

Cheveley Parish Council

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

Chair: Richard Jackson
Vice chair: Claire Elbrow
Clerk: Marilyn Strand

email: richard.jackson@cheveley.org
email: claire.elbrow@cheveley.org
email: clerk@cheveley.org
Website: www.cheveley.org

Tel: 01638 731850
Tel: 01638 731513
Tel: 01638 780835

MINUTES

Cheveley Parish Council Full Council Meeting on
Tuesday 14th February 2017 at 7.30pm
at the Community Room, Cheveley Primary School, Park Road

Present: Richard Jackson (Chair), Claire Elbrow (Vice Chair), Jane Gibson, James Hadlow, Ian Jackson, Sheila Marvin, Brent Noble, Tracey Peel, Sallie Thomas and Sue Willows. There were 5 members of the public in attendance.

The meeting was opened at 7:30pm.

43/16/17 Apologies and approvals for absence – apologies received and accepted from Cllr Jaquilyn Hascombe-Brook (unwell). District Cllr. Peter Cresswell and County Cllr Mathew Shuter had also sent their apologies for the meeting.

44/16/17 Declarations of Pecuniary Interest – Cllr Marvin declared a pecuniary interest in item 50/16/17(a) (17) Finance.

45/16/17 Open Forum for Public Participation (10 mins)

Members of the public were in attendance to discuss item 49/16/17 (c) The Paddocks and item 49/16/17 (e) Burrell Lodge, 171 High Street:

- Strong objections were expressed to planning application 16/01775/FUL (storm attenuation pond at the Paddocks) particularly in regard to the way in which the developer has ignored proper procedure. The residents would like ECDC to refuse permission and enforce the original planning permission for an attenuation tank.
- Objections were expressed to the Appeal to the Secretary of State regarding ECDC's refusal of planning application 16/00983/FUL (erection of 3 houses following demolition of Burrell Lodge, 171 High Street). The residents brought to the PC's attention the main argument in the appeal document which is that the Local Plan is currently suspended and, therefore, restrictions regarding the development envelope/Conservation Area do not currently apply.

46/16/17 Approve and sign Minutes of PC meeting held on 10th January 2017 – AGREED and signed by the Chair with the following amendments:

Item 38/16/17(a) ...the Cup will not be awarded on the basis of the number of nominations received **but on the quality of the nominations.**

Item 38/16/17(d) To consider correspondence from Holland Park Residents' Association **Society Ltd**; Cllr Marvin will liaise with the Residents' Association **Society**...

Item 39/16/17(d) Use of grave area for interment of **only** cremated remains and, to discuss changes to the regulations which will then be presented to Full Council for adoption **discussion.**

47/16/17 Matters Arising including reports from the Clerk, Councillors and volunteers

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

1. The latch has been fitted to the cemetery gate; painting of the gate will commence as soon as the weather permits, probably in early spring.
2. No response has yet been received from MAC Construction Ltd following the PC's letter to them dated 23rd January.
3. Repairs to potholes in the recreation ground car park were carried out on Friday 20th January.

4. The standing order for the Clerk's wages has been amended to account for pension contributions. January's wages had already been paid and therefore £9.71 has been paid to the PC by the Clerk to compensate for this overpayment.
5. Funeral directors have been informed of the PC's request to leave grave spoil on the grave from which it came. Volunteers will move this as and when necessary.
6. McGregor Services carried out work to trees on Park Road and the recreation ground on 26th January.
7. The Clerk attended the Parish Council's Conference on 3rd February. Subjects covered were: waste services (ECDC), Cambridgeshire Constabulary policing issues and the 'Eyes and Ears' scheme. (For more details please contact the Clerk.)

Cllr Peel reported that Speed Watch had been carried out on Ashley Road on 13th February; a good number of cars were over the 40mph speed limit with 5 vehicles being reported to the police for speeds of 46mph or more, equating to 2% of the total volume of traffic.

Cllr Marvin reported that she had updated her Register of Disclosable Pecuniary and Other Interests and that the updated version is now on the PC's website.

48/16/17 Reports from District and County Councillors (Verbal)

None.

49/16/17 Planning Applications & Planning Matters

- (a) 16/01820/FUL Rear of 57 High Street – erection of 4-bedroom chalet bungalow, double garage and associated works – NOTED with the following comments:
- The proposed chalet bungalow and garage is out of keeping with the surrounding properties which are all bungalows (all of Holland Park and Nos 57 and 59 High Street).
 - Cheveley is a linear village and the Parish Council's Planning Policies document states that it is important that it remains so. This back-fill development is not in keeping with the linear character of the village.
 - The elevations for the garage are wrongly labelled – the elevation marked south facing would actually be north facing and vice versa. The south-facing side of the two-storey garage will, therefore, overlook neighbouring properties on Holland Park, all of which are bungalows, leading to a loss of privacy. The plans indicate that the garage will contain a full bathroom on the ground floor which might indicate there are future plans to turn the garage into living accommodation.
 - The existing conifer hedge on the south side of the proposed driveway should be retained. Removal of this hedge would leave the back gardens of 59 High Street and Nos 1-12 of Holland Park exposed leading to a loss of privacy and amenity. If the hedge is replaced with fencing it should be noted that the proposed driveway is 2-3ft lower than that of adjacent gardens, therefore any replacement fence must be of an adequate height to compensate for this.
- (b) 16/01428/FUL 1 The Oaks, Meadow Lane – replacing 1.8m high close-boarded fencing with brickwork wall and installing wrought iron sliding gates. *Amendment – for information only.* This application had been approved before the agenda was posted.
- (c) 16/01775/FUL The Paddocks – construction of a 1-in-100-year storm attenuation pond including 30% volume to allow for climate change. (*Amendment also received – additional drainage data.*) – NOTED with the following comments:
- Proper procedure has not been followed by the developer in that the pond has been constructed against the original permission granted.
 - The developer has not built plot 4 shown on the original plans. The position of this plot means that an access road could be built here in future leading to a possible further development in the paddock to the rear.
 - The pond is outside of the development envelope as set out in Cheveley's Planning Policies document.
 - In the strongest possible terms, CPC asserts that the original attenuation tank be installed as per permission granted.

Cllr Marvin confirmed from a telephone conversation with Cambridge Housing Society (CHS) that they will manage six of the houses on the Paddocks - four affordable rent and two shared ownership (buyers will be able to buy a maximum 80% share). Therefore, all six properties will be retained and will remain available for local people in perpetuity.

- (d) 16/01629/FUL 49 Centre Drive- demolition of the existing garage and single-storey rear extension. Single-storey rear spur and erection of single-storey extension and detached garage. Amendment – NOTED with the following comments:
- The amendment does not address the issues previously raised by the PC.
 - The plans do not describe the nature of the proposed screening in any detail.
 - CPC also re-iterates its previous comments regarding this application.
- (e) Appeal to Secretary of State: 16/00983/FUL Burrell Lodge, 171 High Street – demolition of existing dwelling house and erection of 3no. houses plus associated works – NOTED with the following comments:
- Cheveley Parish Council would like to **re-iterate its original** comments regarding the above-named planning application.
 - In March 2016, Cheveley Parish Council put together a planning policy document for the parish. This document was compiled in consultation with residents of the parish and endorsed by ECDC. It has since been incorporated into ECDC's Further Draft Local Plan which is currently under consultation and is likely to be adopted within a short time-frame. Cheveley Planning Policies clearly outlines the development envelope of the parish as agreed by residents and Parish Councillors. The document also states that 'the central part of Cheveley has been designated a Conservation Area and contains an early 14th Century church and a number of thatched cottages'.
 - In the light of this, Cheveley Parish Council **strongly objects** to the development at 171 High Street given that two of the properties will be outside of the development envelope and that the whole development is within Cheveley's designated Conservation Area, thus impacting on neighbouring significant Listed Buildings. In addition, we support ECDC's reasons for refusal which are in keeping with our original comments regarding the scale of the development and its proximity to the road.
- (f) Report on ECDC planning decisions & Tree Works Applications – NOTED.
- (g) Report from Cllr Richard Jackson re: Local Plan Conference, 18th January (including information on stud owned housing) – discussed and NOTED.
- (h) To consider PC response to the Further Draft Local Plan consultation (closes 22nd February): the PC will respond with updates to some of the information contained within the Plan which is out of date regarding:
- Possibility of pavilion as permanent home for pre-school group.
 - Widening of footpaths.
 - Traffic calming in the village centre.
 - Provision of new play equipment.
 - Development at 199-209 High Street.
- A copy of the Community Plan will also be sent.

50/16/17 Finance – Payments: it was agreed to move to item 53/16/17 (c) before agreeing this month's payments. All payments were subsequently AGREED.

(a)	Ref:	Payee/Item	Chq. No.	Total	Excl. VAT
	(1)	Twin Dots – website support Feb 17	SO	£30.00	£25.00
	(2)	ECDC - play area inspection Jan 17	DD	£24.00	£20.00
	(3)	Clerk payroll Jan 17	SO	£1037.66	
	(4)	Pension Contribution Jan 17	DD	£21.84	
	(5)	Anglian Water – cemetery Sep-Dec 16	DD	£13.01	
	(6)	Anglian Water – rec ground Sep-Dec 16	DD	£14.34	
	(7)	Eurooffice	100883	£54.10	£45.08
	(8)	Car Park Repair Ltd	100884	£864.00	£720.00
	(9)	Tony Cork – playground repairs	100885	£38.99	
	(10)	Fire & Safety Solutions	100886	£639.90	£533.25
	(11)	The People's Pension – set up cost	DD	£360.00	£300.00
	(12)	Clerk mileage expenses Feb 17	100887	£31.05	
	(13)	BT – telephone & b/band Jan – Apr 17	DD	£107.51	
	(14)	McGregor Services Jan 17	100888	£252.00	£210.00
	(15)	Eon street lights Jan 17	DD	£86.77	£82.64
	(16)	Harper Fencing – deposit	10889	£3075.00	£2562.50
	(17)	Cllr Marvin – pavilion expenses	10890	£10.64	

(18)	ECDC – Premises Licence	10891	£140.00
(19)	ECDC – Variation to Licence	10892	£89.00
	<u>Total payments for the month</u>		<u>£6,889.81</u>

- (b) To note receipt of VAT refund for Q3 - £1,198.32 – NOTED.
- (c) Report from the Clerk re: meeting with Emma Grima, ECDC, to discuss section 106 money available – NOTED. The Clerk confirmed that the new picnic benches at the recreation ground do not qualify for s106 funding. The Clerk will investigate whether £408 of funding for Transport Infrastructure has been received by the PC or is being held by ECDC; it may be possible to allocated this to the recent work to repair the recreation ground car park.
- (d) To note adjustments to Earmarked Reserve/General Reserve - AGREED. The PC currently has a general reserve of £192,609.16.
- (e) To consider opening a Trade UK account for use at Screwfix & B&Q: the PC will not open an account – AGREED. A petty cash float of £250 will be maintained by the Clerk for the purpose of defraying operational and other expenses (Financial Regulations April 2016, 6.16).
- (f) To consider Twin Dots price increase for website support services – NOTED. Prices had remained the same since 2010.

51/16/17 Administration

- (a) Asset Register & allocation of Risk Assessment areas: this item was deferred to the next meeting. The Clerk will allocate items on the schedule per location for Councillors to check as per last year's Asset Register review – AGREED.
- (b) Cheveley Pavilion & Recreation Ground Charity: A paper was submitted to enable the re- instalment of the management and administration of the Trust. This item was deferred until after the end of the financial year – AGREED.
- (c) To propose agenda items for the Annual Parish Meeting, 25th April 2017: none proposed; the agenda will follow the same pattern as in previous years. Cllr Richard Jackson will ask Peter McCalmont if he would like to present the Cup again this year – AGREED. The Clerk will send out draft minutes of last year's meeting.
- (d) Clerk appraisal – CONFIDENTIAL: This item was deferred to the end of the meeting. The Clerk left the room whilst councillors discussed the appraisal, the result of which was then conveyed to the Clerk on her return to the room.
- (e) To adopt Lone Worker Policy and complete relevant Risk Assessment – AGREED. Cllr Richard Jackson will carry out a Risk Assessment at the Clerk's main place of work.

52/16/17 Community/Community Groups

- (a) Update from the Clerk re: McCalmont Cup nominations: a total of five nominees have been put forward so far; the deadline for nominations is 28th February 2017.
- (b) Update re: issue with hedge at the junction of the High Street: Holland Park Residents' Society Ltd is dealing with CCC directly regarding this.
- (c) To consider correspondence from resident re: Old Meadow Lane Public Right of Way – NOTED with no comments.

53/16/17 Pavilion, Recreation Ground, Cemetery and General Maintenance

- (a) Pavilion & Recreation Ground Working Group meeting 31st January – report from Cllr Ian Jackson - NOTED.

- (1) To agree statement regarding access to the pavilion – AGREED.
- (2) To agree responsibility for pavilion/recreation ground bookings: all bookings will be dealt with by the Clerk without the need for council agreement of each one – AGREED.
- (3) To approve the Hire Agreement & Standard Conditions of Hire – AGREED. A copy will be sent to the PC's insurers Came & Company to ensure it is fully compliant with our insurance cover.
- (4) To agree the purchase of a thermometer to regulate food temperature – AGREED.
- (5) Meeting with Cheveley Primary School, 21st February: Cllrs Ian Jackson, Richard Jackson and Claire Elbrow will attend. The meeting will discuss future facility provision based on the Community Plan and responses to the group/organisation surveys. There have been 13 responses out of the 16 surveys sent out, and the information will be collated and presented at the next Working Group meeting due to be held on Tuesday 7th March.

(b) To consider quotation from Fire & Safety Solutions for repair to emergency lighting at pavilion: the quotation for £75.00 was accepted – AGREED.

(c) To consider changes to Premises Licence for pavilion & recreation ground, including payment of arrears and other charges: A Minor Variance request will be submitted to remove the 'sale by retail of alcohol' and 'late night refreshments' clauses for a one-off cost of £89. This will mean that the annual licence fee of £70 will be waived in future. Hirers of the pavilion and recreation ground must apply for a Temporary Event Notice (TEN) licence if they wish to sell alcohol or provide late night refreshments. Arrears on the current licence of £140 will be paid – AGREED.

(d) Cemetery matters:

- (1) Proposed update of regulations: this item was deferred to a future meeting – AGREED.
- (2) Proposed update of burial fees: this item was deferred to a future meeting – AGREED.
- (3) Update on tree works: approval for tree works has been received from ECDC and the work is going ahead on 13th March.
- (4) To consider purchase of a notice board: The quotation from the Harry Stebbing Workshop (HSW) was the cheaper of two quotations received. Cllr Thomas will go back to HSW and ask for a more precise quotation for a made-to-measure board and bring it back to the next meeting – AGREED.
- (5) To consider purchase of trees and additional lavender: 3 Whitebeams, 2 Silver Birch, 1 Beech and approximately 10 lavenders will be purchased up to a maximum of £550 – AGREED.
- (6) Date of Spring clean-up: this will be held on Saturday 25th March 2017 from 10am and will mainly focus on planting trees and lavender; all volunteers most welcome.

Cllr Richard Jackson said that the cemetery looks good and that a great job had been done by all to tidy it up.

(e) Update from Cllrs. Elbrow and Marvin re: resident issues with boundary wall at the recreation ground: Mr Johnson has very kindly offered to check to see if his solicitor can locate deeds which establish ownership of the wall.

(f) To consider correspondence from resident re: incident on play equipment: The PC very much regrets that a fall had occurred on play equipment at its recreation ground. The equipment is inspected on a monthly basis by ECDC, however, great care must be taken when using the equipment in wet or icy conditions. The equipment in question is fitted with anti-slip steps. The PC will consider erecting a sign reminding users that they are responsible for their safety when using the equipment.

(g) Confirmation of order re: fencing at the recreation ground: the order will be submitted - AGREED.

It was reported that conifers on the southern boundary of the recreation ground need to be cut down as they are far too high and are affecting the trees on the recreation ground side of the boundary. The Clerk will write to the resident concerned and will also inform them of when the work on the new fence will commence.

- (h) To consider quotation for repair to recreation ground wall: the quotation from Collaboration 23 Construction for £24k was accepted. The contractor will be asked if the work can be completed in two years, at £12k per year – AGREED

54/16/17 Correspondence for Information

- (a) Anglian Water re: opening of the water and wastewater market to business, public sector and charity customers – NOTED.
Cllr Peel left the meeting at 9:45pm.
- (b) Cambridgeshire ACRE re: survey for Clerks and Councillors – NOTED.
- (c) CCC re: flood awareness and preparedness questionnaire – NOTED.
- (d) Connections Bus Service re: youth work services in Cambridgeshire – NOTED. Cllr Ian Jackson will discuss this with youth leaders.

55/16/1 Date of Next Meeting.

14th March; 11th April. Annual Parish Meeting 25th April.

56/16/17 Matters for Future Consideration

None.

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) LGA 1972, s.111
- (7) LGA 1972, s.111
- (8) Road Traffic Regulations Act 1984, s.57(1)(b); Road Traffic Regulations Act 1984, s.59(3), 35(1).
- (9) 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.
- (10) LGA 1972, s.111, s.133
- (11) LGA 1972, s.112
- (12) LGA 1972, s.112
- (13) LGA 1972, s.111
- (14) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214
- (15) Parish Councils' Act 1957, s.3; Highways Act 1980, s.301.
- (16) Public Health Act 1936, s.164 – England; Open Spaces Act 1906, s.15 – England.
- (17) LGA 1972, s.111, s.133
- (18) LGA 1972, s.111, s.133
- (19) LGA 1972, s.111, s.133