

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 14th March 2017 at 7.30pm
at the Community Room, Cheveley Primary School, Park Road

Present: Claire Elbrow (Vice Chair), Jane Gibson, James Hadlow, Jaquilyn Hascombe-Brook, 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.

57/16/17 Apologies and approvals for absence – apologies received and accepted from Cllr Richard Jackson (Chair) (other commitments). District Cllr Peter Cresswell had also sent his apologies for the meeting.

58/16/17 Declarations of Pecuniary Interest – Cllr Elbrow declared a pecuniary interest in item 64/16/17 (a) (12) Finance.

59/16/17 Open Forum for Public Participation (10 mins)

The majority of residents present were in attendance to hear item 63/16/17 (c): correspondence from Strutt & Parker regarding proposed development to the east of The Paddocks. During discussion of this item, 3 residents expressed strong objections to any further development of this area.

An invitation to St Mary's Lent Lunch was extended to councillors.

60/16/17 Approve and sign Minutes of PC meeting held on 14th February 2017 – AGREED and signed by the Chair with the following amendments:

Item 47/16/17 (a) Matters Arising: ~~Cllr Marvin confirmed that all Councillors' Registers of Interest on the website are now up to date.~~

Item 49/16/17 (c) The Paddocks: ~~It was also noted that Cllr Marvin confirmed from a telephone conversation with Cambridge Housing Society (CHS) that they will manage six of the houses on the Paddocks.... Therefore, all six properties will be retained in perpetuity and will remain available for local people in perpetuity.~~

61/16/17 Matters Arising including reports from the Clerk, Councillors and volunteers (for information only)

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

1. MAC Construction has still not provided a written response to the PC's letter of 23rd January despite phone calls asking them to do so. They did confirm on the telephone that our requests would be carried out however, the Clerk has asked them to put this in writing.
2. ECDC has acknowledged the PC's comments regarding the Further Draft Local Plan consultation. These are now being processed under references FD958 and FD959 and will be available to view online shortly.
3. Emma Grima has said that the £408 Transport Infrastructure money currently held by the PC might have come from CCC; further investigations into this are in progress.
4. The Petty Cash float will be made up to £250 as per the Council's decision at its February meeting (FEB 17: 50/16/17 (e)). The Council's insurance policy covers the Council for up to £500 kept at 'the private dwelling house of an authorised employee'.

5. Cllr Richard Jackson completed a Risk Assessment of the Clerk's place of work (59 West Street, Isleham) on 24th February.
6. Came & Company has confirmed that the Hirers' Agreement for the Pavilion appears acceptable. Further information on conditions of insurance for private hirers was provided by the Clerk at the meeting: private hirers who are unlikely to have their own insurance will have to be covered by the PC's insurance on each separate occasion by an extension of the policy. In such cases where an extension is agreed by the PC's insurers, public liability indemnity will be reduced from £10m to £5m. Bouncy castles are specifically excluded from the PC's policy. The bouncy castle hire company must provide its own insurance (a copy of which should be given to the PC) and must also provide a representative to supervise the bouncy castle at all times during its hire.
7. The Premises Licence for the Pavilion has now been granted with the minor variation to exclude 'sale by retail of alcohol' and 'late night refreshments'.
8. The order for Harper Fencing was submitted, with the deposit, and work on the fence will be starting in mid-March once the ground has dried out somewhat. Residents of neighbouring properties will be informed of this time-scale.
9. The Department of Communities and Local Government (DCLG) has informed NALC that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for local (parish and town) councils in England for 2017-18 is £7.57 per head of electorate.

Cllr Peel reported that Speedwatch in the parish is on hold whilst repairs to equipment are carried out. Two further volunteers have been recruited from the North Ward. Training is to take place on 22nd March.

62/16/17 Reports from District and County Councillors (Verbal)

County Cllr Mathew Shuter reported the following:

- CCC is increasing its precept by 2%. There will be no increase from ECDC. Overall, the net increase on Council Tax to residents is 1.7%.
- Pressure on adult social care services is one of the main factors in CCC's increase. Further funding for adult social care of £8m from Central Government will mean that there will be no decrease in frontline services in the coming year.
- CCC is proposing to borrow approximately £2m to address maintenance and pot hole issues across the county. The money will also enable the maintenance of gullies to be reinstated in order to prevent water overflowing onto roads and causing damage.
- Plans to have a Wi-Fi hotspot in every village will be funded by money returned to CCC by broadband providers for uptake of superfast broadband in the county. (Cambridgeshire has the 2nd highest uptake in the country.) Proposals for this should be available by Autumn 2017; PCs may be consulted on where the hotspots should be.
- A maintenance programme for cycle paths is being considered by CCC.
- CCC has accepted that street lights on Broomstick Corner are their responsibility and should have been included in the recent upgrade programme. These will now be upgraded to LED in June or July this year.

63/16/17 Planning Applications & Planning Matters

- (a) 17/00214/PDR 14 Meadow Lane, Newmarket – construction of garden room – NOTED with no comments.
- (b) 17/00196/OUT Tanners, 18 Newmarket Road – detached house and cart lodge – NOTED with no comments.
- (c) Correspondence regarding proposed development to the east of The Paddocks: Strutt & Parker, on behalf of their client, have proposed that land east of The Paddocks be included in the Local Plan for 'low density' development.
In response, it was AGREED that:
 - CPC has set out a very clear strategy on planning for the parish for planning within the development envelope.
 - A meeting between ECDC and Cllrs Richard Jackson and James Hadlow will be requested to discuss this.
 - Paul Sutton of Strutt & Parker will be invited to attend the next PC meeting due to be held on 18th April.

County Cllr. Shuter said that CCC would object to further development here because schools in the area are full and do not have the capacity to expand. ECDC is also likely to object however, whilst the Local Plan is in abeyance it is possible that a refusal of permission would be overturned at appeal.

It was also reported that a hedgerow on the site has been removed and that planning permission for its removal should have been sought first. A sub-station currently being installed might also need permission and both of these will be investigated further.

- (d) ECDC consultation re: proposed changes to existing parking bay to taxi rank, Market Street, Newmarket – correction: Market Street, Ely – NOTED with no comments.
- (e) Report on ECDC planning decisions & Tree Works Applications – NOTED. Councillors agreed that it was very disappointing that, despite the PC’s comments, approval had been given for the application at 49 Centre Drive when planning process had clearly been disregarded by the applicant.
- (f) Cllr Richard Jackson proposal to set up CPC Planning Sub-Committee: following discussion it was proposed by Cllr Hadlow that instead of a sub-committee, the PC will appoint Cllrs Hadlow & Peel for the South Ward, and Cllrs Gibson and Willows for the North Ward to look at applications as they come in. They will then report to councillors at the next public meeting where a decision on the application will be made – AGREED.
Additional item on Cllr Jacksons report re: stud housing – NOTED.

64/16/17 Finance – Payments for the month – AGREED:

Ref:	Payee/Item	Chq. No.	Total	Excl. VAT
(a) (1)	Twin Dots – website support Mar 17	SO	£30.00	£25.00
(2)	ECDC - play area inspection Feb 17	DD	£24.00	£20.00
(3)	Clerk payroll Feb 17	SO	£1037.66	
(4)	Pension Contribution Feb 17	DD	£21.84	
(5)	Clerk mileage expenses Feb 17	100893	£31.05	
(6)	McGregor Services Feb 17	100894	£96.00	£80.00
(7)	Eon street lights Mar 17	DD	£78.37	£74.64
(8)	Petty cash (FEB 17: 50/16/17 (e))	100895	£246.18	
(9)	Cartridge Save	100896	£45.87	£38.23
(10)	Cllr R Jackson (travel expenses)	100897	£35.10	
(11)	Cartridge Save	100898	£79.70	£66.42
(12)	Cllr Elbrow (travel expenses)	100899	£3.60	
(13)	ECDC - play area inspection Mar 17	DD	£24.00	£20.00
Total payments for the month			£1,753.37	

*Pension contributions £9.71 (employee) and £12.13 (employer).

- (b) To note Eon price increase from 1st April 2017 re: streetlighting – NOTED.

65/16/17 Administration

- (a) Asset Register & allocation of Risk Assessment areas – the deadline for completing checks to PC assets is the next PC meeting (18th April). Councillors were asked to identify remaining ‘orange’ streetlights which the PC will consider changing to LED in the future. Surplus/required street furniture should also be reported – AGREED.

66/16/17 Community/Community Groups

- (a) CONFIDENTIAL – to consider nominations for the McCalmont Cup and to decide on recipient for 2017/18 – AGREED. Cllr Richard Jackson will announce the recipient at the Annual Parish Meeting and propose a vote of thanks for all volunteers whose work benefits the parish.
- (b) Parish Forum – report from District Cllr Peter Cresswell from the Forum held on Tuesday 28th February – NOTED. Cllrs Elbrow and Marvin had attended on behalf of the PC.

- (c) To consider request from PCC for help to fund repair of churchyard footpath: the PC does not have the power to give money to the church for any purpose, as recently confirmed in CAPALC's newsletter.
- (d) To consider draft Annual Parish Meeting agenda – AGREED.
- (e) To consider correspondence from David Cudby re: summer walks programme – NOTED. Councillors agreed to continue to support and promote the walks.
- (f) Report from Cllr Ian Jackson on meeting with Cheveley Primary School, 21st February - NOTED.

67/16/17 Pavilion, Recreation Ground, Cemetery and General Maintenance

- (a) Pavilion & Recreation Ground Working Group meeting 7th March – report from Cllr Ian Jackson:
 - (1) To consider purchase of a 'Comments Book' at the pavilion – AGREED.
 - (2) To consider purchase of an extra set of keys for the external toilets for use by the school – AGREED. The keys must be signed for when issued. The public toilet will be available to the school all year round but will still be closed to the public between October and April – AGREED.
 - (3) Fire Risk Assessment – the Clerk will invite Cambridgeshire Fire & Rescue service to inspect the pavilion and advise on a risk assessment.
 - (4) Pavilion consultation analysis – 13 responses to the consultation had been received and an analysis of the results had been circulated to councillors.

One half of the notice board in the social area of the pavilion will be allocated to, and maintained by, community groups – AGREED.

Cheveley Sports Club will mark a 60m running straight and rounders pitch on the recreation ground for use by community groups and Cheveley Primary School throughout the summer – AGREED.

Cheveley Primary School will be charged the usual rate of £10 per hour for use of the pavilion for the Cheveley Challenge event – AGREED.

Responsibility of the boundary between the recreation ground and 40 High Street will be discussed again at the next meeting pending further investigation.

Cllr Marvin reported that batteries in the outside emergency lights had now been replaced.

- (b) To consider request from a private individual to hire Pavilion and to erect bouncy castle and fencing, 5th August 2017 – AGREED on the condition that insurance for the bouncy castle is provided by the hire company (see item 61/16/17 (a)(6)). It was agreed that temporary fencing can be erected however, the PC is unable to provide this.
- (c) To consider correspondence from resident re: boundary fence and other issues at the recreation ground – NOTED with the following response:
 - The Leylandii should be reduced to no more than 5 metres high, as recommended in the tree report provided, and should be maintained at this level in future. (It was noted that this work will be carried out in November after the nesting season.)
 - The trees should be reduced from within the neighbouring property and no access for machinery will be allowed onto the recreation ground. The PC will arrange to have its side of the hedge trimmed once the height has been reduced.
 - Cllr Peel will inspect the boundaries for damage on a regular basis.
 - Councillors will continue to approach anyone using the recreation ground whose behaviour is in breach of byelaws or is causing inconvenience or distress to other users.
 - New signage will be discussed at the next meeting of the Working Group due to be held on 2nd May.

A branch which had broken off and was resting on other branches was removed from a tree in the recreation ground for safety reasons at a cost of £50.

- (d) Cemetery matters:
 - (1) Proposed update of regulations: this item was deferred to a future meeting.
 - (2) Proposed update of burial fees: this item was deferred to a future meeting.

- (3) Update on tree works: these had been completed on 13th March. To consider purchase of a notice board: this item was deferred to a future meeting.
- (4) Update on purchase of trees: these will be delivered on 24th March ready for planting on 25th. The final cost is £470 +VAT including posts and delivery.

- (e) To consider work needed on War Memorial: Cllr Noble reported that, due to a lengthy application process, he had been unable to secure funding for repairs to the memorial. It was proposed that repairs should be carried out as soon as practicable up to £500 and this was AGREED. Luke Hamill Landscapes and Collaboration 23 Construction will be contacted for quotations.

68/16/17 Correspondence for Information

- (a) CAPALC re: consultation on new draft membership agreement – NOTED.
- (b) Lucy Frazer re: BT telephone and broadband issues – NOTED.
- (c) CAPALC re: Parliamentary Lobby Day – 28th March 2017 – NOTED.

69/16/17 Date of Next Meeting.

To consider moving April and May meetings – the April meeting will now take place on **Tuesday 18th April** and residents will be informed of this change via all available forums. The May meeting will be held on 9th May as previously stated – AGREED. The Annual Parish Meeting will be held on Tuesday 25th April.

70/16/17 Matters for Future Consideration

The meeting was closed at 9:40pm.

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.112
- (6) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214
- (7) Parish Councils' Act 1957, s.3; Highways Act 1980, s.301.
- (8) LGA 1972, s.111
- (9) LGA 1972, s.111
- (10) Local Authorities (Members' Allowances) (England) Regulations 2003 – England.
- (11) LGA 1972, s.111
- (12) Local Authorities (Members' Allowances) (England) Regulations 2003 – England.
- (13) 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.