

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 12th September 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, Ian Jackson, Sheila Marvin, Brent Noble, Tracey Peel, Sallie Thomas and Sue Willows. District Cllr Peter Cresswell was also in attendance.

There were 10 members of the public present.

The meeting was opened at 7:30pm.

60/17/18 Apologies and approvals for absence

None.

61/17/18 Declarations of Pecuniary Interest

None.

62/17/18 Open Forum for Public Participation (10 mins)

Representatives of the Jarman Centre in Newmarket had attended the meeting to voice their objections to planning application 17/01355/FUL - site between 117 & 119 Duchess Drive, Newmarket, as follows:

- Negative impact on the Jarman Centre as a community facility and amenity.
- Loss of significant trees.
- Negative impact on biodiversity and ecology. Significant species identified on Jarman Centre land by the Cheveley Biodiversity Group. Negative impact on the woodland habitat in general.
- The proposed dwelling is too large for the plot, too close to the boundary and has too many hard surfaces surrounding it.
- Negative impact on the character of the area – the proposed dwelling is out of character in size and materials and not sympathetic to the rural surroundings.
- Location and sustainability – the plot is outside the development envelope and there is no public transport serving Duchess Drive.

Other members of the public had attended the meeting to note the PC's discussion regarding planning application 17/01518/FUM – land to the rear of The Paddocks.

63/17/18 Approve and sign Minutes of PC meeting held on 8th August 2017 – AGREED and signed by the Chair with the following amendments:

Item 51/17/18 (a) The ~~Miriam~~ *Miram* skate...

Item 51/17/18 (a) The County Council had now cut the grass on ~~all public rights of way~~ *footpaths 1 and 2*.

Item 52/17/18 The street lights...have now been upgraded (~~bulbs~~ *lamps* replaced...)

Item 54/17/18 (b) The application was finally refused ~~on~~ *only due to an inadequate surface water drainage scheme*.

64/17/18 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 – NOTED.

1. The CPRE planning workshop has been booked for 2 delegates to attend – names of confirmed delegates to be submitted by 15th October.
2. The Salvation Army will be sending someone out to look at where best to place their clothes recycling bank and will be in touch following this to confirm its location and date of installation.

3. Mr Geddes at Bendall & Sons has confirmed that the boundary wall agreement between the PC and the owners of no. 40 High Street is currently being drawn up and should be ready for the PC's consideration at its October meeting.
4. The new dog waste bin has been ordered and will be installed by Steve Proctor as soon as he is able to. The replacement waste bin has been delivered and is awaiting installation.
5. Fenland Leisure will be coming to carry out repair work to play equipment between Monday 2nd and Friday 13th October.
6. "No dogs in the playground area", "Clean it Up" and "Assembly Point" signs have been delivered ready for installation at the playground, pavilion and cemetery.
7. Goal post sockets – these are due to be installed shortly by ARW Services Ltd in liaison with Cllr Ian Jackson at a cost of £100. Caps for the sockets have been purchased at a cost of £46.40 +VAT. (MAY 17: 13/17/18(d).)
8. Came & Company has paid out the PC's insurance claim for damage to the pavilion of £455 (£705 less £250 excess (VAT element excluded)).
9. Anglian Water is carrying out an inspection of the plumbing at the pavilion and cemetery on Thursday 7th September. A report from Anglian Water will follow.
10. The Clerk will be on annual leave from Friday 13th October to Thursday 26th October inclusive.

Other matters reported:

- Cllr Ian Jackson is meeting ARW Services at the recreation ground tomorrow (13th September) when the goal posts will be moved and sockets installed.
- The Salvation Army clothes recycling bin has now been installed at the recreation ground.
- Anglian Water rated the pavilion as 'medium risk', its lowest risk rating, following its inspection on 7th September. The cemetery also passed inspection. The representative from Anglian Water who carried out the inspections had been particularly impressed with the PC's water collection system at the cemetery.
- Street lights on Broomstick corner – lamps have been replaced on the existing metal poles. The 3 concrete posts have now been twinned with replacement metal poles but these have not yet been commissioned.

65/17/18 Reports from District and County Councillors (Verbal)

Peter Cresswell reported the following:

- ECDC's biggest challenge at present is the approval of the draft Local Plan which goes before Full Council on 5th October. Cllrs Cresswell and Shuter are working hard on behalf of villages in the south of the district to show that there are significant differences between the south and the north of the district in terms of housing need and provision.

Cllr Cresswell also sent apologies for the meeting on behalf of Cllr Shuter.

The Chairman thanked Cllr Cresswell and Cllr Shuter for their continued support of CPC, particularly in regard to recent planning applications.

66/17/18 Cheveley Pavilion & Recreation Ground Charitable Trust

- (a) To note summary of advice received from Cambridgeshire ACRE – NOTED.
- (b) Meeting of the Charity and appointment of management committee: a meeting of the Charity will take place immediately after this meeting. Some councillors expressed their concern regarding the ramifications for individual councillors of the PC being sole trustee of the Charity.
- (c) To consider obtaining specialist legal advice on Charitable Trusts and on the operation and management of the Cheveley Pavilion & Recreation Ground Charitable Trust, and the possibility of closing the charity in due course: the Clerk had obtained free legal advice from the Society of Local Council Clerks (SLCC) which was read to councillors at the meeting. In summary, the advice given was "that it would be impossible for the PC to close down the charity. However, the PC could appoint local volunteers or employ a manager to run the charity. This would involve making changes to the charity's administrative arrangements and some professional help would be needed to achieve this". The Chairman stated that it was much more beneficial to the charity, the PC and the community/local residents that Councillors, who are also trustees of the charity, administer and manage the charity themselves, which would simplify that function and save costs and unnecessary additional administration. Further legal advice may be taken in future but a decision on whether to do so was deferred.

67/17/18 Planning Applications & Planning Matters

- (a) 17/01355/FUL Site between 117 & 119 Duchess Drive, Newmarket – construction of 5-bedroom detached dwelling – NOTED with the following comments:

The PC objects to this application for the following reason:

- The proposed dwelling is outside the development envelope.

A comment will also be made concerning the loss of a significant number of trees on the site, without permission, and contrary to Policy ENV: 7 Biodiversity & Ecology. The site is also protected under a Woodland Tree Preservation Order. Trees which have been removed should be replaced to protect the biodiversity and natural habitat of the site.

- (b) 17/01518/FUM Land to rear of The Paddocks – residential development of 10 dwellings together with new access from The Paddocks – NOTED with the following comments:
The PC objects to this application for the same reasons it raised previously. Cllr Hadlow will prepare the PC's full objection adding ECDC Planning Policy references for added clarity for planning officers. Councillors noted that a Facebook group, 'Save Cheveley from Over Development' had been set up by residents.
- (c) 17/01518/FUM Land to rear of The Paddocks – residential development of 10 dwellings together with new access from The Paddocks. AMENDMENT: submission of tree survey and arboricultural impact assessment. **For information only** - NOTED.
- (d) 17/01517/FUL 7 The Paddocks – change of use of land to form part of rear garden to plot 7, The Paddocks – NOTED with the following comments:
The PC objects to this application for the following reasons:
- The proposed garden is outside of the development envelope.
 - The land should remain as paddock as per The Horseman's Group recommendations in its previous objections to The Paddocks development.
- (e) Update on complaint to ECDC regarding their Planning Committee meeting on 3rd August: Cllr Hadlow expressed his concern at the Planning Committee's lack of accountability to residents and local councils in regard to the way that its meetings are conducted and planning decisions are made. The behaviour of members of the Planning Committee at their meeting on 3rd August had been well below the standard expected of elected members and, in particular, the way in which they had questioned Cllr Hadlow at the meeting had been unsympathetic and dismissive of points made by him and local residents. Draft minutes of the meeting had been challenged by Cllr Hadlow as he said that they did not reflect a true record of the meeting, and ECDC had made some of the changes put forward. Cllr Hadlow had asked for a meeting with Cllr Joshua Schumann, head of the Planning Committee at ECDC, but has had no response as yet. An official letter of complaint, drafted by Cllr Jackson in liaison with Cllr Hadlow, will be sent to the Chief Executive of ECDC, Mr John Hill – AGREED.
- (f) Report on ECDC planning decisions & Tree Works Applications – NOTED.

68/17/18 Finance – Payments for consideration and approval this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Sep 17	SO	£50.40	£42.00
(2)	Clerk payroll Aug 17	SO	£1,002.62	
(3)	Clerk payroll Aug 17	100950	£41.20	
(4)	Pension Contribution (employer) Aug 17	DD	£12.13	
(5)	Pension contribution (employee) Aug 17	DD	£9.71	
(6)	Clerk Mileage expenses Aug 17	100951	£61.20	
(7)	McGregor Services Aug 17	100952	£1,593.60	£1,328.00
(8)	ECDC play inspection Aug 17	DD	£24.00	£20.00
(9)	Eon street lighting Aug 17	DD	£94.91	£90.39
(10)	BT telephone/broadband Jul-Oct 17	DD	£94.47	
(11)	Glasdon UK Ltd – waste bin	100953	£378.12	£315.10
(12)	G & T Gardening Services – pavilion gutter inspection	100954	£7.50	
(13)	Safety Signs 4 Less – rec/cemetery signage	100955	£35.94	£29.95
(14)	Steve Proctor – car park fence, final payment	100956	£622.85	
(15)	Pest Control Services - cemetery	100957	£70.00	
(16)	Pettitt Sports – caps for goal post sockets	100958	£55.68	£46.40
(17)	Fire & Safety Solutions Ltd – emerg. light test keys	100959	£12.30	£10.25
(18)	Twin Dots – annual website hosting & domain name	100960	£101.99	£84.99
(19)	Cemetery maintenance	Petty Cash	£36.89	
(20)	Eon street lighting Sep 17	DD	£94.91	£90.39
	Total payments for the month		£4,400.42	

- (b) Monies received and to be noted:
- ECDC s106 grant for recreation ground fencing £1,808.00
 - Came & Company insurance claim (pavilion) £455.00
 - Burial fees £230.00
 - Cheveley Community Plan account £40.61.

NOTED.

69/17/18 Administration.

- (a) Clerk's annual review: it was agreed to award a pay rise to the Clerk following a very positive review, further details of which need to be finalised before being reported at a future meeting. Cllrs Richard Jackson and Hascombe-Brook will present a proposal on the subject at the next meeting for approval backdated to 7th July 2017.
- (b) To consider insurance renewal quotations including revised Asset Register: quotations had been received from Came & Company (comparing 3 separate insurers) and Zurich Municipal. It was proposed by Cllr Thomas to accept Zurich Municipal's quotation for £1,835.13 per year on a 3-year term as it was considerably less than the cheapest quotation from Came & Company. The proposal was seconded by Cllr Ian Jackson – AGREED.
Cllr Marvin had carried out a physical audit of the PC's assets and had updated the Asset Register accordingly. A revised figure for insurance purposes will be forwarded to Zurich before the renewal date of 1st October. It was noted that the insurance premium may decrease or increase slightly once Zurich receives the revised asset register.
- (c) To consider payment of registration fee for Clerk's CiLCA qualification of £250 - AGREED.
- (d) Invitation to East Cambs Parish Council conference, Tuesday 10th October from 12pm, Littleport Leisure Centre: the Clerk will attend if possible.
- (e) To consider attendees and agenda items for the Parish Forum, Monday 30th October, Kirtling: Cllr Marvin will attend. Best practice in relation to crime prevention, and what PCs can do collectively regarding this, was put forward as a suggested agenda item.
- (f) TBM estimate for replacement laptop battery, £50 +VAT – AGREED.
- (g) To consider running local tree safety seminar in early 2018 in liaison with Cathy White – administrative assistance required: Cllr Marvin will raise this matter at the next Parish Forum to gauge interest from local PCs.
- (h) To consider attendee for Cambridgeshire ACRE AGM, Tuesday 26th September 2pm to 5pm, Whittlesford Memorial Hall: no one is available to attend.

70/17/18 Community/Community Groups

- (a) CCC re: Community Gritting Scheme 2017/18: councillors agreed that it was not necessary to put forward volunteers as residents had always taken responsibility for gritting upon themselves.
- (b) Invitation from St Mary's Church to participate in the Christmas tree festival 12th to 17th December 2017: The PC will spend £50 on a Christmas tree for the festival – AGREED.
- (c) CCC Local Highway Improvement Initiative 2018/19 – closing date for applications: 15th October 2017: Cllrs Gibson and Willows will liaise with the Clerk to put forward an application for traffic calming measures on the Ashley Road in North Ward – AGREED.
- (d) Speedwatch – statistics update and vacancy for coordinator, Newmarket fringe: Cllr Peel reported that 121 letters had been sent to motorists recorded as speeding by Speedwatch teams in various locations within the parish this year. Cllr Peel will continue to coordinate Speedwatch in Cheveley Village and Cllr Willows will continue to coordinate Speedwatch in North Ward (Newmarket fringe).
- (e) Maintenance of salt bins: councillors will check bins in their locality to make sure they are full. CCC Highways should be contacted to re-fill salt bins as required.

71/17/18 Cemetery Matters

- (a) Proposed update of fees: minor alterations were made to the wording of the document. The description of 'Head stone' was expanded to include 'plain in appearance, colour and shape, without excessive ornament' – AGREED.
- (b) Proposed update of regulations: The regulation 'no loose scattering of ashes' was amended to read 'no loose scattering of ashes *without permission*'; White Beam was added to the list of trees permitted; the term 'expeditiously' replaced 'expediently' – AGREED.
- (c) To note & plot extra interment spaces for ashes following extension of the area available: the Clerk will send the current cemetery plan to Cllrs Hadlow and Thomas to be updated if necessary.
- (d) Tree works: two trees need removing - a Cherry causing damage to the footpath and a small White Beam causing damage to the wall it is close to. Two tree stumps also need removing. Quotations for this work will be obtained and brought back to the October meeting – AGREED.
- (e) To consider purchase of notice board: one quotation had been received for a bespoke Oak notice board and had compared favourably with previous quotations. Cllr Peel suggested contacting a local carpenter for a quotation before proceeding and this was AGREED.
- (f) Preparation work for wild flower meadow including purchases as necessary: the meadow will be cut at the end of September. A decision on buying seed for the area will be made at the October meeting – AGREED.
- (g) Date of Autumn clean-up – 28th October at 10am.

72/17/18 Pavilion & Recreation Ground (Charity) Matters

- (a) Pavilion:
 - 1) Update on feasibility study: an initial report was expected from Cambridgeshire ACRE by 15th September however, consultation with local groups and organisations is taking longer than expected and this may be delayed for a short period.
 - 2) Meeting with Fire Officer report (written) from Cllr Marvin – NOTED.
 - 3) Pavilion gutters & replacement of lead flashing: the handyman had reported that the gutters are full of moss and leaves, and that one of the end caps is missing causing them to overflow during heavy rainfall. The lead flashing, which had been stolen, should be replaced with a suitable alternative and up to £300 will be spent on clearing the gutters and replacing the lead flashing – AGREED.
 - 4) Report (written) from the Pavilion & Recreation Ground Working Group meeting, 29th August – NOTED. All decisions arising from the report were deferred to the October meeting.
- (b) Recreation ground:
 - 1) Update on repairs to play equipment and consideration of work to be undertaken: the work quoted for by Fenland Leisure had not been highlighted on either ECDC's or Playsafety's inspection reports, but had been picked up by Fenland Leisure's representative when he had visited the site. The surface beneath the swings has shrunk away from the edging however, councillors agreed that this area had undergone a similar repair only a short while ago. The Clerk will investigate when this work was carried out and contact Fenland Leisure to discuss why the previous repair has failed.
 - 2) Leylandii between Oaklands and the recreation ground: a reminder will be sent regarding the reduction in height of the Leylandii which should be done in November as previously agreed.
 - 3) To note results of recreation ground wall survey by Prior Associates (sent round by email) – NOTED.
 - 4) Update on recreation ground wall repairs: Mr Harris has confirmed that work to the recreation ground wall will commence now that the school holidays have ended and there are fewer people using the recreation ground.
 - 5) Correspondence from resident re: the playing of golf on the recreation ground – NOTED. A reminder will be placed in the PC's meeting round-up in The Link reminding residents that playing golf on the recreation ground is strictly prohibited.

73/17/18 General Maintenance.

- (a) Damage to tree on Park Road: a large part of a tree had fallen across the road following a storm and had been cleared away by McGregor services the following day.

- (b) Update on repairs to War Memorial: Mr Harris has confirmed that repairs to the memorial will begin next week.

74/17/18 Correspondence for Information.

- (a) MAGPAS re: thank you for donation of £100 – NOTED.
(b) CCC re: Cambridgeshire Energy Switch scheme - NOTED.
(c) Duchess Park Residents' Association (DPRA) re: transfer of responsibilities from DPRA to Duchess Park (Newmarket) Management Company Ltd (DPNMC) – NOTED.
(d) Barclays re: closure of Burwell branch, Friday 10th November 2017 – NOTED.
(e) CAPALC re: appointment of Ian Dewar as NALC Improvement & Development Manager – NOTED.

75/17/18 Chairman's Comment.

Cllr Richard Jackson announced his intention to step down from the PC due to personal reasons, following the October meeting. Cllr Jackson has been a member of CPC since April 2015 and has served as Chairman for two-and-a-half years. He thanked fellow councillors for their hard work and for everything that had been achieved during his time on the PC. The full council gave Cllr Jackson their thanks for his commitment and support during his time in office.

Cllr Jackson's resignation leaves a vacancy for Chairman and for a councillor to represent the North Ward.

76/17/18 Date of Next Meeting.

10th October; 14th November; 12th December.

77/17/18 Matters for Future Consideration

Draft budget 2018/19.

The meeting was closed at 10:05pm.

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.111
(11) Litter Act 1983, ss.5-6
(12-13) LGA 1972, s.111
(14) Road Traffic Regulation Act 1984, s. 57(1)(b)
(15-17) LGA 1972, s.111
(18) LGA 1972, s.142
(19) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214(2)
(20) Parish Councils' Act 1957, s.3; Highways Act 1980, s.301