

# Cheveley Parish Council

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

**Chair: Richard Jackson**  
**Vice chair: Claire Elbrow**  
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## MINUTES

Cheveley Parish Council Full Council Meeting on  
**Tuesday 18<sup>th</sup> April 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, Jaquilyn Hascombe-Brook, Sheila Marvin, Brent Noble, Tracey Peel, Sallie Thomas and Sue Willows.

There were 18 members of the public in attendance. County Cllr Mathew Shuter, District Cllr Peter Cresswell and Mr Paul Sutton of Strutt & Parker were also in attendance.

The meeting was opened at 7:30pm.

**71/16/17 Apologies and approvals for absence** – apologies received and accepted from Cllr Ian Jackson (personal).

**72/16/17 Declarations of Pecuniary Interest**  
None.

### **73/16/17 Open Forum for Public Participation (10 mins)**

Mrs Robinson said that Sanctuary Housing is offering new kitchens and wet-room bathrooms to its residents in Somerset Court and Spurlings Close, Cheveley. It is so far unclear as to what has been done to rectify problems with the boilers.

Most residents had attended the meeting to discuss item 77/16/17 Planning Applications & Planning Matters and, in particular, items (b), (c) and (l). The following concerns were raised regarding land to the rear of 15-35 High Street:

- The proposed development would be outside of the village development envelope and appears to meet none of the conditions of the current Local Plan.
- The village does not need more large houses of this type.
- The proposed development would be on rising land with houses below with the potential for water run-off into the gardens below.
- The school is already over-subscribed and the proposed family housing would mean children having to be transported to neighbouring villages or Newmarket for primary education.
- There are no employment opportunities within the parish. Occupants of the new housing would almost certainly be commuters with no means of connecting to the village, and therefore bringing no economic benefit to the village.
- The application makes the assumption that land not currently owned by the applicant could be used for access to the proposed site.
- Applications for development of this site have been turned down numerous times in the past.
- It's possible that the true intentions of the developer for the number of houses on this site are not yet known.
- Only 11 of 17 residents affected by this proposal had been written to by ECDC.

A discussion regarding The Paddocks development took place between residents, the PC and Mr Sutton from Strutt & Parker, in particular with regards to the attenuation pond and the manner in which the developer had applied for planning permission for this. Mr Sutton was able to confirm that the pond is not in any way related to the proposed further development to the east of the Paddocks. The PC confirmed that it had objected to the attenuation pond however, the decision to approve it had been taken by ECDC. Residents were unhappy that the pond had not yet been landscaped and is currently an eyesore, and it was agreed that this should be reported to Steve Harrison, Planning Enforcement at ECDC.

Cllr Shuter said that landowners had been asked by ECDC to suggest sites for potential development however, it should not be assumed that these sites will be included in the final Local Plan. Individuals and Parish Councils have the opportunity to comment on suggested sites. Residents were asked to send correspondence relating to this directly to ECDC, copying in the Clerk for information.

The Chairman concluded the discussion by saying that the PC, together with District & County Cllrs, would continue to represent the community on these matters to the best of their ability.

A resident raised the issue of the condition of public rights of way within the parish (item 81/16/17(h)) and it was agreed to bring this item forward for discussion after item 77/16/17.

**74/16/17 Approve and sign Minutes** of PC meeting held on 14<sup>th</sup> March 2017 – AGREED and signed by the Chair with the following amendments:

Item 67/16/17(b) “To consider request *from a private individual* to hire pavilion...”

Item 67/16/17(d)(3) The 2<sup>nd</sup> sentence of this paragraph, referring to a tree in the recreation ground, was moved to item 67/16/17(c).

**75/16/17 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. The agenda for this year’s Annual Parish Meeting was posted on notice boards and the website on Tuesday 11<sup>th</sup> April to comply with legislation. One report has been received so far; a reminder to all groups was sent again on 4<sup>th</sup> April.
  2. A visitor’s book has been purchased for the pavilion for comments from users.
  3. Updates to the PC’s website include: 5 Parishes Walk, 30<sup>th</sup> April; waste collection dates for Easter, May & August Bank Holidays; change of April PC meeting date; current planning applications.

The Internal Audit for the 2016/17 year end will take place on Friday 5<sup>th</sup> May.

Cllr Peel has purchased a two-ring hob and smoke alarm for the pavilion.

The cemetery gate has been painted.

- (b) Report from the Clerk (written) on SLCC legal training, 17<sup>th</sup> March – NOTED.

**76/16/17 Reports from District and County Councillors (Verbal)**

Cllr Cresswell reported the following:

- ECDC’s waste collection contract will be taken over by its own trading company from April 2018. Nothing will change for customers and no charges will be introduced.

Cllr Shuter declined to give a report during the ‘Purdah’ period leading up to County Council elections in May.

**77/16/17 Planning Applications & Planning Matters**

- (a) Response from Richard Kay, Strategic Planning Manager ECDC, re: invitation to discuss suggested sites for the Local Plan – NOTED. The PC will ask for a meeting with Rebecca Saunt to discuss current planning issues – AGREED.

- (b) ECDC Parish Council consultation re: new sites suggested for inclusion in the Local Plan – land rear of 15-35 High Street & land to east of The Paddocks:

CPC objects to the inclusion of this land in the Local Plan in the strongest terms for the following reasons:

- The proposed development contradicts Cheveley’s Planning Policy which was submitted to ECDC in March 2016 following numerous public consultations within the parish. Development on this site would be outside of the development envelope as outlined in this plan.
- Development on this land would dramatically alter the layout of a section of the village which is characterised by its linear build on each side of the road.
- Cheveley C of E Primary School is at capacity and a number of pupils within its catchment area currently have to be educated outside the parish. Any development on this site would be unsustainable as it would increase the issues with capacity at the school.
- Cheveley has been identified by ECDC as being a ‘mid-sized’ village with steady but sustainable development taking place over the last 15 years. Currently, 15 houses are being built at The Paddocks with a further 7 houses recently given planning permission on a brownfield site. There is also the potential for a further 20 houses over the next 5 years on an additional brownfield site. Given that this land has been identified as having the potential for 25 houses, it is unsustainable given the overall cumulative effect of planning applications on the village.
- The proposal is effectively back-fill on a greenfield site (existing paddocks) and will harm the rural setting especially as it will project out from the linear character of the village.

- (c) Strutt & Parker re: land proposed for development to the east of The Paddocks: Mr Sutton gave a presentation on the proposed development of 10 dwellings which will be a mix of smaller and larger houses, two of which will be affordable. A full planning application for this site is expected to be submitted in the very near future. The Community Infrastructure Levy (CiL) will apply to this development meaning the PC could receive around £30k for community projects. Mr Sutton answered a question posed regarding surface water run-off and said that this would mainly be attenuated by an underground tank. The Chairman thanked Mr Sutton for attending the meeting.
- (d) Correspondence from tree officer Cathy White re: removal of hedgerow on land adjacent to The Paddocks – NOTED.
- (e) 17/00324/FUL 17 Park Road – side kitchen extension and front porch – NOTED with no comments.
- (f) 16/01820/FUL Rear of 57 High Street – erection of 4-bedroom chalet bungalow, double garage and associated works – AMENDMENT re: reduction in garage size. **Approved** - NOTED.
- (g) 17/00367/FUL Pump Green House, 160 High Street – 3 bay detached garage block in rear garden – NOTED with no comments.
- (h) 17/00367/FUL Pump Green House, 160 High Street – AMENDMENT re: enlargement of the proposed garage block – NOTED with no comments.
- (i) 17/00236/FUL 1 Ashley Road – installation of solar panels – NOTED with no comments.
- (j) 17/00461/FUL 60 Ashley Road – proposed garage and log store to front of existing house – NOTED with no comments.
- (k) 17/00449/FUL Tor Cottage, 12 The Dip, Newmarket – construction of rear extension – NOTED with no comments.
- (l) 17/00417/OUT Land rear of 15-35 High Street – outline planning application for residential development – NOTED with the following comments:  
CPC objects to this planning application in the strongest terms for the following reasons:
- The proposed development contradicts Cheveley's Planning Policy which was submitted to ECDC in March 2016 following numerous public consultations within the parish. The majority of dwellings on this site would be outside of the development envelope. Only one of the proposed houses is within the envelope however, as no.25 will have to be demolished to provide access, the net gain of houses within the development envelope is 0.
  - The majority of the proposed dwellings are large 4/5 bedroom high-end homes. ECDC's Local Plan does not identify the need for such housing.
  - Development on this land would dramatically alter the layout of a section of the village which is characterised by its linear build on each side of the road. In addition, one half of an existing pair of identical semi-detached houses will be demolished meaning a detrimental effect on the street scene.
  - Cheveley C of E Primary School is at capacity and a number of pupils within its catchment area currently have to be educated outside the parish. Any development on this site would be unsustainable as it would increase the issues with capacity at the school. (It was agreed to ask the Head Teacher for a statement outlining the situation regarding pupil numbers at present.)
  - Cheveley has been identified by ECDC as being a 'mid-sized' village with steady but sustainable development taking place over the last 15 years. Currently, 15 houses are being built at The Paddocks with a further 7 houses recently given planning permission on a brownfield site. There is also the potential for a further 20 houses over the next 5 years on an additional brownfield site. Whilst this application is only for 8 houses, this land has been identified as having the potential for up to 25 houses and it is the view of the PC that this application does not reflect the true intentions of the developer over the future of this site.
  - The proposal is effectively back-fill on a greenfield site (existing paddocks) and will harm the rural setting especially as it will project out from the linear character of the village.

District Cllr Peter Cresswell said that he would 'call in' this application for consideration by ECDC's Planning Committee.

- (m) Update on Little Green – Cllr Noble said that he had been unable to find out from the owner what his intentions for this land are. The land has been cleared and it was reported that it is now in the hands of Cheffins Estate Agents.
- (n) Report on ECDC planning decisions & Tree Works Applications – NOTED.

**78/16/17 Finance – Payments for this month – AGREED:**

Ref:	Payee/Item	Chq. No.	Total	Excl. VAT
(a)	(1) Twin Dots – website support Apr 17	SO	£50.40	£42.00
	(2) Clerk payroll Mar 17	SO	£1037.66	
	(3) Pension Contribution (employer) Mar 17	DD	£12.13	
	(4) Pension contribution (employee) Mar 17	DD	£9.71	
	(5) Clerk mileage expenses Mar 17	100900	£56.75	
	(6) McGregor Services Mar 17	100901	£591.60	493.00
	(7) Eon street lights Apr 17	DD	£86.77	£82.64
	(8) Eon – rec ground/pavilion Dec 16 – Mar 17	DD	£172.06	£163.87
	(9) HMRC – PAYE/NIC Q4	100902	£774.33	
	(10) Hamill Landscaping – cemetery tree works	100903	£600.00	
	(11) Cheveley Community Assoc. – room hire Q4	100904	£75.00	
	(12) Fire & Safety Solutions – pav lights repair	100905	£90.00	£75.00
	(13) Cambs ACRE payroll services Q4/pension set up	100906	£102.00	£85.00
	(14) Barcham Tree Specialists	100907	£564.00	£470.00
	(15) Cambs Lowland Search & Rescue (donation under LGA 1972s.137)	100908	£50.00	
	(16) URC Tennis Club (donation under Local Government (Misc. Provisions) Act 1976 s.19)	100909	£500.00	
	(17) CAPALC membership fee 2017/18	100910	£405.52	
	<b>Total payments for the month</b>		<b>£5,177.93</b>	

- (b) Proposed Q4 2016/17 PC accounts/bank reconciliation – NOTED.
- (c) To approve and sign the Annual Governance Statement for 2016/17 – AGREED and signed by the Chairman.
- (d) To approve and sign the Annual Accounting Statements for 2016/17 – the total fixed assets figure was amended to last year's figure as the asset register is in the process of being updated and no significant purchases or disposals had been made in the year - AGREED and signed by the Chairman.
- (e) Use of s106 (public open spaces) funds and Rural Services Grant for recreation ground fencing: ECDC's Rural Services Grant of £2,904.76 will be used to part-fund new fencing at the recreation ground, and an application for s106 money to fund the remainder of the cost will be submitted – AGREED.
- (f) Use of s106 (transport infrastructure) funds for repairs to the recreation ground car park: ECDC had confirmed that s106 money could not be used for this purpose. Examples of projects which could benefit from this funding are highways improvements, lane parking restrictions and salt bin projects.
- (g) To consider request for donation from The Voluntary Network, Newmarket: the PC will give a £100 donation – AGREED. (*Local Government Act 1972, s.26.*)

**79/16/17 Administration**

- (a) Asset Register & allocation of Risk Assessment areas: this is in progress and the updated register will be presented to councillors at a future meeting for agreement.
- (b) Invitation to Parish Council Conference hosted by Cambs & Peterborough Police & Crime Commissioner, Friday 7<sup>th</sup> July, Huntingdon: no councillors are available to attend.
- (c) To consider draft Chairman's Report for the Annual Parish Meeting: following some adjustment to the wording the report was AGREED.

## **80/16/17 Community/Community Groups**

- (a) Proposal to purchase new box to house McCalmont Cup: this item was deferred to the end of the meeting. Cllr Marvin showed the Cup to councillors and said that the shields had been reset as they had been misaligned. The Cup will be brought to the APM next week for presentation to this year's recipient. Cllrs Marvin and Peel will liaise with a local carpenter regarding a new box and report back to a future meeting – AGREED.
- (b) Invitation to take part in St Mary's church fete, Sunday 21<sup>st</sup> May: it was agreed to mention the fete at next week's APM. Most councillors will be attending and are willing to help in any way needed.
- (c) Correspondence from The Ellesmere Centre manager re: Connection Bus Project youth work services: councillors agreed that the project was too expensive, particularly as the bus would not be coming into Cheveley itself. It is hoped instead to start a youth club in the parish.

## **81/16/17 Pavilion, Recreation Ground, Cemetery and General Maintenance**

- (a) Pavilion:
  - (1) To note public toilet has been cleaned and opened for the summer and that the barbecue trays are outside ready for use – NOTED. A new barbecue tray needs to be purchased at a cost of approximately £40 and this was AGREED.
  - (2) Update on Fire Risk Assessment: Cllr Marvin will attend a course which Cambridgeshire ACRE is holding in Kirtling.
  - (3) Update on actions from last meeting: this was deferred to the next meeting.
- (b) CONFIDENTIAL – recreation ground boundary wall: this item was discussed confidentially but all matters can be minuted publicly as follows:
  - The PC hasn't yet been able to establish ownership of the wall but is continuing investigations into this. Investigations include the acquisition of the original deed for the recreation ground however, this is not conclusive in establishing ownership of the wall. The deed was obtained by the Clerk from a third-party company at a cost of £89.95 +VAT paid for from petty cash with the approval of 2 councillors. However, following this purchase, it was discovered that the same document could have been obtained directly from the Land Registry for £12 and that the Clerk had mistaken the third-party company for the Land Registry. It was agreed that the Clerk would not have to reimburse the PC for the difference.
  - It was proposed to carry out a survey of the wall to establish whether it is safe. Quotations will be obtained and the survey can be carried out up to a maximum spend of £600 – AGREED.
- (c) Update on recreation ground fencing project: this is due to begin week commencing 24<sup>th</sup> April. The delay is due to the Easter holidays and the need for schools work to take precedence.
- (d) To consider quotation for £235 +VAT for 2 sets of goal post sockets: as Cllr Ian Jackson wasn't available to give more information on the need for the sockets, it was agreed to defer this item to the next meeting.
- (e) The Cheveley Pavilion & Recreation Ground Charity: Cllr Richard Jackson will put together a report giving arguments for and against re-establishing the Charity, for consideration at a future meeting.
- (f) Cemetery matters:
  - (1) Proposed update of regulations (MAR 17: 67/16/17 (d)(1)). This item was deferred to a future meeting.
  - (2) Proposed update of burial fees (MAR 17: 67/16/17 (d)(2)). This item was deferred to a future meeting.
  - (3) Report on Spring clean-up, 25<sup>th</sup> March: this had been a great success. Volunteers had removed a lot of scrub and rubbish and 6 trees and 45 lavenders had been planted. Cllr Hadlow thanked all those who had taken part.

- (g) War Memorial repair: quotations for this are in progress. Cllr Noble will power wash the memorial – AGREED.
- (h) To consider condition of Public Rights of Way & issues raised by resident including report from Cllr Elbrow: footpath #2 – planings will be purchased at a cost of £200 +VAT to be spread over the footpath in order to improve the surface and prevent it from becoming too wet and muddy to use. A portaloos will be hired for £90 for use by the Community Payback team who will spread the planings – AGREED.  
It was noted that a large heap of woodchip is available at the cemetery which could be used to improve the surfaces of public rights of way. Councillors will raise this matter at the APM to ask for volunteers to move the chippings and spread them where needed.
- (i) To discuss condition of pavements within the parish: all issues will be reported to CCC via its online reporting tool.

#### **82/16/17 Correspondence for Information**

- (a) ECDC re: Buildings of Local Interest Register adopted 23<sup>rd</sup> February 2017 – NOTED.
- (b) MAC Construction response re: issues arising from The Paddocks development – NOTED. All issues with this development will be reported to the Enforcement Officer at ECDC.
- (c) ECDC re: changes to pre-application and listed building advice fees & introduction of optional pre-application referral to Parish Councils – NOTED.
- (d) CAPALC report to SLCC meeting, March 2017 – NOTED.

#### **83/16/17 Date of Next Meeting.**

Annual Parish Meeting 25<sup>th</sup> April; Annual Meeting of the Parish Council 9<sup>th</sup> May.

#### **84/16/17 Matters for Future Consideration**

None.

The meeting closed at 10:30pm.

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

- (1) Local Government Act (LGA) 1972, s.142
- (2) LGA 1972, s.112
- (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) Parish Councils' Act 1957, s.3; Highways Act 1980, s.301.
- (9) LGA 1972, s.112
- (10) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214(2)(6); Local Authorities Cemeteries Order 1977; Open Spaces Act 1906, s.15.
- (11) LGA 1972, s.111
- (12) LGA 1972, s.111 s.133
- (13) LGA 1972, s.111-112
- (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, s137
- (16) LGA 1972, s137
- (17) LGA 1972, s.111