

# 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 10<sup>th</sup> October 2017 at 7.30pm**

at the Community Room, Cheveley Primary School, Park Road.

**Present:** Richard Jackson (Chair), Claire Elbrow (Vice-Chair), Jane Gibson, Jaquilyn Hascombe-Brook, Ian Jackson, Sheila Marvin, Brent Noble, Tracey Peel and Sallie Thomas. County Cllr Mathew Shuter was also in attendance.

There were 8 members of the public present.

The meeting was opened at 7:30 pm.

**78/17/18 Apologies and approvals for absence** – apologies received and accepted from Cllr James Hadlow (work commitments) and Cllr Sue Willows (personal). District Cllr Peter Cresswell had also sent his apologies.

**79/17/18 Nominations for Chairman** – Cllr Ian Jackson nominated Cllr Peel who confirmed she is willing to stand. Cllr Thomas nominated Cllr Ian Jackson who confirmed that he would not be able to stand owing mainly to his commitment to be Chair of the Pavilion & Recreation Ground Charity. Cllrs Gibson and Marvin nominated Cllr Elbrow who might be able to stand.

**80/17/18 Declarations of Pecuniary Interest**  
None.

### **81/17/18 Open Forum for Public Participation (10 mins)**

Members of the public had attended the meeting to discuss the planning application at land to the rear of The Paddocks (17/01518/FUM):

- The group 'Save Cheveley from Over Development' had commissioned a review of the flood survey which had resulted in a decision on the application being delayed until the November meeting of the Planning Committee at ECDC.
- The group asked the PC to consider funding legal correspondence costing in the region of £600 in regard to the application. No decision on this expenditure could be made at this meeting as it had not been itemised on the agenda.
- Cllr Shuter said that the land to the rear of The Paddocks had been included in the Local Plan because it had only previously been refused due to insufficient drainage, and that the PC and residents would still have an opportunity to appeal this at the inspectorate stage. Cllr Shuter said that he had argued strongly in regard to this, but had stopped short of objecting to the overall plan because we would then be back in an 'open season' situation with developers applying for, and obtaining, planning permission everywhere.

Other matters raised were:

- The wall around Glebe House opposite the church looks as though it is leaning and the bottom of it appears to be eroding which could be dangerous. The PC will write to the resident concerned.
- The footpath behind the British Legion has become extremely wet and muddy; permission was given to take chippings from the cemetery to spread along the path.

**82/17/18 Approve and sign Minutes** of PC meeting held on 12<sup>th</sup> September 2017 – AGREED and signed by the Chairman.

### **83/17/18 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.

Signed by the Chair: Approved and signed by the Chair Dated: 14<sup>th</sup> November 2017

Minutes for CPC Meeting 10<sup>th</sup> October 2017

1. The PC's insurance renewal premium has increased to £2,108.36 (from £1,835.13) per year following the updated replacement valuation for the pavilion from £188k to £300k, and the updated replacement valuation of the War Memorial from c£30k to c£60k.
2. A new battery for the Clerk's laptop has been ordered.
3. Cllr Sheila Marvin will cover the telephone and email whilst the Clerk is on annual leave from Friday 13<sup>th</sup> October to Thursday 26<sup>th</sup> October inclusive.

In addition, the following was also reported:

- Replacement dog waste and litter bins had been installed at the recreation ground today.
- Wildflower seed needed to be ordered but this had not been included on this agenda.
- The reduction of the Leylandii on the border between Oaklands and the recreation ground will take place in November. The contractor will give 7 days' notice and the work is estimated to take between 4 and 6 days to complete.
- An invoice had been received for work to the War Memorial and surrounding paving. The original quotation had been for £350 however, all the grouting had now been replaced and the invoice amount had risen to £1,609.54 (4 days' work plus grouting materials). This had been agreed by Cllrs Noble and Richard Jackson so that the work could be completed. However, it was noted that this agreement goes against Council agreed procedures and the extra expenditure should have been agreed at a meeting of the PC.

(b) Report from the Clerk (written) on SLCC Regional Roadshow, 6<sup>th</sup> September 2017 – NOTED.

### 84/17/18 Reports from District and County Councillors (Verbal)

County Cllr Shuter reported the following:

- Ely Registry Office will be moving from the ECDC offices in the city centre to the old bowling alley near the railway station. The new facility will have a garden for photographs for weddings. The move has come about because ECDC is looking to move from its headquarters in the city centre to somewhere smaller and cheaper and therefore needs to give notice of its lease on the Registry Office. CCC is also moving its archiving facility to the old bowling alley. The move will take place in 2019.
- There will be no change to the gritting schedule this winter.
- An application for speed reduction measures along the Ashley Road in Newmarket should be submitted; the deadline is 15<sup>th</sup> October. Cllr Gibson agreed to do this.
- Local Plan: Cllr Shuter had argued strongly for villages in the south of the district saying that they had very different housing needs to those in the north.
- The road around the roundabout on the A1304 as you leave Newmarket towards Cambridge is due to be resurfaced. A new method is to be employed which lays a smooth surface with no joins to try to prevent large vehicles breaking it up. In the future it is hoped to make improvements to the A1303 to Bottisham to improve safety.
- The Parish Forum will take place on Monday 30<sup>th</sup> October in Kirtling. District Cllr Josh Schumann will be in attendance.
- Cllr Richard Jackson raised the issue of the condition of pavements in the parish. Small patches should be reported online however, if large stretches are a problem then this should be reported to Cllr Shuter so that work can be scheduled.
- Cllr Richard Jackson thanked Cllr Shuter for his support of the PC, particularly in regard to planning issues, and also expressed his personal thanks for his support during his time on the PC.
- Members of the public expressed their disappointment over the behaviour of members of the Planning Committee at its meeting in September. Cllr Shuter said that the Chairman of ECDC is aware of these concerns.

### 85/17/18 Planning Applications & Planning Matters

(a) Update on planning application 17/01518/FUM land to the rear of The Paddocks and report from the PC's meeting with Cllr Joshua Schumann, Chair of ECDC Planning Committee: Cllr Hadlow had sent a written report which had been circulated before the meeting and this was noted.

Kerbs outside The Paddocks had not been dropped and this should be reported to planning enforcement – AGREED.

An extra-ordinary meeting will be held on 17<sup>th</sup> October to deal with the matter of whether the PC should fund legal correspondence in relation to this planning application – AGREED. As the Clerk will be on annual leave, Cllr Marvin will arrange this and take the minutes.

It was recognised that Cllr Hadlow had done an enormous amount of work in regard to this planning application for which the PC and members of the public were grateful.

- (b) 17/01355/FUL site between 117 & 119 Duchess Drive, Newmarket – construction of 5-bedroom detached dwelling. AMENDMENT: reductions in scale of the dwelling – NOTED.  
*This application had already been refused at the time this amendment was received.*
- (c) 17/00660/FUL Homestead, Church Lane – two-storey front and side extensions, loft conversion and new roof. ADDITIONAL INFORMATION: includes amendments to proposed extensions/design and tree information – NOTED with the following comments:
- Nothing has been done to address concerns over the height of the new build which is still approximately 1.25m higher than the current roof ridge and is 2.5 storeys, whilst all surrounding properties are only 1.5 or 2-storey.
  - The proposed development is still within 2m of the conservation area and this makes the proposed dwelling out of character with the surrounding area.
  - In addition, the PC objects to the new roof windows which now face north and into the conservation area, causing a loss of privacy to neighbouring properties.
  - The PC also reiterates its previous comments regarding this application.
- (d) 17/01734/FUL 55 Centre Drive, Newmarket – single-storey rear extension replacing existing conservatory and part re-roof of existing property – NOTED with no comments.
- (e) Report on ECDC planning decisions & Tree Works Applications – NOTED.

**86/17/18 Finance** – Payments for consideration and approval this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Oct 17	SO	£50.40	£42.00
(2)	Clerk payroll Sep 17	SO	£1,002.62	
(3)	Clerk payroll Sep 17	100968	£41.40	
(4)	Pension Contribution (employer) Sep 17	DD	£12.13	
(5)	Pension contribution (employee) Sep 17	DD	£9.71	
(6)	Clerk Mileage expenses Sep 17	100969	£51.30	
(7)	HMRC PAYE/NIC Q2	100970	£753.80	
(8)	McGregor Services Sep 17	100971	£1,201.20	£1,001.00
(9)	ECDC play inspection Sep 17	DD	£24.00	£20.00
(10)	Eon street lighting Oct 17	DD	£91.84	£87.47
(11)	Eon pavilion/rec Jun – Sep 17	DD	£78.36	£74.63
(12)	Zurich Municipal Insurance 2017-18	100972	£2,108.36	
(13)	Rialtas Business Solutions – annual software support	100973	£139.20	£116.00
(14)	Cambs ACRE – payroll/pension services Q2	100974	£54.00	£45.00
(15)	Cartridge Save- set of cartridges	100975	£106.59	£88.83
(16)	PKF Littlejohn – external audit 2016-17	100976	£480.00	£400.00
(17)	Glasdon UK – dog waste bin & post	100977	£240.90	£200.75
(18)	ARW Services – goal post socket installation	100978	£100.00	
(19)	Cambs ACRE membership renewal 2017-18	100979	£54.00	£45.00
	<b>Total payments for the month</b>		<b>£6,599.81</b>	

It was also agreed to pay Mr Proctor of SJP Gardening £132.50 for installing the litter and dog waste bins at the recreation ground.

Due to being lost in the post, cheque numbers 100952, 100953, 100955, 100957, 100958, 100959 and 100960 were replaced by cheque numbers 100961, 100962, 100963, 100964, 100965, 100966 and 100967 respectively. Cheque number 100954 was replaced with Petty Cash payment (£7.50) – NOTED

- (b) Monies received and to be noted:
- ECDC 2<sup>nd</sup> instalment of precept £40,000.00
  - Burial fees £655.00
- NOTED.
- (c) Proposed Q2 2017/18 PC accounts/bank reconciliation – NOTED. The recent cost of repair to the pavilion doors should be journalled out of project expenditure and into running costs.
- (d) To consider draft budget and potential projects for 2018/19: the draft budget was considered and Councillors should bring any potential projects for the budget to the next meeting.
- (e) Annual Return 2016/17 – completion of audit by PKF Littlejohn – NOTED.

- (f) To consider grant request from Cheveley Pavilion & Recreation Ground Charitable Trust for £7,500 – AGREED. Any payments already made on the Charity’s behalf this year will be deducted.

**87/17/18 Administration.**

- (a) Clerk’s salary review: a 2% increase back dated to 5<sup>th</sup> July 2017 will be awarded – AGREED. A further incremental rise will be awarded when the Clerk has completed the CiLCA qualification.
- (b) Invitation to the Cambridgeshire Parish Council conference, Friday 17<sup>th</sup> November 2017, Burgess Hall, St. Ives: no one is able to attend.
- (c) Invitation to Civic Service, Sunday 22<sup>nd</sup> October 2017, 3pm, St. Andrew’s church, Soham. Cllr Noble is attending.

**88/17/18 Community/Community Groups**

- (a) To consider St Mary’s church’s request for PC letter in support of its s106 funding application for new toilets at the church – AGREED. Cllr Elbrow will write this.
- (b) Upgrade of website: a quotation from the PC’s web provider, Twin Dots, will be obtained in regard to expanding the website to create a community site as agreed in the Community Plan.

**89/17/18 Cemetery Matters**

- (a) To consider fee for interment of cremated remains of deceased persons under 12 years of age: £40.00 was - AGREED. The cemetery fees will be on the next agenda for further review – AGREED.
- (b) To consider purchase of notice board: this item was deferred to the November meeting.

**90/17/18 General Maintenance**

- (a)
1. Clearing of road drains – it was reported that these have become full of leaves and need to be cleared and this will be reported to Highways online.
  2. Re-surfacing of sections of pavement along the High Street: see item 84/17/18 above.
  3. Vegetation over-hanging the pavement adjacent to The Paddocks: a letter will be written to the property owners.

**91/17/18 Date of Next Meeting**

E.O.M at The Pavilion, 17<sup>th</sup> October; 14<sup>th</sup> November.

**92/17/18 Matters for Future Consideration**

None.

The meeting was closed at 9:55pm.

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

- (1) Local Government Act (LGA) 1972, s.142
- (2-7) LGA 1972, s.112
- (8) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214
- (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) Parish Councils’ Act 1957, s.3; Highways Act 1980, s.301
- (11-16) LGA 1972, s.111
- (17) Litter Act 1983, ss.5-6
- (18) Local Government (Miscellaneous Provisions) Act 1976, s.19
- (19) LGA 1972, s.111