personal commitments. District Cllr Peter Cresswell had also sent his apologies due to other commitments.
2. **Declarations of Pecuniary Interest** – Cllr Tracey Peel declared a pecuniary interest in item 7.1 payments for consideration and approval. Cllr Sheila Marvin declared a personal interest in item 6.3 16/00789/FUL 57 High Street Cheveley.
3. **Approve and sign Minutes** of PC meeting on 12th July 2016 – AGREED and signed by the Chair. The Clerk had amended the footer to read ‘Minutes’.
An agenda item for public participation will be included in future meetings so that comments from members of the public can be recorded – AGREED.
As recommended by NALC, draft minutes will be checked by the Chair and Vice-Chair before being sent out to all councillors for information only within two weeks of the meeting. Any amendments or corrections will be agreed at the following meeting – AGREED.
4. **Updates on resolutions (decisions) from past meetings, including reports from councillors and volunteers**
 - 4.1 Report from the Clerk NOTED as follows:
 - Completion of cemetery gate and iron fence repairs by successful contractor, Parsons Fencing, expected in early August 2016 – will now be early September due to workload and holiday.
 - Change of signatories on all three CPC bank accounts is in progress and should be completed before the September meeting. Authorisation of M Strand to liaise with the banks is also in progress (signatures required following this meeting).
 - Southgate Funeral Services has confirmed that it has informed its contractors where grave soil should be placed in future.
 - McGregor Services has confirmed they will carry out strimming/spraying in the cemetery by around mid-August (Cllr Noble will be contacted prior to the work being carried out).
 - BT phone line at the Clerk’s address should be installed on 11th August; the cost of this (£130) has been waived due to the delay in installation.
 - VAT claim for the year 1st April 2015 to 31st March 2016 for £3,781.94 has been submitted.
 - Footpath #2 has been cleared by CCC.
 - Kompan confirmed that the skate unit is not covered by warranty, therefore Fenland Leisure has been asked to carry out all work at a maximum cost of £2,497.96Correction – footpath #2 was cleared by the landowner.

4.2 Report (written) from Cllr Ian Jackson on the alternative H & S quotation for Cambridge ACRE
Signed by the Chair *Approved and signed* Dated *13th September 2016*
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– deferred from July PC meeting (JUL 16/4.3). Cllr Ian Jackson circulated the quotations at the meeting and explained that each provider was suitably qualified and would provide a written report to the PC. It was therefore proposed to accept the quotation from Robert Horn for £200 incl. VAT plus approximately £32 travel expenses and this was AGREED.
Cllr Ian Jackson will contact Mr Horn to arrange to meet him; Cllrs Noble, Peel and Richard Jackson will also attend.

- 4.3 Note of thanks to Cllr Marvin for work to rectify problems with footpaths and drains – Cllr Marvin circulated a written report at the meeting which was discussed and NOTED. (Cllr Elbrow joined the meeting at 7:55pm).
Footpath #2 - McGregor Services has been asked by the landowner to cut the Broad Green end of this footpath, therefore the PC will not have to pay for this.
Footpath #3 – Cllr Noble reported that, although the footpath has been deemed safe for pedestrians, he had received a complaint from a horse rider that the overgrowth higher up is a dangerous hazard. McGregor Services will be asked to cut this back at an approximate cost of £250-£300 – AGREED.
Footpaths #4-12 are well maintained, mostly by landowners, with no outstanding issues.
Coach Lane footpath – for about 75yds there is dead foliage on the path however, the footpath can be used without difficulty or danger.
It was proposed to write to landowners adjacent to footpaths to remind them of their responsibility to keep the footpaths clear and this was AGREED.
Cllr Marvin will continue to liaise with CCC's Public Rights of Way officer on footpath issues and will investigate the possibility of subsidies for cutting footpaths.
Cllr Marvin is to put forward an official complaint to ECDC regarding the paper recycling bank which has still not been emptied – AGREED.
The leak in the toilet at the Pavilion has been fixed.
Cllr Marvin was thanked by the Chair for her work to rectify various issues around the parish.

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

6. Planning Applications

- 6.1 16/00869/FUL Land rear of 104 Centre Drive Newmarket CB8 8AP – proposed four bedroom detached 1 ½ storey dwelling and associated parking – NOTED with the following comments:
- Access for emergency vehicles and parking is unsuitable and must be upgraded.
 - If permission is granted it would set a precedent for other similar applications on neighbouring properties.
 - CPC therefore OBJECTS to this application.
- 6.1.1 16/00869/FUL Land rear of 104 Centre Drive Newmarket CB8 8AP – additional information: Envirosearch Report – NOTED with no comments.
- 6.2 16/00084/OUT 2 Oak Lane Cheveley – residential development (Amendment) – NOTED with the following comments:
- The development is outside of the village boundary and outside of the ECDC agreed village development envelope.
 - The amendment adding a footpath and 6 street lights to be installed from the end of the village to the development results in the unacceptable urbanisation of what is currently an undeveloped, narrow rural lane; this will fundamentally change the aspects and fabric of the outskirts of the village.
 - The proposed footpath would be outside of the 30mph speed limit.
- The developer was present and explained that the footpath and street lights were put forward by CCC Highways as a condition of the development. Cllr Hadlow proposed to OBJECT to the application with the comments above and, following further discussion, a vote was taken. Councillors voted 4 in favour, 2 against with 3 abstentions and the objection was CARRIED.
- 6.3 16/00789/FUL 57 High Street Cheveley – additional information: revised tree protection details

(for information only – this application has been approved by ECDC) – NOTED.

6.4 Report on ECDC planning decisions & Tree Works Applications - NOTED.

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

7.1.1	Twin Dots	1 st August 16 – website support SO	£30.00
7.1.2	ECDC	15 th August 16 – play area inspection DD	£24.00
7.1.3	Anglian Water	Pavilion/RecGrd Mar/Jul water charges DD	-
7.1.4	Clerk expenses	Mileage 05/07/16 to 16/08/16	£81.00
		Stationery/computer repair & cable/stamps	£44.95
7.1.5	Petty Cash	Float for stationery/stamps	£50.00
7.1.6	Clerk payroll	From 5 th July to 28 th August 2016	£1,409.33
7.1.7	Pest Control Services	Mole control at Cemetery July 2016	£75.00
7.1.8	BT	Phone services 16/06/16 to 15/07/16 DD	£37.91
7.1.9	Eon	Street lighting 01/06/16 to 30/06/16 DD	£72.31
7.1.10	Eurooffice	Clerk stationery supplies	£89.66
7.1.11	SLCC	Full membership 2016-17	£149.00
7.1.12	Truelink	Tree work in cemetery 05/02/16	£864.00
7.1.13	Truelink	Move goal posts at recreation ground 03/02/16	£300.00
7.1.14	McGregor Services	Village/Rec/Cemetery grass maintenance (July)	£1,291.20
7.1.15	Information Comm. Office	Data protection registration 16/08/16-15/08/17	£35.00
7.1.16	Eon	Street Lighting 01/07/16 to 31/07/16	£74.72
7.1.17	Cllr. Peel expenses	Padlocks for recreation ground posts	£3.98

Corrections: SLCC membership is £149 and not £210 as stated on the agenda; an invoice from Anglian Water was not received in time for the meeting.

Item 7.1.13 Truelink – this will not be paid until the work has been checked by Cllr Ian Jackson. All other payments were AGREED.

7.2 Proposed amended PC Projects Action Plan/Reporting Form (reflecting 2016/17 projects/costs in Future Projects provision of 2016-17 Budget) – deferred from July PC meeting (JULY 16/7.3) See item 9.1 below.

8. Administration

8.1 To consider purchase of scanner for PC business use by the Clerk – cost approx. £157. It was suggested that a copier/printer/scanner might be purchased for the same amount of money dependant on necessity. It was proposed to spend approximately £157 on a piece of equipment appropriate to the role – AGREED.

Cllr Marvin will be provided with a replacement printer following use of her personal printer during her time as Acting Clerk last year. A suitable quotation was requested for approval at a future meeting when it becomes necessary to replace the printer – AGREED.

8.2 To consider Clerk log-in for the website in order to make changes and upload documents – AGREED. Cllr Elbrow will train the Clerk on how to update the site.

8.3 To consider allocation of keys for recreation ground posts to McGregor Services – Cllrs Peel & Marvin will retain a set of keys each. Two further sets will be cut and given to McGregor Services and Cllr Ian Jackson who will be required to sign for them – AGREED.

9. Community/Community Groups

9.1 Cllr Ian Jackson's proposal (written) on project plan for the Cheveley Community Plan – deferred from July PC meeting (JULY 16/9.1) – Councillors discussed and debated priority 1 and 2 projects and an updated report will be provided as an appendix to these minutes. (Appendices are available from the Clerk on request.)

9.2 To consider methods of publicising the availability of s137 grant forms – Cllrs Elbrow & Thomas
Signed by the Chair *Approved and signed* Dated *13th September 2016*
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(written proposal) – the proposal was approved and AGREED and advertisements will be placed tomorrow.

10. Pavilion, Recreation Ground, Cemetery and General Maintenance

- 10.1 Cllr Marvin report on temporary storage of marquees at the Pavilion on behalf of the British Legion – The former Cheveley Country Fair Association would like to pass ownership and responsibility for two marquees (both approximately 30ft x 12ft) to CPC to be made available for use by the public at CPC's discretion. A formal agreement to accept was put forward and this was AGREED and signed by the Chair. The marquees will be added to the PC's insurance policy and Asset Register. Details of how they will be hired out will be discussed at a future meeting. Grateful thanks from the CPC to the former Cheveley Country Fair Association was requested to be passed on by Cllr Marvin for their generous gift.

11. Matters for Future Consideration

H & S report from Robert Horn; Assets of Community Value (The Red Lion).

The meeting was closed at 9:55pm.