

Cheveley Parish Council

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MINUTES

Cheveley Parish Council Full Council Meeting on
Tuesday 10th January 2017 at 7.30pm
at the Community Room, Cheveley Primary School, Park Road

Present: Claire Elbrow (Vice Chair), Jane Gibson, James Hadlow, Ian Jackson, Sheila Marvin, Sallie Thomas and Sue Willows. There were 3 members of the public in attendance. County Cllr Mathew Shuter and District Cllr Peter Cresswell were also in attendance.

The meeting was opened at 7:30pm.

29/16/17 Apologies and approvals for absence – apologies received and accepted from Cllr Richard Jackson (Chair) (other commitments), Cllrs Brent Noble and Jaquilyn Hascombe-Brook (personal) and Cllr Tracey Peel (unwell).

30/16/17 Declarations of Pecuniary Interest – Cllr Thomas declared a pecuniary interest in item 36/16/17 (a) (14) Finance.

31/16/17 Open Forum for Public Participation (10 mins)

Mrs Robinson raised the issue of Sanctuary Housing (please see item 40/16/17(a) below), and thanked the PC for its support in dealing with this.

Cllr Hadlow joined the meeting at 7:35pm.

Mr & Mrs York raised the issue of the drainage pond at The Paddocks (please see item 35/16/17(f) below).

32/16/17 Approve and sign Minutes of PC meeting held on 13th December 2016 – AGREED and signed by the Chair with the following amendments:

Item 24/16/17 (a) Following discussion of Cllr Richard Jackson's ~~report~~ **proposal...**

Item 25/16/17 (e) Two black picnic benches will be purchased from Glasdon at a cost of £505.10 each, inclusive of delivery ~~and~~ **plus** VAT.

33/16/17 Matters Arising including reports from the Clerk, Councillors and volunteers

(a) Report from the Clerk (written) of work in progress and actions completed – NOTED as follows:

1. The government has announced that Referendum Principles in relation to the setting of precepts will *not* be applied to Town and Parish Councils in 2017/18.
2. CPC's precept request for 2017/18 was submitted to SCDC on 14th December 2016.
3. The amount of the Direct Debit for pension contributions has yet to be confirmed by Cambridgeshire ACRE.
4. The Community Room has been booked for the Annual Parish Meeting due to be held on Tuesday 25th April 2017.
5. McGregor services agreed to clear away leaves from the recreation ground car park week beginning 19th December for a cost of approximately £80.
6. Electrical testing and fire extinguisher testing was carried out at the pavilion by Fire & Safety Solutions on 23rd December; certificates will be displayed as soon as practicable.
7. Tony Cork confirmed he has carried out repairs according to ECDC's last inspection; the rotten picnic bench was removed just before Christmas. The two new picnic benches were delivered by Glasdon on 3rd January.

At the meeting, the Clerk confirmed the pension contributions which will be £9.37 (employee) and £12.13 (employer) per month for the first year, to be paid by Direct Debit.

It was noted that Parsons had not yet completed the work to the cemetery gate; the Clerk will follow this up.

34/16/17 Reports from District and County Councillors (Verbal)

District Cllr Peter Cresswell reported the following:

- The devolution shadow cabinet has been set up but will not be formalised until a Mayor has been elected in May.
- The Further Draft Local Plan six-week consultation period begins today and runs until 20th February.
- A meeting with Sanctuary Housing to discuss issues with maintenance had been productive. Both District & County Cllrs Cresswell and Shuter can be consulted on any future problems which arise, together with District Cllr Chris Morris.
- ECDC's portion of Council Tax will *not* be increasing in 2017/18.

County Cllr Mathew Shuter reported the following:

- CCC has made the decision to re-instate gritting routes which were previously cut (East Cambs routes were reinstated on 6th January 2017). It had become clear that projected savings from the cuts had been grossly over-estimated and the decision by the Council had been made unanimously.
- All gritting routes will undergo a full review ahead of next winter; the aim is for routes which are most frequently used to be gritted regardless of their status as an 'A' or 'B' road. CCC will also liaise with neighbouring counties to improve continuity of gritting.
- Street lights will not be turned off or dimmed as previously planned. Problems around controlling the lighting village by village had contributed to this decision. It is hoped to move to LED lighting which would reduce energy consumption by 80%.
- Ownership of street lighting on Broomstick Corner has still not been established. The lights are in need of replacement and Cllr Shuter is liaising with CCC regarding ownership.

35/16/17 Planning Applications

- (a) 16/01726/FUL Longholes Stud, Newmarket Road – demolish existing stables and erect building to accommodate equine spa – NOTED with the following comment:
 - Are any of the Listed buildings due to be demolished to make way for the spa?
- (b) 16/01582/FUL 210 High Street – render external walls, replace roof tiles and replace windows and doors – NOTED with no comments.
- (c) 16/01678/FUL 37 Meadow Lane, Newmarket – loft conversion including new front and rear dormer, roof lights and side windows – NOTED with no comments.
- (d) Report on ECDC planning decisions & Tree Works Applications – NOTED.
- (e) Local Plan Update – six-week consultation & Local Plan Conference: Cllr Richard Jackson will be attending the conference; Cllr Marvin may also be able to attend. The Further Draft Local Plan is available online and the Clerk will send councillors a link to this.
- (f) Update and retrospective planning application for drainage pond at The Paddocks: The planning application has not yet been validated by ECDC. Mr & Mrs York had reported that this is due to plans submitted being incomplete. Their objection to the pond is that it is outside of the original permission granted, and that it may cause flooding to their property. Cllr Hadlow said that the footpath opposite the development had been completely ruined by the movement of heavy construction vehicles and that the construction company should be held liable for its repair. Also, mud on the road is a considerable hazard and is not being cleared satisfactorily. The PC will write to Mac Construction regarding this – AGREED.

36/16/17 Finance – Payments for this month AGREED:

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
	(1) Twin Dots – website support Jan 17	SO	£30.00	£25.00
	(2) ECDC - play area inspection Dec 16	DD	£24.00	£20.00
	(3) Clerk payroll Dec 16	SO	£1047.37	
	(4) HMRC – PAYE/NIC Q3	100871	£714.53	
	(5) Eon – Rec/Pav Sep-Dec 16	DD	£95.52	
	(6) Eon street lights Dec 16	DD	£86.77	£82.64
	(7) Clerk mileage expenses Jan 16	100872	£31.05	
	(8) TBM – supply & install upgrades to PC	100873	£262.80	£219.00
	(9) TBM – 4 hrs support (3 remaining)	100874	£259.20	£216.00
	(10) Cambs ACRE – payroll services Q3	100875	£36.00	£30.00
	(11) Eurooffice	100876	£30.57	£25.47
	(12) Royal British Legion – Poppy Appeal	100877	£100.00	
	(13) Cheveley Community Assoc. Q3 Room rental	100878	£175.00	
	Cheque replaced (see note below):	100882	£100.00	
	(14) Cemetery – Cllr S. Thomas	100879	£28.99	
	(15) Glasdon – picnic benches	100880	£1212.24	£1010.20
	(16) McGregor Services Dec 16	100881	£192.00	£160.00

Note: The invoice for Cheveley Community Association was incorrect and should have been for £100; cheque 100878 was voided and cheque 100882 written for the correct amount.

- (b) To note receipt of Recycling Credits from ECDC of £180.00 for Q1 & Q2 2016/17: (Correction: Q3 & Q4) – NOTED.
- (c) Proposed Q3 2016/17 PC accounts/bank reconciliation – NOTED with the following comments:
- S106 money needs to be shown separately from the PC's General Reserves.
 - The budget heading 'Footpath Maintenance' will be changed to 'Public Rights of Way (PRoW) Maintenance' for clarity.

37/16/17 Administration

- (a) To note Independent Internal Auditor's Report 2016/17 – mid-year spot check - NOTED. All points raised by the auditor have been addressed or are in progress.
- (b) To adopt Risk Management Policy – AGREED.

38/16/17 Community/Community Groups

- (a) McCalmont Cup – to agree criteria for nominees: Responsibility for awarding the Cup will remain with the PC; Parish Councillors can nominate but cannot be nominated, the Cup will not be awarded on the basis of the number of nominations received but on the quality of the nominations – AGREED. A copy of the criteria will be publicised alongside the notices requesting nominations.
- (b) Cllr Ian Jackson's proposal on project plan for the Cheveley Community Plan: Councillors discussed priority 5 projects and Cllr Ian Jackson will update the project plan accordingly.
- (c) To consider community buying of heating oil: Two schemes, run by Community Action Suffolk and Boiler Juice, are already established. The PC will promote these through its media outlets - AGREED.
- (d) To consider correspondence from Holland Park Residents' Society Ltd: It had been reported that the hedge at the junction of Holland Park and the High Street is a hazard when turning onto the High Street. Cllr Marvin will liaise with the Residents' Society to try to resolve the issue.

39/16/17 Pavilion, Recreation Ground, Cemetery and General Maintenance

- (a) Pavilion – update on work in progress:
- Following fire, lighting and electrical safety testing it was found that two outside emergency lights for the toilets need repairing; a quotation for this will be obtained – AGREED.

- Both events over the New Year period had gone well and the football match had been very well attended despite the rain! The pavilion had been left in a clean condition and therefore deposits had been returned to both parties.
 - Questionnaires regarding use of community buildings had been sent out. So far 5 have been returned; the closing date is Friday 13th January and a good many more responses are expected by then.
 - A meeting of the Recreation Ground and Pavilion Working Group will be held on 31st January.
 - Kerbs will be painted as soon as possible, weather permitting.
 - The process for collecting/returning hirers' deposits will be discussed at the working group meeting.
 - Quotations for professional cleaning will also be discussed at the working group meeting.
- (b) To consider quotations for repair of potholes in recreation ground car park: Of two quotations received, the quotation from Car Park Repair Ltd for £720 plus VAT was accepted – AGREED.
- (c) To consider quotations to replace the fencing at the recreation ground opposite the pavilion: Of three quotations received, the quotation from Harper Fencing for £10,250 plus VAT was accepted. This is to include the removal and disposal of existing posts, and 1.8m high green Paladin fencing (including a gate) with a straight top edge (not spiked) – AGREED. A half circle of fencing is needed between the new fencing and the adjoining wall and the cost of this will be reported at the next meeting. Cllr Elbow will liaise with Harper Fencing.
- (d) Use of grave area for internment of only cremated remains: Following the burial of ashes into a grave space it was agreed that the PC's Cemetery Regulations should be updated to ensure this does not happen in future. Cllrs Hadlow, Marvin and Thomas will form a Working Group to discuss changes to the regulations which will then be presented to Full Council for discussion – AGREED.
Spoil from graves should remain with the grave from which they came and should not be moved elsewhere in the cemetery. All funeral directors will be informed of this – AGREED.
- (e) Cemetery tree works – report from Cllr Hadlow; to consider quotations for tree works: Three quotations had been received (one verbal). The quotation from Hamill Landscaping for £550 plus VAT was accepted. This includes the felling of a self-set Yew on the boundary of a neighbouring property – AGREED.
A Tree Work Application had been submitted to ECDC and a decision on this is expected by 8th February, with the work due to take place between the 13th and 28th February.
- (f) To consider quotation from McGregor Services for crown lift of trees: The quotation for £80 plus £30 for waste disposal, plus VAT, was accepted – AGREED.
- (g) Correspondence from resident re: incident on recreation ground: Signs in the recreation ground are sufficient in asking residents to be mindful of other park users.
- (h) Correspondence from resident re: boundary wall and noise issues: Cllr Ian Jackson had responded to the issue of noise. Ownership of the damaged wall will need to be established; Cllrs Elbow and Marvin will make enquiries – AGREED.
Cllr Hadlow left the meeting at 9:50pm.

40/16/17 Correspondence For Information

- (a) Mrs Anne-Mary Robinson re: meeting with Sanctuary Housing – NOTED. Mrs Robinson said that Sanctuary Housing had responded positively regarding issues raised. Electrical surveys had been carried out in all properties and one property had been re-wired. However, problems with the boilers had not yet been dealt with. Sanctuary had been asked to be considerate in communicating with residents regarding work to be carried out.
- (b) Consultation on draft Corporate Energy Strategy (CCC) 3rd – 31st January 2017 – NOTED.
- (c) Lucy Frazer QC MP re: issues with BT services – NOTED.

41/16/1 Date of Next Meeting.
14th February; 14th March.

42/16/17 Matters for Future Consideration
Pavilion & Recreation Ground Working Group meeting report.
Recreation Ground wall repair.
Notice board for cemetery.
Agenda items for the Annual Parish Meeting.
Sanctuary Housing.

The meeting was closed at 10pm.

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) LGA 1972, s.112
- (5) LGA 1972, s.111
- (6) Parish Councils' Act 1957, s.3; Highways Act 1980, s.301.
- (7) LGA 1972, s.112
- (8) LGA 1972, s.111
- (9) LGA 1972, s.111
- (10) LGA 1972, s.111-112
- (11) LGA 1972, s.111
- (12) LGA 1972, s.137
- (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) Local Government (Miscellaneous Provisions) Act 1976, s.19; Public Health Act 1875, s.164 – England.
- (16) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214