

# Cheveley Parish Council

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

Chair: Richard Jackson  
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## MINUTES

Cheveley Parish Council Full Council Meeting on  
**Tuesday 8<sup>th</sup> November 2016 at 7.30pm**  
at the Community Room, Cheveley Primary School, Park Road

**Present:** Claire Elbrow (Vice Chair), Jane Gibson, James Hadlow, Jaquilyn Hascombe-Brook, Sheila Marvin, Brent Noble, Tracey Peel, and Sue Willows. District Cllr Peter Cresswell and 7 members of the public.

The meeting was opened at 7:30pm.

**1/16/17 Apologies and approvals for absence** – apologies received and accepted from Cllr Richard Jackson (other commitments), Cllr Sallie Thomas (personal commitments) and Cllr Ian Jackson (work commitments). County Cllr Shuter had also sent his apologies due to personal commitments.

**2/16/17 Declarations of Pecuniary Interest** – none.

**3/16/17 Open Forum for Public Participation (10 mins)**

Anne Mary Robinson expressed her thanks to CPC for its support in dealing with issues with Sanctuary Housing at Somerset Court. Mrs Robinson said that Lucy Frazer QC MP is now involved and has asked for details regarding specific issues faced by residents. Problems with electrics and damp are ongoing. Cllrs Richard Jackson and Brent Noble will continue to liaise with Mrs Robinson and Sanctuary Housing.

It was agreed to move to item 10/16/17 (a) before returning to the order of the agenda.

**4/16/17 Approve and sign Minutes** of PC meeting on 11<sup>th</sup> October 2016 – AGREED and signed by the Chair.

**5/16/17 Matters Arising including reports from the Clerk, Councillors and volunteers (for information only)**

A draft of the PC's newsletter written by Cllr Richard Jackson was circulated and councillors were asked to send any suggested amendments to Cllr Jackson by Friday 11<sup>th</sup> November. The newsletter will not easily fit into The Link itself, therefore it was agreed to distribute it as a separate A4 sheet with The Link; the deadline for printing is Friday 18<sup>th</sup>. Cllr Elbrow will arrange printing.

(a) Report from the Clerk NOTED as follows:

1. Fenland Leisure checked and confirmed that parts on the skate unit had been replaced as per our order and that everything is working as expected. However, one side of the unit is still not moving freely. Fenland has been asked to come and check this again and the invoice has not yet been paid.
2. The Rialtas financial software was installed on Friday 7<sup>th</sup> October and Q1 and Q2 figures have now been moved into the new system.
3. Following the higher than expected Eon electricity bill for the pavilion, investigation has shown that both of the last two bills reflected true meter readings and not estimated readings. However, price increases were applied to the most recent bill meaning that it was around £20 higher than it would have been under the old price structure. Usage had also increased from 273 kWh in the first quarter to 835 kWh in the second quarter.

4. The Rural Services Grant of £2,904.76 must be spent within 5 years of receipt. If it is not spent, ECDC can reclaim it to spend within the parish in consultation with the PC, therefore denying the PC absolute control over how the money is spent.
5. The internal auditor, Jacquie Wilson, is coming to carry out an interim check on 9<sup>th</sup> November.
6. St Mary's Church Christmas Tree Festival – Celia Bruce has written on behalf of the PCC to thank the PC for its donation of £50, and has confirmed that the PC will be acknowledged at the festival as a sponsor.
7. McGregor's Services is delighted to accept the grounds maintenance contract for 2017/18 and has confirmed there will be no increase on this year's price.
8. The Clerk has confirmed with County Cllr Shuter that the street lights on the Newmarket side of Broomstick Corner do not appear on the PC's Asset Register. A survey of the lights, together with photographs, taken by Mrs Bruce has also been passed to Cllr Shuter.
9. Plans to sort through the PC's paperwork at the pavilion are in place for Thursday 3<sup>rd</sup> November.

#### 6/16/17 Reports from District and County Councillors (Verbal)

Cllr Cresswell was welcomed back following a prolonged absence; he reported the following:

- Devolution is at the fore of next week's Full Council meeting at ECDC. All 7 Cambridgeshire Councils will be considering whether to sign up to devolution between Cambridgeshire & Peterborough at meetings next week. The deal would create a combined authority from May 2017, and provide £600m of funding to be allocated to the area over the next 30 years for economic growth and infrastructure, with a further £100m for housing over the next 5 years. The deal is conditional on the election of a Mayor in May 2017. The cost of this new tier of Local Government would be met by central government and not by local electors.
- The Further Draft Local Plan is likely to go out for consultation from January 10<sup>th</sup> 2017; the consultation will run until the end of February.

#### 7/16/17 Planning Applications

- (a) 16/00869/FUL Land rear of 104 Centre Drive – proposed four bedroom 1 ½ storey dwelling and associated parking. Additional information received: 3D perspective views of proposed dwelling in the street scene. This application had been granted permission by the time of this meeting – NOTED with the following comment:
  - Residents had been told that they had until the 1<sup>st</sup> or 2<sup>nd</sup> of November to submit comments or objections, yet ECDC had granted permission by 26<sup>th</sup> October. Residents have taken this up with ECDC.
- (b) 15/01102/OUT Land rear of 19 Meadow Lane – erection of 3 detached dwellings, garages and parking along with improved access. AMENDMENT: Revised tree/hedge protection details – NOTED with no comments.
- (c) Report on ECDC planning decisions & Tree Works Applications – NOTED.

#### 8/16/17 Finance – Payments for this month AGREED:

- (a)
 

Ref:	Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Nov 16	SO	£30.00	£25.00
(2)	ECDC - play area inspection Oct 16	DD	£24.00	£20.00
(3)	Clerk mileage expenses Oct-Nov 16	100848	£31.05	
(4)	Clerk payroll Oct 16	SO	£1107.17	
(5)	RBS Alpha Financial Software & installation	100849	£853.56	£711.30
(6)	CAPALC Annual Catch Up Day	100850	£30.00	
(7)	BT CREDIT (termination of old line)	CR	-£26.29	
(8)	McGregor – grounds maintenance Oct 16	100851	£825.60	£688.00
(9)	BT Oct 16-Jan 17 incl. one-off activation charge	DD	£154.93	
(10)	Cambridgeshire ACRE Model Hire Agreement	100852	£15.00	
(11)	Eon Street Lighting Nov 16	DD	86.77	£82.64
- (b) To note receipt of CiL contributions for applications 13/01139/FUM – land between 199 and 209 High Street and 15/01373/FUL Woodlands Cottage, 152 High Street. Total: £8,957.09 – NOTED.

- (c) Correction to Q2 bank reconciliation: Closing balance for all cash and bank accounts should have included Petty Cash £50.00 – NOTED.
- (d) Proposed draft budget for 2017/18 – this item was deferred to the end of the meeting. The draft budget was discussed and changes made. A draft will be presented at the next meeting for formal agreement.  
A contribution of £100 to The Link towards distribution costs for the PC's newsletter was AGREED.

#### **9/16/17 Administration**

- (a) Proposed disposal of ACER Aspire 5630 laptop – purchase price £515: the laptop is of no further use and will be disposed of and removed from the PC's Asset Register - AGREED. The Clerk will first check that all PC documents have been removed.
- (b) To consider correspondence from Lucy Frazer QC MP re: updates from MP for local publication – Mr Joyner is already receiving updates from Ms Frazer for publication in The Link.
- (c) Invitation to CAPALC's Annual General Meeting, Thursday 15<sup>th</sup> December 2016 at 7pm – no councillors are available to attend and the PC's apologies will be sent – AGREED.
- (d) Update on Auto-Enrolment for Council employees: staging date 1<sup>st</sup> January 2017 – this was deferred to the next meeting.
- (e) To consider quotation from TBM (Newmarket) re: upgrades for PC laptop & email: The PC will purchase Microsoft Office Home & Business at a cost of £229 +VAT and 4GB memory upgrade at £29.00 +VAT – AGREED. It was also AGREED to purchase a suitable anti-virus programme and to upgrade the email account; only estimated costs for these were available at the meeting.
- (f) CONFIDENTIAL – this item was deferred to the end of the meeting: The Clerk reported that she had recently taken the post of Clerk to Stetchworth Parish Council for 7 hours per week.

#### **10/16/17 Community/Community Groups**

- (a) Biodiversity – visit from David Cudby, author of the Biodiversity Audit: To consider suggestions made in the Audit for continuing biodiversity work within the parish – Mr Cudby was invited to speak and made the following points:
  - In 2014, the PC had invited Mr Cudby to conduct an audit and work on this began in the spring of 2015 once all resources had been obtained.
  - The Audit brings together existing information provided by the PC, ECDC and others but also includes new information collated from various surveys carried out specifically for the Audit.
  - The Audit provides a basis for the PC to be able to state that it has a broad understanding of the environment and habitats within its parish.
  - It is possible to group together some of the suggested activities and apply for funding for these; Mr Cudby is happy to do this in liaison with the Clerk. Mr Cudby will put together a plan of actions following the audit which could also incorporate the footpath signage which is part of the Community Plan.
  - The goal is to build on this work year on year to protect and improve the biodiversity of the parish.

To consider quotation to print the Audit – following Mr Cudby's input, councillors decided to have 50 copies of the Audit printed at a cost of £360 (zero rated for VAT) - AGREED.  
The Chair thanked Mr Cudby very much for the amount of work which had gone into the Audit and for attending the meeting.

- (b) Cllr Ian Jackson's proposal on project plan for the Cheveley Community Plan – discussion of priority 3 and 4 projects - Councillors discussed and debated priority 3 and 4 projects and an updated report will be provided as an appendix to these minutes. (Appendices are available from the Clerk on request.)

- (c) Dr R M Wood re: Bill Tutte Centenary Celebration request for donation – councillors acknowledged Mr Tutte’s historical connection to the parish. It was proposed by Cllr Noble and seconded by Cllr Peel to donate £250 toward the Celebration – AGREED.
- (d) CCC Community Gritting Scheme 2016-17 – councillors agreed that in the past it had not been necessary to put forward volunteers as residents had always taken responsibility for gritting upon themselves.
- (e) S137 grant applications for consideration: written report from the Clerk on previous donations given – this item was deferred to the next meeting.
- (f) Grant funding application from Newmarket URC Tennis Club. (Local Government (Miscellaneous Provisions) Act 1976 s.19) – it was proposed to give £500 toward the upgrade of facilities at the Club. Councillors voted 6 in favour and 2 against and the proposal was CARRIED.
- (g) Report from Cllr Peel (verbal) on Community Speed Watch programme – Cllr Peel distributed a written report at the meeting (available as an appendix to these minutes). The report describes the areas within the parish which are to be monitored under the Speed Watch scheme and also lists the volunteers, the training they have received and any training which is still to be undertaken. The Chair thanked Cllr Peel for her work on this.
- (h) Remembrance Sunday, 13<sup>th</sup> November 2016 – Cllr Richard Jackson will attend and lay the wreath on behalf of CPC.
- (i) BT broadband and telephone service issues: BT had responded to the PC’s letter to say that they could only deal with complaints from individual customers and therefore asked the PC to contact Open Reach instead. Cllr Hadlow will liaise with Cllr Thomas and bring a proposal back to the next meeting on what steps, if any, the PC could take to help resolve these issues.

#### **11/16/17 Pavilion, Recreation Ground, Cemetery and General Maintenance**

- (a) Pavilion WG meeting report from Cllr Ian Jackson – the report was discussed and the following items were AGREED:
  - Fire & Safety Solutions will carry out checks to the fire extinguishers and fire blanket and carry out an emergency lighting test at a total cost of £92.20 +VAT. They will also be asked if it is possible for them to carry out the PAT and mains electrical testing. This work can go ahead if the cost is within the quoted amounts from other contractors.
  - The PC’s Hirer’s Indemnity Insurance is sufficient and no further action is required.
  - A PRS licence will be purchased at a cost of £86.89 +VAT.
  - The outside toilet will be reopened on 31 March 2017.
  - Hirers should obtain their own TENS licence for the sale of alcohol.
  - Charges for hire will be £10 per hour for the pavilion only, £30 per match for the mini soccer pitch, £50 per match for full size football pitch, and £50 per day for the hire of the pavilion and recreation ground for community events. All bookings will be subject to a £50 damage waiver.
  - A working party will carry out various maintenance and tidying tasks on Saturday 26<sup>th</sup> November.
  - The PC will look at ways to encourage parents to make more use of the car park for school drop off and pick up to reduce traffic congestion around the school. (Quotations to repair small potholes in the car park are in progress.)
  - The Hire Agreement will be updated and will be made available once the above tasks have been completed.
  - Quotations from contract cleaners will be obtained (councillors will pass any contacts they have to the Clerk) and the cost of this will be incurred by the hirer depending upon the cleanliness of the pavilion when they leave it.
- (b) To consider quotation from Parsons Fencing to fit a latch and repaint the cemetery gate at a cost of £200 - AGREED.

- (c) Play area monthly inspection report October: 3 low to medium risk items in need of attention - the Clerk will make enquiries to have the work carried out if the total cost is £100 or less – AGREED.
- (d) Pavilion maintenance: outside toilet cleaned and closed for the winter; barbeque equipment stored – NOTED.
- (e) Fenland Leisure Products Ltd: to consider invoice for work carried out to the play area – problems still exist with the skate unit; the invoice will be paid once these have been resolved – AGREED.
- (f) Cemetery Autumn clear up on 22<sup>nd</sup> October and sale of old bricks – Cllr Hadlow reported on a very successful morning. Work had included raising the canopy of some of the trees and planting spring bulbs. £100 had been raised by the sale of old bricks at the cemetery and this was handed to the Clerk to be paid into the PC's account.  
Tree work – Cllr Hadlow will prepare applications regarding tree works at the cemetery and send these to the Clerk to be submitted. Quotations will then be obtained for consideration at the January 2017 meeting.  
A generic Risk Assessment for voluntary work at the cemetery is to be updated.

#### **12/16/17 Correspondence For Information**

- (a) Temporary road closure & diversion at 152 High Street 19<sup>th</sup> to 23<sup>rd</sup> December 2016 – NOTED. The Clerk will write to ask why it is necessary to close the High Street for 5 days in the run-up to Christmas for services to just one household.
- (b) Consultation on the Enforcement Plan for Planning, Materials & Waste (CCC) – NOTED.
- (c) Polling District, Polling Places & Polling Stations Review (ECDC) – NOTED.
- (d) Code of Conduct Complaints Procedure Review (ECDC) – NOTED.  
*More details on any of the above consultations/reviews can be obtained from the Clerk.*

#### **13/16/17 Date of Next Meeting.**

13<sup>th</sup> December 2016 & 10<sup>th</sup> January 2017.

#### **14/16/17 Matters for Future Consideration**

McCalmont Cup.