

**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 11<sup>th</sup> October 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, Jaquilyn Hascombe-Brook, Ian Jackson, Sheila Marvin, Brent Noble, Tracey Peel, Sallie Thomas and Sue Willows. County Cllr Mathew Shuter and 2 members of the public.

The meeting was opened at 7:30pm.

1. **Apologies and approvals for absence** – District Cllr Peter Cresswell (personal).
2. **Declarations of Pecuniary Interest** – None.
3. **Open Forum for Public Participation (10 mins)**  
The following matter was raised by a member of the public:
  - Refusal of planning permission at Burrell Lodge, 171 High Street – reasons for refusal included the development being partly outside of the development envelope and that it would be out of keeping with the Conservation Area.It was agreed to move to item 10.8 before returning to the order of the agenda.
4. **Approve and sign Minutes** of PC meeting on 13<sup>th</sup> September 2016. – AGREED and signed by the Chair with the following amendment:  
Item 5.3 The *recommended* height of the hedge of footpath #3 **should be 2 metres**.
5. **Matters Arising including reports from the Clerk, Councillors and volunteers (for information only)**
  - 5.1 Report from the Clerk NOTED as follows:
    1. Jaquilyn Hascombe-Brook's Register of Interests has been sent to ECDC and is now published on their website.
    2. BT phone line at the Clerk's address: BT has said that an account cannot be transferred from one name to another, therefore a stop-start had to be placed on the account. This means that a termination charge (as yet unknown) and an activation charge (£49) will be applied. It is possible to retain the new number 780835. The account is to be terminated and re-activated in the Clerk's name on 10<sup>th</sup> October with the broadband being re-activated on 18<sup>th</sup> October.
    3. Fenland Leisure completed work on the play equipment week beginning 26<sup>th</sup> September.
    4. County Cllr Mathew Shuter has confirmed that the streetlights on Newmarket Road do not belong to the County Council and were therefore not part of the recent upgrade program. It is possible they belong to the District Council, or to the PC.
    5. The Rialtas financial software is due to be installed on Friday 7<sup>th</sup> October.
    6. The Clerk was unable to attend Cambridgeshire ACRE's Open Day due to other previous commitments.

7. The Clerk is now registered for online banking with HSBC enabling the viewing of statements, payments etc.
8. The recent SLCC Branch Meeting attended by the Clerk had focused on Neighbourhood Planning. CAPALC had also given an update (please see report under item OCT 16/5.2.
9. Item SEP/11.1 – the PC's burial regulations state that a memorial tree may be planted in the informal burial area with the written consent of the council. Other information and a list of permitted trees is available as an appendix to the regulations.

5.2 Report (written) from CAPALC to SLCC Branch Meeting (September) – NOTED.

5.3 Invitation to Richard Kay, Strategic Planning Manager ECDC, following Rebecca Saunt's visit – Mr Kay is unable to attend bespoke meetings with PCs. However, he has sent an update on the Local Plan which will be circulated to councillors. Parish conferences provide the opportunity for discussion. The Chair said that the PC would closely monitor the progress of the Plan in relation to ECDC approval of the draft and subsequent public consultation.

## 6. Reports from District and County Councillors (Verbal)

County Cllr Mathew Shuter gave the following report:

- The contract has now been awarded for the southern Ely bypass and preliminary work on the bypass will begin next month, with completion due by Christmas 2017. Cycle ways will be constructed at the same time.
- The County Council has been much occupied with the Cambridgeshire & Peterborough devolution deal. If agreed, the deal will meet the government's deadline and elections for Mayor should take place in May 2017. Devolution could bring more than £20m to the local area to improve infrastructure.
- The City Deal for Cambridge is struggling to deal with real traffic issues in Cambridge and will need to look again at ways to move traffic in and out of the city efficiently.
- Street lights on the Newmarket side of Broomstick Corner are not on CCC's master plan and therefore do not appear to belong to CCC. The PC will refer to its asset register to check whether they are owned by the Parish. If they are not, Cllr Shuter will liaise with CCC in order to make sure they are added to its master plan and can, therefore, be upgraded. Balfour Beatty is due to finish the county-wide project by March or April 2017.
- The Local Plan is almost complete and PCs will be asked to comment on it in November. The Chair said that discussions around the Plan should be in full view of Parish Councils so that they were kept fully informed at all times.

Cllr Shuter left the meeting at 8:20pm.

## 7. Planning Applications

7.1 15/01102/OUT Land rear of 19 Meadow Lane, Newmarket – erection of 3 detached dwellings, garages and parking along with improved access. Amendment – revised driveway width. NOTED with no comments.

7.2 16/01273/LBC Keepers Cottage, Cheveley Park Stud, Duchess Drive – replacement windows. NOTED with no comments.

7.3 Report on ECDC planning decisions & Tree Works Applications – NOTED.

8. **Finance** – Payments for this month – payment to Fenland Leisure will be withheld until the skate unit has been checked and rectified. Cllr Peel will liaise with Fenland and as soon as the work has been completed satisfactorily, the invoice will be paid. Otherwise, all payments were AGREED.

8.1 It was NOTED that Eon's invoice for the pavilion is high; this will be checked and future bills monitored.

Ref:	Payee/Item	Chq. No.	Total	Excl. VAT
8.1.1	Twin Dots – website support	SO	£30.00	£25.00
8.1.2	ECDC - play area inspection	DD	£24.00	£20.00

8.1.3	Anglian Water – Rec/Pavilion	DD	£29.37	
8.1.4	Anglian Water – Cemetery	DD	£11.96	
8.1.5	Clerk mileage	100839	£58.10	
8.1.6	Clerk payroll	SO	£1107.37	
8.1.7	HMRC – Q2 PAYE/NI	100840	£600.10	
8.1.8	Eurooffice	100841	£47.46	£39.54
8.1.9	BT Sep 2016	DD	£77.97	£64.98
8.1.10	BT – CREDIT	CR	-£17.00	-£14.17
8.1.11	Eon – street lighting	DD	£83.97	£79.97
8.1.12	Eon – rec/pavilion	DD	£189.06	£180.06
8.1.13	Cambs ACRE – payroll services	100842	£36.00	£30.00
8.1.14	PKF Littlejohn – audit	100843	£480.00	£400.00
8.1.15	VS Parsons – cemetery railings & gate	100844	£570.00	
8.1.16	McGregor – grounds maintenance Sep	100845	£871.20	£726.00
8.1.17	Cambs ACRE – membership renewal 2016/17	100846	£54.00	£45.00
8.1.18	Fenland Leisure – play equipment repairs	100847	£2997.55	£2497.96

8.2 Annual Return 2015/16 – report from the external auditor – NOTED. Opening figures for 2016/17 have been corrected according to the auditor’s instruction.

8.3 Report from the Clerk (verbal) on CiL/s106 payments: Payment of £6,863.26 is in relation to the planning application at land west of 2 Meadow Lane, Newmarket. Payment of £2,904.76 is a Rural Services Grant. This must be spent on an initiative which benefits Cheveley and, when spent, must be reported to ECDC. The Clerk will check whether this has to be spent within a limited timeframe.

8.4 Proposed Q2 2016/17 PC budget accounts/bank reconciliation – NOTED. The Garden of Rest extension expenditure should come from the Community Facilities/Future Projects budget – AGREED.

8.5 To note receipt of precept 2<sup>nd</sup> instalment 2016/17 of £40,000 and DCLG additional funding 2<sup>nd</sup> instalment 2016/17 of £354.00 – NOTED.

8.6 Proposed draft budget for 2017/18: It was proposed that the precept request for 2017/18 would remain the same at £80,000. Councillors voted 6 in favour and 5 against and the proposal was CARRIED. The draft budget was discussed and some changes made. It will be brought back to the November meeting for further discussion and to be finalised.

8.7 Epson colour printer proposal to sell or donate to local cause: the printer will be disposed of – AGREED.

8.8 To note NALC update on government proposals to bring in new rules over increases to parish precepts (Local government finance settlement 2017 to 2018). Public consultation on this runs to 28<sup>th</sup> October 2016 – NOTED.

## 9. Administration

9.1 Proposed agenda and minute numbering – numbers will run sequentially between May and April each year – AGREED.

9.2 Proposed Email Protocol for consideration – It was AGREED that ‘one subject per email’ would be added and that the protocol would be adopted as a guideline.

9.3 To adopt Retention of Documents Policy (Freedom of Information Act 2000) – AGREED.

9.4 Appointment of Internal Auditor for the year ending March 31<sup>st</sup> 2017 (including request for burial records for inspection at interim visit). - The PC will appoint Jacqui Wilson of Canalbs Ltd. to conduct its internal audit for 2016/17 - AGREED.

- 9.5 Proposed Pension Scheme for Council employees: staging date 1<sup>st</sup> January 2017: The PC will employ Cambridgeshire ACRE to administer a pension scheme on its behalf. The cost of ACRE's premium service is £45 +VAT set-up fee and £5 +VAT per month thereafter – AGREED. The PC will use the People's Pension which includes a set-up fee of £500 +VAT – AGREED. Employer contributions will be made on total earnings rather than qualifying earnings – AGREED. Employer contributions will be made at 1% for the first year, rising to 2% in the second year and 3% in the third year – AGREED. Cllr Marvin and Cambridgeshire ACRE will be the contacts for the Pensions Regulator; Cllr Marvin will liaise with ACRE. The Chair thanked Cllrs Elbrow and Marvin very much for the work they had put into presenting options to the PC.

## 10. Community/Community Groups

- 10.1 S137 grant applications for consideration - following discussion of applications received, it was decided that a list of all charities to which the PC had donated funds in the past would be compiled and brought back to the next meeting. A list of parish charities will also be compiled – AGREED. The PC will donate £100 to the Royal British Legion to include purchase of a wreath. Cllr Richard Jackson will attend the remembrance service on 13<sup>th</sup> November and lay the wreath on the PC's behalf – AGREED.
- 10.2 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 at this meeting. This will then be brought back to the November meeting for discussion – AGREED.
- 10.3 Correspondence from M. Botcher re: traffic calming bollard on Newmarket Road: this matter should be referred to CCC Highways and the police.
- 10.4 CCC Local Highway Improvement Initiative 2017-18: No suitable projects have been put forward, therefore the PC will not submit an application this year – AGREED.
- 10.5 Cambridgeshire Parish Council Conference 2016, Friday 18<sup>th</sup> November 9am-1pm: Cllrs Elbrow and Jackson and the Clerk will attend.
- 10.6 Invitation from St Mary's Church to participate in the Christmas tree festival 15<sup>th</sup> – 18<sup>th</sup> December 2016: The PC will make a donation towards the festival of £50 from its s137 allocation – AGREED.
- 10.7 BT Broadband & Telephone service issues: the PC will write to BT to bring to their attention the concerns of residents who had reported issues – AGREED.
- 10.8 Report (verbal) from Cllr Richard Jackson on the meeting between Sanctuary Housing and the PCC re: issues at Somerset Court – Mrs Robinson reported that no minutes had yet been received from the meeting. Issues such as doors which don't lock, dangerous wiring and heating breakdowns are ongoing and unacceptable. Cllr Richard Jackson said that a Manager from Sanctuary Housing who attended the meeting had said that these issues were being dealt with. However, with winter fast approaching, Cllr Jackson said that problems would need to be dealt with quickly and that, since the meeting, there was little evidence that this was happening; this was giving cause for concern over the efficiency of the organisation. Cllr Jackson also said that the PC had a duty of care to its residents and would continue to support them and the PCC in any way it could. Mrs Robinson will give Sanctuary until Monday 17<sup>th</sup> October to produce the minutes of the meeting. It was agreed to liaise with County Cllr Shuter regarding ongoing problems as complaints from several parishes are being collated in an attempt to improve the situation.

- 10.9 Arrangements for distribution of newsletter with December's Link & press report for the November meeting – There will be no press report in November as this will be replaced by the PC's Newsletter due to be delivered with the Link in December – AGREED.

**11. Pavilion, Recreation Ground, Cemetery and General Maintenance**

- 11.1 Report (written) from Robert Horn on Pavilion H & S inspection – NOTED. The car park and access from it to the pavilion also needs to be considered and Cllr Ian Jackson will liaise with Mr Horn on this. Mr Horn has confirmed that the pavilion can now be hired out to the public, subject to some minor works and checks being made. The PC is also able to make provision within its hirer's agreement for those things which do not presently fulfil the requirements of the Disability Discrimination Act (1995) (DDA). Cllr Ian Jackson will arrange a meeting of the pavilion working group before the next Full Council meeting to discuss this as well as future fees and charges. It was proposed, subject to insurance checks and statements regarding the DDA, that the pavilion be re-opened for hire to the public and this was AGREED.

- 11.2 To consider adoption of Cambridgeshire ACRE's model hirer agreement at a cost of £15 – AGREED.

- 11.3 Grounds maintenance contract from 2017: The PC will continue to employ McGregor Services for the season 2017/18 – AGREED.  
Weed spraying along the recreation ground wall will cost £20 and this was AGREED.

- 11.4 Cemetery Autumn clear up, 22<sup>nd</sup> October - taking place between 10am and 12 noon, all welcome to come and help. Cllr Noble has kindly offered will supply the gravel for the garden of rest.

- 11.5 Disposal of unidentifiable concrete from graves: the concrete can be disposed of – AGREED.

**12. Date of Next Meeting.**

8<sup>th</sup> November; 13<sup>th</sup> December 2016.

**13. Matters for Future Consideration**

Quotations for the restoration of the recreation ground wall – Cllr Marvin.

Quotations for tree work in the cemetery.

McCalmont Cup

Speedwatch – Cllr Peel.

Remembrance Sunday, 13<sup>th</sup> November.

The meeting was closed at 10:15pm.