

Cheveley Parish Council

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

Chair: Richard Jackson
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ANNUAL MEETING OF THE PARISH COUNCIL MINUTES

Cheveley Parish Council Full Council Meeting on
Tuesday 9th May 2017 at 7.30pm
at the Community Room, Cheveley Primary School, Park Road

Present: Claire Elbrow (Vice Chair), Jane Gibson, Jaquilyn Hascombe-Brook, Ian Jackson, Sheila Marvin, Tracey Peel, Sallie Thomas and Sue Willows.

There were 5 members of the public present.

The meeting was opened at 7:30pm.

1/17/18 Election of Chair & signing of Declaration of Acceptance of Office Form

Cllr Elbrow chaired the meeting in the absence of Cllr Richard Jackson. Cllr Thomas nominated Cllr Richard Jackson to the office of Chairman for the ensuing year and the nomination was seconded by Cllr Gibson and AGREED by a majority. Cllr Jackson had previously indicated to the Clerk his willingness to stand again for office of Chairman and will sign his declaration of acceptance of office at the next meeting.

2/17/18 Election of Vice-Chair

Cllr Thomas nominated Cllr Elbrow to the office of Vice-Chair and the nomination was seconded by Cllr Gibson and AGREED by all. Cllr Elbrow accepted the position of Vice-Chair for the ensuing year.

3/17/18 Apologies and approvals for absence – apologies received and accepted from Cllr Richard Jackson and Cllr James Hadlow (other commitments) and Cllr Brent Noble (personal).

4/17/18 Declarations of Pecuniary Interest

Cllr Peel declared a personal interest in item 13/17/18 (f): to consider request from resident for a skateboard/scooter area on the recreation ground.

Cllr Peel declared a pecuniary interest in item 10/17/18 (a) (12 & 13): payments for approval.

Cllr Elbrow asked Councillors to review their Register of Interests form and update them as necessary.

5/17/18 Open Forum for Public Participation (10 mins)

13-year-old resident Master Peel addressed councillors to request they consider installing a skateboard/scooter park at the recreation ground and raised the following points:

- The proportion of the recreation ground taken up by the skate park would be less than half that of the small children's play area.
- There is not much in the village for teenagers to do and Matthew had collected 40 signatures from other teenagers in support of his proposal.
- The requirement to provide a skate park was identified in the Community Plan; it was the 3rd highest request behind a multi-sports club and a video games club.
- In a recent newsletter, the PC had reported a good level of reserves which could be used to fund such a project.

Matthew was commended by Councillors for his comprehensive presentation which included photographs of another skate park as an example.

6/17/18 Approve and sign Minutes of PC meeting held on 18th April 2017 – AGREED and signed by the Chair with the following amendments

Item 73/16/17: Sanctuary Housing is offering....wet-room bathrooms to its residents in *Somerset Court & Spurling Close* in Cheveley.

Item 80/16/17: the shields had been reset as they had been ~~falling off~~ misaligned. The Cup will be ~~polished and~~ brought to the APM next week for presentation to this year's recipient.

7/17/18 Matters Arising including reports from the Clerk, Councillors and volunteers (for information only)

- (a) Report from the Clerk of work in progress and actions completed – NOTED as follows:
1. An email has been sent to Steve Harrison, Planning Enforcement Officer at ECDC, regarding the state of the storm-attenuation pond at The Paddocks and a reply is awaited.
 2. The internal audit will take place at the Clerk's address on Friday 5th May. Following this, the Annual Return will be submitted to PKF Littlejohn for external audit (deadline for submission is 12th June).
 3. The Clerk and Cllr James Hadlow are putting together the PC's comments, as agreed at the April meeting, in response to the Local Plan consultation and these will be submitted before the deadline of 31st May.
 4. The Clerk and Cllr Marvin will be meeting on Thursday 11th May to review the Asset Register for presentation to Council at the June meeting.

The internal audit had taken place on 5th May and a report will be available at the next meeting. The application for s106 funding towards the cost of the fencing at the recreation ground had been submitted.

- (b) Update on recreation ground fencing: the new fence has been installed and many positive comments on both its appearance and function have been received from residents.
- (c) Update on War Memorial repair: two quotations for the repair of the memorial had been received and were considered. Collaboration 23 had quoted a special rate for the Council of £350 +VAT and this was accepted – AGREED.
- (d) Update on improvements to public right of way #2: Brook Stud has kindly given permission for plantings to be delivered onto its land and for vehicular access through the stud in order to carry out improvements to the footpath. Everything is now in place for work to go ahead and this will be arranged in the very near future. Cllr Elbow thanked Brook Stud for their assistance in this matter.

8/17/18 Reports from District and County Councillors (Verbal)

Cllr Peter Cresswell reported the following:

- Firstly, congratulations to Cllr Mathew Shuter for his re-election as County Councillor for Woodditton ward.
- Head of ECDC Cllr James Palmer has been elected as Mayor of Cambridgeshire & Peterborough; his office will be at The Grange, Ely.
- Work to construct the Ely bypass has begun and the bypass will open in spring 2018.
- Ely's new cinema is due to open on Friday, 12th May. The opening had been delayed whilst work to the A10 underpass was completed.
- Network Rail has now evaluated options for delivering a station at Soham, and concluded that a two-platform station could be delivered in stages. The cost and procurement for this is currently being investigated.
- Improvements to the A14 between Bar Hill and the A1 are planned to open in 2010.

County Cllr Mathew Shuter reported the following:

- Firstly, thank you to everyone who voted. Cllr Shuter said he is looking forward to serving the community and that he will work hard on behalf of residents in the ward.
- The street lights on Broomstick Corner should be upgraded in July this year.
- Campaigns against speeding and anti-social driving will continue.
- More money is to be spent on repairing pot holes across the county. Other service improvements, such as labelling temporary road surface repairs, will be put to the Highways Committee for consideration.

9/17/18 Planning Applications & Planning Matters

- (a) 17/00654/FUL 45a Duchess Drive, Newmarket – proposed loft conversion and rear conservatory alterations – NOTED with no comments.
- (b) 17/00660/FUL Homestead, Church Lane – two-storey front and side extension, loft conversion and new roof – NOTED with the following comments:
- A number of residents have raised concerns to the PC regarding the proposed height of the extension: The proposed extension and loft conversion is significantly higher than the existing property. It will stand at least 1.25m higher than the current highest point of the roof (ridge) and 3.5m higher than the existing flat roof and will, therefore, be very imposing on surrounding properties.
 - The proposed development will affect Cheveley's Conservation Area: It is within 2m of the Conservation Area and therefore the scale and height is of serious concern as it will be imposing and out of keeping with nearby properties situated within the Conservation Area. The proposed development is for a three-storey property; the nearby Conservation Area is characterised by two-storey properties.
 - The height of the development will cause loss of sunlight to neighbouring properties, particularly no. 44 Church Lane and no. 1 Church Terrace, especially in the winter months as it is located to the south
 - CPC does not wish to put forward an outright objection to the proposal however, the plans should be amended to take into consideration the height of nearby properties, and conditions should be applied that the development should be no higher than the existing highest point of the roof (ridge).
- (c) Formal notice of Tree Preservation Order on T1 Horse Chestnut & T2 Oak on land east of the Paddocks, and rear of 193-199 High Street, effective from 11th April 2017 – NOTED.
- (d) Update on meeting with Rebecca Saunt, Planning Manager, ECDC: a meeting with Ms Saunt will need to be arranged by the PC.
- (e) Report on ECDC planning decisions & Tree Works Applications – NOTED.
It was agreed to move to item 13/17/18 (f) before returning to the order of the agenda.

10/17/18 Finance – Payments for consideration and approval this month: - AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
	(1) Twin Dots – website support May 17	SO	£50.40	£42.00
	(2) Clerk payroll Apr 17	SO	£1,064.62	
	(3) Pension Contribution (employer) Apr 17	DD	£12.13	
	(4) Pension contribution (employee) Apr 17	DD	£9.71	
	(5) Clerk Mileage expenses Apr 17	100911	£40.50	
	(6) McGregor Services Apr 17	100912	£1,267.20	£1,056.00
	(7) ECDC play inspection Apr 17	DD	£24.00	£20.00
	(8) Hamill Landscaping – rec ground tree	100913	£165.00	
	(9) Play Safety - annual play inspection	100914	£121.80	£101.50
	(10) Parsons Fencing – cemetery gate	100915	£200.00	
	(11) Eurooffice- stationery	100916	£33.51	£27.92
	(12) Cllr Peel – pavilion hob, alarm, toilet roll	100917	£47.77	
	(13) Argos – barbecue tray, Cllr Peel.	100917	£32.99	
	(14) Petty Cash reimbursement	100918	£235.90	
	(15) Homebase – cemetery lavenders	Petty Cash	£15.94	
	(16) Scotsdales – compost	Petty Cash	£10.00	
	(17) McCalmont Cup repair/new shield	Petty Cash	£23.80	
	(18) Visitor's book, pavilion	Petty Cash	£12.99	
	(19) Land Registry Title Deeds.org	Petty Cash	£107.94	£89.95
	(20) Asda – tea, coffee etc. for APM	Petty Cash	£11.52	
	(21) Harper Fencing – final payment	100919	£9,225.00	£7687.50
	(22) The Voluntary Network APR 17: 78/16/17 (g)	100920	100.00	

Total payments for the month **£12,812.72**

It was noted that the invoice for Hamill Landscape for removal of a tree branch in the recreation ground was considerably more than expected. Mr Hamill had explained that this was because removal of the branch had been more complicated than he had anticipated, and had required rigging down with a climber and a qualified aerial rescue groundman.

- (b) To note receipt of VAT refund for Q4 2016/17 of £1,317.94 – NOTED.
- (c) To note receipt of ECDC 1st instalment of 2017-18 precept of £40,000 – NOTED.
- (d) To note receipt of ECDC CiL proportional payment for 13/001139/FUM – land between 199 and 209 High Street (The Paddocks) of £5,086.13 – NOTED.

11/17/18 Administration

- (a) To consider re-valuation of pavilion and war memorial for Asset Register: an up-to-date valuation for the pavilion, war memorial and recreation ground wall will be obtained for insurance purposes; Cllr Marvin will investigate the cost of this and bring it back to the next meeting for consideration – AGREED.

12/17/18 Community/Community Groups

- (a) Correspondence from Newmarket Town Council (NTC) re: potential closure of Weatherby Crossing - CPC will support NTC in objecting to the proposed closure of this crossing in whatever way NTC considers is most effective, for example by writing to Network Rail – AGREED.

13/17/18 Pavilion, Recreation Ground, Cemetery and General Maintenance

- (a) Pavilion:
 - (1) Report from Pavilion & Recreation Ground Working Group meeting, 2nd May – the following actions were considered and AGREED:
 - The First Aid Kit will be replaced or replenished, whichever is more cost effective.
 - Hirers will be able to pay by bank transfer and deposits will be returned by cheque immediately after the next available PC meeting. This will be made clear on the terms and conditions of hire.
 - The Clerk will arrange to have the pavilion cleaned on an ad-hoc basis following advice from councillors that it is necessary.
 - (2) Proposal to commission feasibility study for improvements to the existing pavilion or provision of a new community building: the study would pull together information from various surveys and the Community Plan regarding the need for community/sports facilities, and determine the best way forward in providing these facilities – AGREED.
- (b) Playsafety annual play area inspection report – minor works are required to the play area and quotations for the work will be obtained – AGREED.
- (c) To consider replacement of car park fencing: it was agreed to obtain quotations to replace the fencing along the bottom of and adjacent to the car park, to be considered at the next meeting.
- (d) Quotation for 2 sets of goal post sockets: the quotation for goal post sockets at a cost of £235 +VAT was accepted and up to £265 can be spent on installation – AGREED.
- (e) Recreation ground boundary wall:
 - (1) Update on survey of wall: a full survey of the north and east wall will be undertaken at a cost of £945 +VAT – AGREED. The survey will be carried out by Prior Associates which was one of the names provided by ECDC. A simpler survey costing around £500 was rejected as the wall is classed as a retaining wall due to differing soil levels on either side.
 - (2) Proposal for Cheveley Parish Council to accept ownership and responsibility for the wall's maintenance. The PC will claim ownership of the wall on the boundary of both no. 40 High Street and Cheveley High Street and register this with HM Land Registry. The PC will accept responsibility for the wall's maintenance and will maintain it to ensure it is safe. The PC will not make any modifications or carry out work to the wall which is wholly required to improve its appearance but which is not required for safety reasons – AGREED.
 - (3) Draft letter to Mr & Mrs Johnson in respect of the recreation ground wall: councillors made amendments to the letter and it will be delivered to the Johnsons tomorrow – AGREED.

- (f) Request from resident for skateboard/scooter area on recreation ground: councillors agreed that Master Peel had presented a good deal of evidence showing that this is something which would greatly benefit 9 to 16 year olds in the parish, and in surrounding villages. It was also agreed that a skate park cannot be considered in isolation but must be looked at together with possible improvements to the pavilion and recreation ground as a whole. However, it is an excellent opportunity for the PC to engage with young people from the parish and consideration will be given to meeting with them at the recreation ground, along with local youth workers and a representative from ECDC, to discuss ideas to bring back to a future PC meeting. The Pavilion and Recreation Ground Working Group will consider the cost of insurance and maintenance and any other ongoing costs which might be incurred.
- (g) To consider correspondence from resident re: provision of a Multi-Use Games Area (MUGA): following on from the discussion on the proposed skate park, councillors agreed that this would also need to be considered as part of the whole plan for improvements to the pavilion and recreation ground, and it will therefore be included in the feasibility study due to be carried out.
- (h) Cemetery matters:
- (1) Proposed update of regulations (MAR 17: 67/16/17 (d)(1)). This item was deferred to the next meeting.
 - (2) Proposed update of burial fees (MAR 17: 67/16/17 (d)(2)). This item was deferred to the next meeting.
- Cllr Thomas reported that the water in the water butt is very low due to a shortage of rain in recent months. It might be necessary therefore to turn the water tap on but this is something which has to be done by Anglian Water. The Clerk will investigate the charge for this service.
- (i) Proposal to spray weed killer either side of the path crossing Pump Green – McGregor Services will be asked to do this and also the path in the cemetery up to a cost of £60 – AGREED.

14/17/18 Correspondence for Information

None.

15/17/18 Date of Next Meeting – meeting dates for the ensuing year were agreed as follows: 13th June, 11th July, 12th September, 10th October, 14th November, 12th December 2017 and 9th January, 13th February, 13th March and 17th April. Next year's Annual meeting will be held on 8th May.

16/17/18 Matters for Future Consideration – Community Action Plan (quarterly); Recreation ground signs, Newsletter.

The meeting was closed at 9:30pm.

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

- (1) Local Government Act (LGA) 1972, s.142
- (2-5) LGA 1972, s.112
- (6) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214
- (7) Public Health Act 1875, s.164; Public Health Act – England; Open Spaces Act 1906, ss.9-10 England; Local Government (Miscellaneous Provision Act 1976, s.19.
- (8) Public Health Act 1936, s.164 – England; Open Spaces Act 1906, s.15 – England.
- (9) Public Health Act 1875, s.164; Public Health Act – England; Open Spaces Act 1906, ss.9-10 England; Local Government (Miscellaneous Provision Act 1976, s.19.
- (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.
- (11-14) LGA 1972, s.111
- (15-16) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214(2)(6); Local Authorities Cemeteries Order 1977; Open Spaces Act 1906, s.15.
- (17-20) LGA 1972, s.111
- (21) Public Health Act 1936, s.164 – England; Open Spaces Act 1906, s.15 – England.
- (22) LGA 1972, s.137