

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 11th July 2017 at 7.30pm
at the Community Room, Cheveley Primary School, Park Road.

Present: Richard Jackson (Chair), Jane Gibson, Jaquilyn Hascombe-Brook, Ian Jackson, Sheila Marvin, Brent Noble, Tracey Peel, Sallie Thomas and Sue Willows. District Cllr Peter Cresswell was also in attendance.

There were 5 members of the public present.

The meeting was opened at 7:30pm.

32/17/18 Apologies and approvals for absence – apologies received and accepted from Cllr Claire Elbrow (personal) and Cllr James Hadlow (work commitments).

33/17/18 Declarations of Pecuniary Interest
None.

34/17/18 Open Forum for Public Participation (10 mins)

Members of the public raised the following issues:

- Drones have been seen flying close to houses. It was suggested that they are taking aerial photographs to subsequently sell to householders. The PC endorses objections to this as it is an intrusion of the privacy of residents.
- Heavy, noisy tractors are driving too fast through the village; residents should report this to the police on 101.
- Land to the east of The Paddocks (item 38/17/18 (h)) – residents should re-iterate their objections to this development to ECDC following the amendment submitted by the applicant. Any previous objections however, will still be taken into account by the Planning Committee.
- Sewage drains on the High Street need to be cleared; this is a matter for Anglian Water.

35/17/18 Approve and sign Minutes of PC meeting held on 13th June 2017 – AGREED and signed by the Chair with the following amendments:

Item 20/17/18 (Item 13/17/18 (a)(1)) the survey will be carried out by Prior Associates **which was one of the names** provided by ECDC.

Item 27/17/18 (a)(2) The total number of bookings to date **is approximately £500.**

36/17/18 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.

1. Anglian Water has confirmed that the stopcock for the cemetery tap can be turned back on by us; the water metre will read usage and we will be billed accordingly. A call out for this service would cost approximately £32.
2. A First Aid Kit has been purchased and placed in the pavilion.
3. Official burials stationery has been purchased.
4. Photographs of the War Memorial sent to the Clerk do not show the lettering in detail therefore, additional photographs will be taken and the/ lettering notated for future reference.
5. The Clerk will be on annual leave between Monday 24th July and Friday 28th July inclusive.

Cllr Marvin will cover the telephone whilst the Clerk is on leave.

Cllr Marvin reported that the re-valuation of the pavilion had been carried out by Westley & Huff. The rebuild cost for insurance reinstatement is £300k including all fees and VAT. Westley & Huff's invoice is £100 +VAT as agreed.

Cllr Marvin also reported that non-domestic rates for the pavilion for the year came to £943.65. However, the property is subject to Small Business Rate Relief which had reduced the amount due to £0.

37/17/18 Reports from District and County Councillors (Verbal)

District Cllr Peter Cresswell reported the following:

- The planning application at land east of The Paddocks (17/00703/FUM) had been 'called in' and might be heard by the Planning Committee at its August meeting. The Parish Council can send a representative to speak at the meeting. A member of the public can also speak at the meeting to represent residents' views.
- The Local Plan: Cllr Cresswell said that it is hoped this will be ratified by summer 2018.
- Cllr Cresswell has reinstated "Chairman's Chat" to keep councillors and residents up to date on ECDC matters. "Chairman's Chat" is produced bi-monthly and will be circulated to councillors by the Clerk. It is also available on ECDC's website.

38/17/18 Planning Applications & Planning Matters

- (a) 17/00956/FUL Beech House, Beech House Stud, Newmarket Road – erection of garage block – NOTED with no comments.
- (b) 17/00951/FUL 9 High Street – single-storey rear extension plus reconfiguration of ground floor layout – NOTED with no comments.
- (c) 17/00553/FUL Brook Stud, High Street – two purpose-built container homes to serve the accommodation requirements of staff working at Brook Stud – NOTED with the following comment:
 - The position of both container homes should be located 100% directly behind the existing stable block, so obscuring the view of the container homes from the village conservation area.
- (d) 17/00795/FUL 57 Duchess Drive, Newmarket – proposed rear extension and loft conversion. AMENDMENT: removal of loft conversion and dormer windows. The agent has also indicated the direction of extraction vents from the kitchen – NOTED. The amendment has addressed the issues the PC previously raised and therefore no further comment is necessary.
- (e) 17/01080/FUL 106 Meadow Lane, Newmarket – part single-storey, part two-storey rear extension – NOTED with no comments.
- (f) Report on ECDC planning decisions & Tree Works Applications – NOTED.
- (g) To consider attendance of CPRE workshop – "Understanding the Planning System and Responding to Planning Applications: a workshop for Parish Councils", Thursday 2nd November: Cllr Sue Willows will attend along with Cllr James Hadlow or the Clerk; cost is £40 for 2 delegates - AGREED.
- (h) 17/00703/FUM Land east of the Paddocks – residential development of 10 dwellings together with new access from the Paddocks. AMENDMENT: revised site plan, changes to house types, inclusion of area of open space and additional SUDS and tree planting details – NOTED with the following comments:
 - Changes to house type – the changes do not address the concern that the development will be extremely imposing on surrounding properties and the adjacent countryside. Neither does the amendment address the fact that Cheveley does not have the appropriate infrastructure in place to accommodate more large family homes.
 - Inclusion of open space area – this has arguably led to a denser layout on the southern side of the development. The PC has concerns over who will maintain the area and whether it might be developed in the future.

- Additional SUD – the inclusion of a sustainable drainage system raises major concerns over flooding. The whole area is now surrounded by open ditches which will quickly fill up during periods of heavy rain and the site is already known to have a poor drainage capacity meaning a high risk that the ditches will overflow, especially if they are not well maintained.

The proposed development is not sustainable and has the potential to significantly harm the local environment, economy and community of Cheveley in the long-term. The long-term detrimental impact on the village far outweighs the small benefits a development of this size would have on the overall ECDC housing supply. CPC strongly urges ECDC to refuse this application.

For a copy of CPC's full response to this planning application, please contact the Clerk or refer to our website www.cheveley.org/usefulinformation.

The PC will also re-iterate its previous objections to this application – AGREED.

39/17/18 Finance – Payments for consideration and approval this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Jul 17	SO	£50.40	£42.00
(2)	Clerk payroll Jun 17	SO	£1,002.62	
(3)	Pension Contribution (employer) Jun 17	DD	£12.13	
(4)	Pension contribution (employee) Jun 17	DD	£9.71	
(5)	HMRC – PAYE/NIC Q1	100927	£753.80	
(6)	Clerk Mileage expenses Jun 17	100928	£31.05	
(7)	McGregor Services Jun 17	100929	£1,501.20	£1,251.00
(8)	ECDC play inspection Jun 17	DD	£24.00	£20.00
(9)	Eon – street lighting Jun 17	DD	£94.91	£90.39
(10)	MAGPAS donation (JUN 17: 26/17/18(c))	100930	£100.00	
(11)	JMC Construction – delivery of planings	100931	£528.00	£440.00
(12)	Eon – rec ground & pavilion Mar-Jun 17	DD	£94.57	£90.07
(13)	New Print Ltd – newsletter printing	100932	£115.00	
(14)	Shaw & Sons – Burials stationery	100933	£137.56	£114.63
(15)	SLCC membership 2017-18	100934	£139.00	
(16)	TBM – 4 hours/6-month PC support	100935	£259.20	£216.00
(17)	Cambs ACRE payroll/pension services Q1	100936	£54.00	£45.00
(18)	Anglian Water – pavilion Mar-Jun	DD	£21.07	
(19)	Eon – street lighting Jul 17	DD	£91.84	87.47
	Total payments for the month		£5,020.06	

(b) Monies received and to be noted:

CCC grass cutting contribution 2017/18 - £473.83.

Clerk, overpayment of salary (tax code change) - £62.00

NOTED.

(c) Proposed Q1 2017/18 PC accounts/bank reconciliation – NOTED.

The Financial Services Compensation Scheme (FSCS) has now been increased to £85k per bank account held. It was therefore proposed to move money from the PC's current account as follows: £10,000 to Barclays to bring the balance up to £80k and £20,000 to the Cambridge Building Society to bring the balance up to 80k – AGREED.

(d) Direct Debit for Information Commissioner's Office registration, £35 per annum (renewal date: 15th August) – AGREED.

40/17/18 Administration

(a) To consider Clerk's attendance at SLCC Regional Training Seminar, Wednesday 6th September, cost £69 +VAT: Stetchworth PC had agreed to pay £34.50 towards the cost of this seminar. Cheveley PC will also pay £34.50 – AGREED.

(b) To approve the DRAFT minutes of the Annual Parish Meeting (APM) held on 25th April 2017: some alterations were made and the draft minutes were – AGREED. The minutes will be formally approved and signed at next year's APM.

(c) CONFIDENTIAL – Clerk's Annual Review: It was agreed that Cllrs Elbrow and Hascombe-Brook will conduct the Clerk's review as soon as practicable.

41/17/18 Community/Community Groups

- (a) Project plan for the Cheveley Community Plan – priority 1 & 2 projects: all priority 1 & 2 projects were discussed and Cllr Ian Jackson will update the project plan accordingly. This item will appear on the agenda quarterly for updates.
Footpaths 1 & 2 – McGregor Services will be asked to cut the grass along these footpaths as soon as practicable – AGREED.
It was noted that legislation allows for hedges to be cut, trimmed or removed during the bird nesting season if they overhang a highway, road or footpath over which there is public or private right of way, and the hedge obstructs the passage of, or is a danger to, vehicles, pedestrians or horse riders.
TP left the meeting at 8:55pm.
- (b) Report (verbal) from the Parish Forum held Thursday 29th June: District Cllr Peter Cresswell had provided a written report of the meeting which had been sent to all councillors. Cllr Marvin will research the provision of councillor training and report back to a future meeting.

42/17/18 Pavilion, Recreation Ground & Cemetery

- (a) Pavilion & Recreation Ground Working Group meeting 27th June – report (written) from Cllr Ian Jackson – NOTED.
- 1) Recreation ground signage: the three BBQ signs in situ will be removed; 'No dogs allowed' signs will be purchased and placed on each entrance to the enclosed children's play area; ECDC's 'no tipping' sign will be moved onto the brick wall near the recycling bins; 'Please be considerate' signs will be updated (Cllr Ian Jackson will present options at the next Working Group meeting for discussion and a recommendation will be made to full council in September) – AGREED.
 - 2) To consider purchase of additional dog waste bin situated between the wooden play equipment and entrance to the wooded area – AGREED.
 - 3) To consider the removal, and potential sale, of the 'teenage shelter' and 'skateboard' play equipment: following consultation with a group of young people, this equipment will be removed and sold (subject to checking any grant conditions which the equipment might be subject to) – AGREED.
 - 4) To approve initial investigation into leaking roof gutters & cost of repair/replacement – AGREED.

Promotion of pavilion on website – Cllr Peel: this was deferred to the Working Group for discussion.

- (b) Report (verbal) from Cllr Ian Jackson on the Feasibility Study Inception Meeting with Cambridgeshire ACRE (CA): the meeting had taken place primarily so that members of CA could see the pavilion and recreation ground in preparation for carrying out the feasibility study. CA will now meet with groups and organisations in the parish and surrounding parishes to assess the need for a community building at the recreation ground. They will produce a plan of options which will then go out to public consultation. Further updates will be given over the course of the next 2-3 months; the feasibility study is due to be completed by October. Any further meetings with CA will be notified in advance and be open to all councillors.
Cllr Ian Jackson left the meeting at 9:35pm.
- (c) To consider correspondence from resident re: north-west boundary of recreation ground: The PC will respond to the resident's email (not their solicitor) asserting that the new fence is set approximately 1 metre within what the Council has always understood to be its boundary to allow the Council access to its land beyond the fence for maintenance purposes – AGREED.
- (d) To consider revised quotations for repair/replacement of car park fencing: 3 like-for-like quotations were considered and Steven Proctor's quotation for £1,245.85 was accepted – AGREED. A cheque for £623 (50% deposit required) was written and signed.

- (e) Clothes/fabric recycling bins – to consider ongoing issues with overflow & emptying and to consider request from Cheveley PTFA to place Salvation Army recycling bin at the recreation ground: Barnardos has improved its service in regard to emptying the clothes bin and therefore, their bin will remain in place – AGREED.
Cheveley PTFA will be given permission to place a Salvation Army clothes recycling bin at the recreation ground to be managed by the PTFA – AGREED.
- (f) Update on recreation ground boundary wall: Cllr Marvin said that the survey had now been completed and that a full report should be received from Prior Associates shortly. The PC would like to thank resident Chas Vincent for clearing weeds and self-seed saplings along both recreation ground walls to provide access for surveyors.
The PC will engage the services of Bendall & Sons to draw up a boundary wall agreement between the PC and the owners of no. 40 High Street. The PC will claim responsibility for maintaining the wall to a safe standard. The agreement, once formalised, will be lodged with HM Land Registry against the Title Deeds of both the recreation ground and no. 40 High Street, as advised by HM Land Registry – AGREED.
- (g) To agree purchase of a replacement litter bin at the entrance to the recreation ground: a new metal bin will be purchased to replace the damaged one (approximate cost £500 to £600) – AGREED.
- (h) Cheveley Sports Club sign, recreation ground wall: this will be removed to allow the Dog Show organisers to place their sign on the wall temporarily – AGREED. The rules regarding signage in a Conservation Area will be checked as to whether signs can be left in place indefinitely.
- (i) Cemetery Matters: some of the new lavenders have been lost due to the heat and may need to be replaced.

43/17/18 General Maintenance

- (a) Defibrillator checks & maintenance: Marilyn Jackson had been carrying out checks and maintenance of the defibrillator since it was installed and reporting accordingly to The Community Heartbeat Trust via their website, but is no longer able to do so. Cllr Hascombe-Brook will take over responsibility for this. Mrs Jackson was thanked for her contribution to the work of the PC.
- (b) To consider attendee for Tree Safety Seminar due to be held late July/early August. Cost per person: £50: the seminar had been filled by the time of the meeting. The Clerk will contact the organisers to enquire as to whether a seminar can be held in Cheveley to which other East Cambridgeshire Parish Councils could be invited – AGREED.
- (c) Resident request to cut grass outside Flint Lodge, 6 Park Road: the request was denied.
- (d) Public Rights of Way – cutting of adjacent hedges/vegetation: dealt with earlier in the meeting, please see item 41/17/18 (a) above.

44/17/18 Meeting of the Pavilion & Recreation Ground Charitable Trust.

The Clerk handed out copies of the Trust Deed together with an interpretation of the Deed and an information sheet entitled 'Village Halls run by Parish Councils as Sole Trustee'.

Further to discussions with Cambridgeshire ACRE, the Clerk made the following points:

- The charity must be kept open as it is the custodian of the recreation ground and pavilion.
- Cheveley Parish Council is the sole trustee of the charity and not individually named councillors.

This matter will be the subject of an Extra-Ordinary meeting of the PC in August.

45/17/18 Date of Next Meeting.

Proposal to hold Extra-Ordinary Meeting in August: a meeting will be held on either the 2nd or 3rd Tuesday of August dependent upon Cllr Richard Jackson's availability – AGREED. Items for

the agenda will be restricted to the Pavilion & Recreation Ground Charity, Planning Matters and Finance (invoices received).

46/17/18 Matters for Future Consideration

Cemetery regulations and fees (September).
Review of parish notice boards.

The meeting was closed at 10:10pm.

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

- (1) Local Government Act (LGA) 1972, s.142
- (2-6) LGA 1972, s.112
- (7) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214
- (8) 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.
- (9) Parish Councils' Act 1957, s.3; Highways Act 1980, s.301
- (10) LGA 1972, s. 137
- (11-12) LGA 1972, s.111
- (13) LGA 1972, s.142
- (14-16) LGA 1972, s. 111
- (17) LGA 1972, ss. 111 & 112.
- (18) LGA 1972, s. 111
- (19) Parish Councils' Act 1957, s.3; Highways Act 1980, s.301