

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

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MINUTES

Cheveley Parish Council Full Council Meeting on
Tuesday 13th September 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, Tracey Peel, Sallie Thomas and Sue Willows.

The meeting was opened at 7:30pm.

1. **Apologies and approvals for absence** - apologies received and accepted from Cllr Brent Noble due to personal commitments. District Cllr Peter Cresswell had also sent his apologies due to other commitments.
- 1.1 Councillor Vacancy – Councillors voted unanimously to co-opt Jaquilyn Hascombe-Brook onto the PC. Ms Hascombe-Brook signed the Declaration of Acceptance of Office and the Chairman invited her to join the meeting. Ms Hascombe-Brook was given a warm welcome by all.
2. **Declarations of Pecuniary Interest**
Cllrs Peel & Thomas both declared a pecuniary interest in item 8.1 payments for consideration and approval.
3. **Open Forum for Public Participation**
The following matters were raised by members of the public:
 - Why the recreation ground water tap was turned off and the toilet closed (dealt with under item 11.5 below).
 - Why the street lights on Newmarket Road had not been upgraded as part of the recent programme of works by CCC – the Clerk will follow this up with County Cllr Matthew Shuter.
 - Objections to planning application 16/00983/FUL – Burrell Lodge, 171 High Street.It was agreed to move to the following items before returning to the order of the agenda:- Item 10.4 speeding tractors; item 10.7 correspondence from PCC; item 11 Pavilion, Recreation Ground, Cemetery & General maintenance; item 7.1 visit by Rebecca Saunt.
4. **Approve and sign Minutes** of PC meeting on 16th August 2016 – AGREED and signed by the Chair with the following amendments:
Item 4.3 Cllr Marvin was thanked by the Chair for her work to rectify various issues around the *parish*; Item 6.2 Councillors voted 4 in favour, 2 against with **3** abstentions; Item 8.1 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.
5. **Updates on resolutions (decisions) from past meetings, including reports from councillors and volunteers**
- 5.1 Report from the Clerk NOTED as follows:
 1. Work to cemetery gate was completed on 5th and 6th September by Parsons.

2. Change of signatories on all three CPC bank accounts is still in progress but will be completed within the next two weeks.
 3. BT phone line at the Clerk's address has now been installed and is working. The broadband service is also working. There will be no charge for the installation and monthly charges for August should be refunded.
 4. Fenland Leisure will begin work on the play equipment on around the 20th September.
 5. An HP Officejet Pro 8710 has been purchased at a cost of £104 +VAT to facilitate copying, colour printing and scanning.
 6. The Clerk now has a log in and password for updating the website and has been given training on this from Cllr Elbrow.
 7. The marquees recently acquired from the British Legion have been added to the PC's insurance policy at no extra charge.
 8. Posters publicising s137 grants have been created and placed on notice boards. All other adverts have been placed by Cllrs Elbrow and Thomas as agreed.
- 5.2 Update (verbal) from Cllr Ian Jackson on Pavilion H & S inspection by Robert Horn – A draft report from Mr Horn is expected by the end of this week and will therefore be considered at the October meeting. Cllrs Richard Jackson, Ian Jackson and Brent Noble had met with Mr Horn at the pavilion.
- 5.3 Report (verbal) from Cllr Marvin on:
- Hedge cutting on footpaths #2 and 3 – completed: The recommended height of the hedge of footpath #3 should be 2 metres and Cllr Marvin will ask landowners to take it down to this height. Volunteers have come forward to help with clearing paths and Cllr Marvin will do a Risk Assessment for this. It was agreed that volunteers should be asked not to attempt to cut the high hedge due to the risks involved. It was agreed not to use the cemetery rubbish heap for clearings and these will be disposed of via skip instead.
 - There are currently no government subsidies available to the PC for hedge cutting (landowners are able to access subsidies from DEFRA for this). The PC will take on the responsibility of cutting footpaths #2 and 3 in February and will apply to the two adjacent landowners for a contribution towards the cost – AGREED. Cllr Marvin will liaise with the landowners.
 - Result of formal complaint to ECDC re: un-emptied paper recycle bin: Following contact from Cllr Marvin, ECDC had addressed the problem and promptly resolved it.

6. Reports from District and County Councillors (Verbal)

NONE

7 Planning Applications

- 7.1 Visit by Rebecca Saunt, Planning Manager ECDC – Rebecca reported that:
- A village development envelope for Cheveley does exist. However, the District Council cannot currently demonstrate a 5-year supply of housing land and therefore its housing policies in the Local Plan cannot be considered as being up-to-date; this includes reference to the development envelopes throughout the district. Therefore a planning application cannot be refused simply because it is outside the development envelope as this specific policy is considered out of date.
 - Village plans also form part of ECDC's Local Plan Housing Policy and are therefore also considered to be out of date at present for the same reasons above.
 - Other planning conditions still hold weight (Rebecca circulated a copy of these). For example, if it can be shown that a development will have a significant harmful impact on an area, or conservation area.
 - The Local Plan is managed by Strategic Planning Manager Richard Kay who is currently assessing the results of the recent 'Call for Sites'. His report will go to Full Council on 20th October for consideration and this will be followed by public consultation.

- With regard to “The Paddocks” – 6 affordable houses on this site are made up of 2 shared-ownership dwellings and 4 rented dwellings. These are not allocated specifically for key workers or those with local connections.
- The statutory consultation period for planning applications is 21 days (a further 21 days is triggered from the day on which the case officer puts up site notices). ECDC has 8 weeks (or 13 weeks for major applications) to make a decision. It is possible to ask for an extension to the consultation period and this will be granted as long as it doesn't stretch beyond the target date by which the application must be determined.
- North Ward – a development envelope does exist; Rebecca will email the plans for distribution.
- ECDC is improving its service by adding direct dial numbers to its website, each with voicemail. A parish newsletter is published quarterly and planning enforcement is being streamlined with a new online form for reporting enforcement issues.

7.2 16/00983/FUL Burrell Lodge, 171 High Street – demolition of existing house and erection of 3 houses plus associated works NOTED with the following comments:

- Two of the three proposed dwellings are outside of the village development envelope.
- The development is in a Conservation Area, and the proposed dwellings would be within the curtilage of a significant Listed Building, 173 High Street (Lensfield Cottage) (opposite), as well as 169 High Street and 173a High Street. The ridge height of 169 High Street is 7.5 metres and that proposed for Plot 1 is stated at 8.7 metres therefore having a dominant impact on the street scene.
- Plot 1 will overshadow neighbouring properties, particularly 169 High Street resulting in a loss of residential amenity.
- The first floor Dormer windows on Plots 1 and 2 overlook 169 High Street resulting in a loss of privacy.
- The septic tank drainage for 169 High Street runs down the back garden of 171 High Street and would continue to drain through Plots 2 and 3. Access would be needed to maintain and rod.
- Plot 1 is much closer to the road leading to Brook Stud than the existing property; this road is a right of way leading to a public footpath.
- CPC therefore OBJECTS to this application.

7.3 16/01109/FUL 34 High Street – single-storey side extension following demolition of existing garage. NOTED with no comments.

7.4 16/00972/FUL St Mary's Church, Church Lane – addition of porch to south side of church NOTED With the following comment:

- The PC commends the addition of a public toilet to improve this important community facility.

7.5 16/01112/FUL Bentry House, 6 Ashley Road – single-storey rear extension. NOTED with no comments.

7.6 Report on ECDC planning decisions & Tree Works Applications – none received.

8. Finance – Payments for this month - AGREED

8.1	Ref:	Payee/Item	Chq. No.	Total	Excl. VAT
	8.1.1	Twin Dots – website support	DD	£30.00	£25.00
	8.1.2	ECDC - play area inspection	DD	£24.00	£20.00
	8.1.3	Anglian Water – Rec/Pavilion	DD	£13.73	
	8.1.4	Clerk mileage & photocopies	100829	£60.35	
	8.1.5	Clerk payroll	SO	£1107.37	
	8.1.6	BT July 2016	DD	£46.22	£38.52
	8.1.7	BT August 2016	DD	£26.45	£22.05

8.1.8	Viking Direct – printer/scanner/copier	100830	£127.51	£104.00
8.1.9	Eon – street lighting	DD	£74.72	£71.16
8.1.10	Truelink – goal posts	100831	£300.00	£250.00
8.1.11	Pavilion/rec ground security – Cllr Peel	100832	£29.69	
8.1.12	Cemetery maintenance (Cllr Thomas)	100833	£43.96	
8.1.13	Came & Company Insurance 2016/17	100834	£2564.94	
8.1.14	McGregor – ground maintenance	100835	£984.00	£820.00
8.1.15	McGregor – footpath #3	100836	£216.00	£180.00
8.1.16	CCA – community rooms Apr – Aug 2016	100837	£189.00	
8.1.17	Anglian Water - Cemetery	DD	£9.41	
8.1.18	Viking – cartridge	100838	£39.83	£33.19

8.2 Proposed Q1 2016/17 PC budget accounts/bank reconciliation – NOTED with the following comments:

- CiL and s106 income should be split into two separate categories.
- CiL/s106 payments of £6,863.26 and £2,904.76 – please clarify to which developments these apply.
- Expense figures exclusive of VAT are shown in the budget.

The Clerk will action these points and report back to the next meeting.

8.3 Proposed quotation for Alpha Financial software package from Rialtas Business Solutions - initial cost £633, plus 45p per mile mileage for installation and training, and ongoing support costs of £113 per annum. Councillors voted 10 in favour and 1 against and the proposal was CARRIED.

8.4 Monies received NOTED as follows:

VAT refund for the year 2015/16 - £3,781.94

VAT refund for Q1 2016/17 - £1,135.23

CCC payment for verge cutting 2016/17 - £473.83

9. Administration

9.1 Proposed Email Protocol for consideration - It was proposed by Cllr Ian Jackson to add 'one subject per email' to the protocol. This will be brought back to the October meeting to be formally adopted.

9.2 Invitation to Cambridgeshire ACRE AGM & Open Afternoon, Tuesday 27th September 2016 – The Clerk will attend and produce a written report for the October meeting – AGREED.

9.3 Cambridgeshire Parish Council Conference 2016 - Friday 18th November, St Ives – this item was deferred to a future meeting when a formal invitation has been received – AGREED.

9.4 Formal 28 days' notice of discussion of pension provision for PC staff at October's PC meeting - NOTED.

9.5 To consider purchase of cordless telephone/answer phone for Clerk - £16.33 +VAT – AGREED.

9.6 To consider Clerk registration for online and telephone banking with HSBC, read-only with no authority to make payments – AGREED.

9.7 To adopt Equal Opportunities Policy based on the Equality Act 2010 – AGREED.

9.8 Invitation to SLCC Cambridgeshire Branch Meeting, Friday 16th September, St Ives: The Clerk will attend this and future Branch meetings (cost for each occasion less than £20) – AGREED.

9.9 CONFIDENTIAL – to approve new Clerk's Contract of Employment and other relevant documentation: The contract for the Clerk, Mrs Marilyn Strand, was discussed and it was

suggested that item 22.2 be deleted – AGREED. This will allow the contract to be signed as soon as is practical.

10. Community/Community Groups

- 10.1 Cllr Ian Jackson's proposal (written) on project plan for the Cheveley Community Plan – discussion of priority 3 and 4 projects. Cllr Ian Jackson will update the project plan with information gathered from this meeting and send it out with the draft minutes. This will then be brought back to the October meeting for discussion – AGREED.
- 10.2 CCC Local Highway Improvement Initiative 2017-18 – closing date for applications: 30th November 2016: This was deferred to the October meeting and Councillors were asked to bring ideas for possible projects to be discussed – AGREED.
- 10.3 Community First Responders – request for help to find volunteers and for funding of equipment for Cheveley: The PC is unable to undertake this at present due to its other commitments – AGREED.
- 10.4 Speeding tractors: Cllr Elbrow - proposal to write to relevant landowners expressing residents' concerns: A report sent in by a resident on speeding was NOTED. Following discussion it was agreed that the PC would take no action with landowners over this issue. Cllr Elbrow will send a response to the resident.
Tony Jolly from Speedwatch was in attendance and gave an overview of the scheme. Speedwatch is effective in gathering evidence of speeding and passing this onto police. Cllrs Willows, Gibson and Peel will re-form the PC's Speedwatch team and other volunteers will be sought; Cllr Willow will be team leader – AGREED. Some re-training will be needed due to changes in legislation.
- 10.5 Assets of Community Value – The Red Lion. Introduction by Cllr Ian Jackson: This item was deferred to a future meeting – AGREED.
- 10.6 BT Broadband & Telephone service issues – report (verbal) from Cllr Thomas: Councillors have had complaints from residents regarding BT service issues and have experienced the same issues themselves with the broadband service sometimes cutting out every hour. Telephone lines have also been 'crackly'. The PC will gather information from members of the public, collate this and bring it back to a future meeting for further consideration – AGREED.
Cllr Hadlow left the meeting at 9:50pm.
- 10.7 To note correspondence from the PCC and Revd. Philip Tait to Sanctuary Housing re: issues at Somerset Court - NOTED. The Chair will attend a meeting with Sanctuary this Friday, 16th September, in support of the PCC and the local community affected by these issues – AGREED.
- 10.8 To consider a response to CCC's Flood Awareness and Preparedness Questionnaire. Cllr Peel will liaise with the Clerk to complete this.

11. Pavilion, Recreation Ground, Cemetery and General Maintenance

- 11.1 Report (written) from Cllr Thomas on outstanding cemetery jobs & date of Autumn clear up – NOTED & AGREED as follows:
- A latch is required for the gate - Parsons will be asked to provide a quotation.
 - The Autumn clear up is proposed for 22nd October from 10am to 12:30pm to be publicised nearer the time.
 - One bag of gravel for the garden of rest will be purchased at approximately £50.
 - A notice board is needed and a spare in the pavilion will be investigated for suitability.
 - The PC's burial regulations will be checked in regard to the planting of memorial trees.

- 11.2 Proposed Winter 2016/17 Cemetery Tree Works: Quotations will be obtained for the work as set out on the plans provided – AGREED. Grateful thanks to Cllr Ian Jackson for trees which he donated and to Cllrs Thomas and Hadlow for their work on the cemetery.
- 11.3 Buildings of Local Interest Register, Recreation Ground wall – Cllr Marvin: It is possible that s106 contributions could be used to re-point the wall. Cllr Marvin will make further enquiries regarding possible contractors and report back to the next meeting. The whole wall, including Park Road, should be put forward to be included on the Buildings of Local Interest Register – AGREED.
- 11.4 Proposal to spray weeds growing on and at the base of each side of the recreation ground wall: Cllr Marvin will obtain quotations for this work – AGREED.
- 11.5 To agree date for reconnection of outside tap and re-opening of public toilet at the Pavilion: The tap will be reconnected and the toilet re-opened tomorrow, Wednesday 14th September – AGREED.
- 12. Date of Next Meeting.**
11th October 2016
- 13. Matters for Future Consideration**
None.

The meeting was closed at 10:05pm