

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 13th December 2016 at 7.30pm
at the Community Room, Cheveley Primary School, Park Road

Present: Richard Jackson (Chair), Claire Elbrow (Vice Chair), Jane Gibson, Jaquilyn Hascombe-Brook, Ian Jackson, Sheila Marvin, Brent Noble, Tracey Peel, Sallie Thomas and Sue Willows. There were 4 members of the public in attendance.

The meeting was opened at 7:30pm.

15/16/17 Apologies and approvals for absence – apologies received and accepted from Cllr James Hadlow (work). District Cllr Peter Cresswell had also sent his apologies due to personal commitments and District & County Cllr. Mathew Shuter had sent his apologies due to other commitments.

16/16/17 Declarations of Pecuniary Interest – Cllr Ian Jackson and Cllr Peel declared a pecuniary interest in item 22/16/17(a) Finance.

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

Mr & Mrs York had attended the meeting to raise issues regarding a drainage pond currently being excavated at The Paddocks, High Street. They raised the following concerns:

- No planning permission has been sought or given for the drainage pond.
- It is outside of the development envelope.
- It is very close to neighbouring properties.
- It is extremely large and poses a health and safety risk to residents, particularly children, and pets. It is also close to a footpath.
- ECDC has been informed and is currently pursuing the developer to submit a retrospective planning application for the pond.

The Chairman thanked Mr & Mrs York for bringing this to the attention of the PC. The Clerk had also contacted ECDC for more information and their response will be reported at the next meeting.

18/16/17 Approve and sign Minutes of PC meeting held on 8th November 2016 – AGREED and signed by the Chair with the following amendments:

Item 3/16/17 Cllrs Richard Jackson and **Brent Noble** will continue to liaise with Mrs Robinson and Sanctuary Housing.

Item 8/16/17(d) A ~~final~~ draft will be presented at the next meeting for formal agreement.

Item 11/16/17(f) Tree work – Cllr Hadlow will prepare **TPO** applications regarding tree works at the cemetery.

19/16/17 Matters Arising including reports from the Clerk, Councillors and volunteers (for information only)

- (a) Report from the Clerk NOTED as follows:

1. Fenland Leisure has not yet re-checked the skate unit. However, their engineer is due in the area week beginning 12th December and will meet with Cllr Richard Jackson at the recreation ground to determine whether the unit needs further work. The invoice has not yet been paid.
2. Barclays has confirmed the change of signatory and contact details for the PC's bank account.
3. UK Power Networks has confirmed that the road closure due from 19th to 23rd December will go ahead as planned. The work involves moving over ground cables underground and a change in this schedule is not possible.
4. Martin Rogers from the URC Tennis Club has written to say a big thank you following the PC's decision to donate £500 towards refurbishments at the club. The money will be used to buy much-needed nets and posts.
5. The Acer laptop has been disposed of and all data eradicated.
6. The Biodiversity Audit has been printed; both the Clerk and David Cudby have copies for distribution.
7. A PRS for Music licence for the ensuing year has been purchased for the pavilion and is ready to display.
8. Vic Parsons will be painting the cemetery gate and fitting a new latch during December.
9. Tony Cork has carried out repairs according to ECDC's last inspection, including removing the picnic bench which was too rotten to be saved.

(b) Report from the Clerk (written) on the Parish Conference held on 18th November 2016 – NOTED.

20/16/17 Reports from District and County Councillors (Verbal) – None.

21/16/17 Planning Applications

- (a) 16/01500/VAR Freshwinds, 47 High Street – variation of condition 1 (approved plans) of previously approved 16/01432/NMAC for proposed alterations and extensions to existing dwelling – NOTED with no comments.
- (b) 16/00972/FUL St Mary's Church, Church Lane – addition of porch to south side of church: Additional information received – NOTED.
- (c) 16/01428/FUL 1 The Oaks, Meadow Lane – replacing 1.8m high close boarded fencing with brickwork wall and installing wrought iron sliding gates – NOTED with no comments.
- (d) 16/01629/FUL 49 Centre Drive – demolition of existing garage and single-storey rear extension. Single-storey rear spur and erection of single-storey extension and detached garage – NOTED with the following comments:
 - The existing garage named in the application was built in the last 6-8 weeks; there was no pre-existing garage to this one.
 - Loss of amenity to neighbouring property as the wall of the garage is less than 2 metres from a window.
 - There is no existing single-storey extension for demolition.
- (e) Report on ECDC planning decisions & Tree Works Applications – NOTED.

22/16/17 Finance – Payments for this month AGREED:

(a)	Ref:	Payee/Item	Chq. No.	Total	Excl. VAT
	(1)	Twin Dots – website support Dec 16	SO	£30.00	£25.00
	(2)	ECDC - play area inspection Nov 16	DD	£24.00	£20.00
	(3)	Clerk payroll Nov 16	SO	£1047.37	
	(4)	Eon street lights Nov 16	DD	£83.97	£79.97
	(5)	St Mary's PCC – Christmas Tree Fest.	100853	£50.00	
	(6)	Bill Tutte Centenary Celebration	100854	£250.00	
	(7)	The Link (newsletter South Ward Del)	100855	£100.00	
	(8)	Petty Cash	100856	£41.88	
	(9)	Clerk mileage expenses Dec 16	100857	£31.05	

(10)	New Print Ltd (newsletter)	100858	£91.00	
(11)	PRS for Music – licence 2016/17	100859	£105.31	£87.76
(12)	Eurooffice (printer supplies)	100860	£38.14	£31.78
(13)	Eurooffice (printer supplies)	100861	£45.22	£37.68
(14)	Homebase (Cllr Hadlow) Cemetery bulbs	100862	£20.00	
(15)	Canalbs Ltd (internal auditor)	100863	£180.95	
(16)	Rec/pavilion expenses – Cllr Peel	100864	£43.11	
(17)	Twin Dots – domain/hosting annual charge	100865	£101.99	£84.99
(18)	Ben Parkin Plumbin & Heatin (pav. toilet)	100866	£67.02	£55.85
(19)	D2D Distribution	100867	£270.00	£225.00
(20)	Pavilion Expenses – Cllr I. Jackson	100868	£26.95	
(21)	McGregor Services – Nov 16	100869	£162.00	£135.00
(22)	Victoire – Biodiversity Audit printing	100870	£350.00	

- (b) Change in tax code for the Clerk resulting in an overpayment via Standing Order of £60 in November; cheque paid in to compensate – NOTED.
- (c) Proposed draft budget for 2017/18: Councillors discussed and made amendments to the draft budget. It was proposed by Cllr Thomas to accept the amended draft as the PC's budget for 2017/18 and the proposal was seconded by Cllr Ian Jackson – AGREED.
- (d) Request from ECDC re: Parish Precept 2017/18 (Local Government Finance Act 1992, s41) – NOTED.

23/16/17 Administration

- (a) Update on Auto-Enrolment for Council employees: staging date 1st January 2017: The setting-up process has been completed and the Clerk is now enrolled into the People's Pension. Cllr Thomas will authorise the Direct Debit for pension contributions – AGREED.
- (b) Burial records handover: all records, both paper and electronic, have been handed over from Cllr Marvin to the Clerk. The Clerk thanked Cllr Marvin for her work in organising and updating the records.
- (c) McGregor Services – request for reference from CPC: The PC will happily provide a reference – AGREED.
- (d) ECDC Parish Conference, 3rd February 2017: The Clerk and Cllr Richard Jackson will attend.
- (e) Christmas holiday cover: The Clerk had requested annual leave from 23rd December to 3rd January 2017 and this was AGREED. The telephone will be covered during this period.

24/16/17 Community/Community Groups

- (a) McCalmont Cup – to discuss and agree criteria for nominees: Following discussion of Cllr Richard Jackson's proposal, councillors were asked to submit any amendments to the Clerk to be collated and presented at the January meeting for a decision.
- (b) To agree a date for 2017 Annual Meeting of the Parish: Tuesday 25th April 2017 in the Community Room, Park Road – AGREED.
- (c) Cllr Ian Jackson's proposal (written) on project plan for the Cheveley Community Plan: this item was deferred to the January meeting – AGREED.
- (d) S137 grant applications for consideration: Donations will not be made to Suffolk Accident & Rescue Service or Marie Curie – AGREED.
A donation of £50 will be made to Cambridgeshire Lowland Search & Rescue – AGREED.

- (e) Update on BT broadband and telephone service issues: the response from members of the public had been very good and 15 emails were sent to Lucy Frazer MP; there was nothing further to report at the time of the meeting.
- (f) Nomination of two councillors to represent CPC at the Parish Forum to be held on Tuesday 28th February 2017 at 7:30pm in Saxon Street Methodist Church Hall: Cllr Richard Jackson and Cllr Marvin will attend. Items suggested for the agenda include: Sanctuary Housing, development and the condition of footpaths.

25/16/17 Pavilion, Recreation Ground, Cemetery and General Maintenance

- (a) Pavilion Working Group & Community Volunteers meeting report from Cllr Ian Jackson – the report was discussed and the following items AGREED:
 - Applications for the use of the pavilion on 31st December 2016 (family New Year's Eve party) and 1st January 2017 (Cheveley Sports Club annual football match) were considered and approved. Both hirers will pay a £50 fee for the use of the pavilion plus a £50 deposit. Cllr Ian Jackson will unlock and lock up for both parties.
 - McGregor Services will be asked to clear away leaves from the recreation ground car park; the Clerk can authorise the work up to a maximum of £150.

The statement regarding access to the pavilion will be considered at the next meeting. All other items on the report are included under agenda items below.
It was proposed by Cllr Peel that a two-ring hob be purchased for use by hirers of the pavilion up to a maximum cost of £40 and this was AGREED.
- (b) To consider quotations for electrical safety tests at Pavilion: The quotation from Fire & Safety Solutions was accepted as follows:
Enhanced fire extinguisher service, fire blanket inspection & emergency lighting test - £165; PAT testing - £0.95 per lead; 5-year electric circuit testing - £210. (All prices exclude VAT.) - AGREED.
- (c) To consider quotations for repair of potholes in recreation ground car park: deferred to the next meeting – AGREED
- (d) Risk Assessment for cemetery working party December 2016-November 2017 – AGREED. The format will also be adopted for all other PC Risk Assessments – AGREED.
- (e) To consider quotations to replace damaged picnic bench at recreation ground: Two black picnic benches will be purchased from Glasdon at a cost of £505.10 each, inclusive of delivery plus VAT - AGREED. (These were the most expensive option. However, they were also the heaviest of the benches considered; they seat 6 people rather than 4 and were chosen partly for these reasons.)
Cllr Marvin proposed that the cost of the benches be met from an Improving Public Spaces Grant of £1,808 received by the PC and this was AGREED.
- (f) To consider quotations to replace the fencing at the recreation ground opposite the pavilion: the Paladin fencing in green and at 6ft high was considered the best option and 3 quotations for this will be obtained – AGREED. Cllr Elbow was thanked for her extensive work in putting together information on various options for consideration.
- (g) Use of grave area for internment of cremated remains: deferred to January meeting – AGREED.
- (h) Crown lift of trees on the recreation ground and grass area on south side of Park Road: McGregor Services will be asked to quote for this work – AGREED.
Cllr Elbow left the meeting at 9:55pm.

- (i) Correspondence from resident re: dogs off the lead at the recreation ground: Signs in the recreation ground ask residents to be mindful of other park users. This matter should be reported to the police.

26/16/17 Correspondence For Information

- (a) HGV Covenant (CCC) – NOTED.
- (b) Cambridgeshire & Peterborough Devolution Deal Press Release (E CDC) – NOTED.

27/16/17 Date of Next Meeting.

10th January, 14th February 2017

28/16/17 Matters for Future Consideration

Community Plan.

The meeting was closed at 10:05pm.

Statutory powers of expenditure relating to this month's payments:

- (1) Local Government Act (LGA) 1972, s.142
- (2) Public Health Act 1875, s.164; Public Health Act – England; Open Spaces Act 1906, ss.9-10 & 15 England; Local Government (Miscellaneous Provisions) Act 1976, s.19.
- (3) LGA 1972, s.112
- (4) Parish Councils' Act 1957, s.3; Highways Act 1980, s.301.
- (5) LGA 1972, ss.144-145
- (6) LGA 1972, s.137
- (7) LGA 1972, s.142
- (8) LGA 1972, s.111
- (9) LGA 1972, s.112
- (10) LGA 1972, s.142
- (11) LGA 1972, s.111
- (12) LGA 1972, s.111
- (13) LGA 1972, s.111
- (14) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214(2)(6); Local Authorities Cemeteries Order 1977; Open Spaces Act 1906, s.15.
- (15) LGA 1972, s.111
- (16) LGA 1972, s.111
- (17) LGA 1972, s.142
- (18) LGA 1972, s.111
- (19) LGA 1972, s.142
- (20) LGA 1972, s.111
- (21) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214
- (22) LGA 1972, s.111