

Cheveley Parish Council

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

Chair: Claire Elbrow
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MINUTES

Cheveley Parish Council Full Council Meeting on
Tuesday 14th November 2017 at 7.30pm
at the Community Room, Cheveley Primary School, Park Road.

Present: Claire Elbrow (Chair), Tracey Peel (Vice-Chair), Jane Gibson, James Hadlow, Ian Jackson, Sheila Marvin, Brent Noble and Sue Willows.

There were 8 members of the public present.

The meeting was opened at 7:30 pm.

100/17/18 Election of Chairman & signing of Declaration of Acceptance of Office – Cllr Noble proposed Cllr Elbrow to the office of Chairman and the proposal was seconded by Cllr Gibson and AGREED by all. Cllr Elbrow signed the Declaration of Acceptance of Office form. To fill the position of Vice Chair previously held by Cllr Elbrow, Cllr Elbrow proposed Cllr Peel to the office of Vice Chair and the proposal was seconded by Cllr Jackson and AGREED by all.

101/17/18 Apologies and approvals for absence – apologies received and accepted from Cllrs Jaquilyn Hascombe-Brook and Sallie Thomas (personal). District Cllr Peter Cresswell and County Cllr Mathew Shuter had also sent their apologies.

102/17/18 Councillor Vacancy – North Ward – ECDC has confirmed the vacancy can be filled by co-option and notices to this effect were placed on notice boards on 3rd November. A member of the public was in attendance at the meeting with an interest in joining the council at a future date.

103/17/18 Declarations of Pecuniary Interest – Cllr Marvin declared a personal interest in item 112/17/18 (e) Holland Park Residents' Society Ltd request for notice board. Cllr Hadlow declared a pecuniary interest in item 110/17/18 (a) (18) Finance and a personal interest in item 109/17/18 (i) tree works.

104/17/18 Open Forum for Public Participation (10 mins)

Members of the public raised the following points:

- Councillors were asked to consider the possibility of putting together a Neighbourhood Plan which would carry some weight in influencing the decision-making process of planning applications in the parish. This will be discussed by Councillors at their December meeting.
- Dave Joyner had brought the McCalmont Cup and its box to the meeting. The box had now been adapted so that the Cup fits into it and the Cup had also undergone some repair work. Councillors thanked Mr Joyner for his work on this.
- A group of young people gave a presentation on a skate park for the recreation ground which they would like to see in place by Spring 2018. The plan presented would cost around £24k. The group had collected over 100 signatures on a petition asking for the facility, and said that it would help to keep young people safe who would otherwise ride on the road. This matter will be discussed at the meeting of the Pavilion & Recreation Ground Charity which immediately follows this meeting.
- A resident had laid woodchips from the cemetery onto the footpath near the British Legion and this had made a significant difference to the surface which had previously been very muddy and slippery. He asked if he could use more of the woodchips to lay on the footpath through Brook Stud to Broad Green. Councillors agreed to this and thanked him for giving up his time to do this.

105/17/18 Approve and sign Minutes of

- (a) PC meeting held on 10th October 2017 – AGREED and signed by the Chairman with the following amendments:
Item 81/17/18 (first bullet point) ‘...had commissioned **a review of** the flood survey...’

Item 83/17/18 (a) (final bullet point) 'An invoice had been received for work to the War Memorial **and surrounding paving.**'

Item 86/17/18 (a) 'It was also agreed to pay Mr Proctor **of SJP Gardening...**'

(b) Extra-Ordinary PC meeting held on 17th October 2017 - AGREED and signed by the Chairman.

106/17/18 To Ratify all decisions made at 10th October meeting – It was proposed by Cllr Elbrow and seconded by Cllr Gibson that all decisions made at the meeting held on 10th October be ratified and this was AGREED by all. The minutes of the meeting held on 12th September were signed by the Chairman.

107/17/18 Matters Arising including reports from the Clerk, Councillors and volunteers

(a) Report from the Clerk (written) of work in progress and actions completed – NOTED as follows:

- The Clerk attended the ECDC Parish Conference on 10th October at Littleport Leisure Centre. Presentations on community projects were made by Soham TC, Isleham PC, Sutton PC and Stretham & Wilburton CLT. The new Mayor James Palmer gave an address on devolution and there was a presentation on the CIL 123 List by Sally Bonnet of ECDC.
- A request has been received from residents stating they no longer wish to reserve the exclusive right of burial over grave space C47 in the cemetery. The Grant for this space was purchased in 2013 for £140.00. A cheque for this amount has been raised to buy back the grave space and all burial records have been updated accordingly.
- The new battery for the Clerk's laptop had proved difficult for TBM to source and had cost £71.00 +VAT (the estimate had been £50.00 +VAT).

The Clerk added that the Internal Auditor will be making a mid-year visit on Friday 24th November.

(b) Report from the Clerk (written) from the CPRE Planning Workshop, 2nd November 2017 – NOTED.

108/17/18 Reports from District and County Councillors (Verbal)

None.

109/17/18 Planning Applications & Planning Matters

(a) 17/01910/FUL Valkyrie, 19 High Street – single-storey rear extension – NOTED with no comments.

(b) 17/01872/FUL Long Hill, Moulton Road, Newmarket – erection of utility building for use by Warren Towers – NOTED with no comments.

(c) 17/01806/RMA Everitt & Gough, 2 Oak Lane – approval of the details for reserved matters for access, appearance, landscaping, layout and scale of planning application 16/00084/OUT – NOTED with the following comments:

- Streetlights and the footpath should be extended from the end of the village to the development in order to create safe pedestrian access to the site, and for the site to feel part of the village. (This already forms part of the conditions on the original application.)
- The PC has no objections to the extra house however, we would ask that the developer considers installing village entrance signs or gates near the site with the name of the village and the speed limit (in liaison with the PC for wording and style). This would help slow traffic down coming into the village along this route.
- The road could be narrowed in this area to help slow traffic down and we would request that ECDC refers this suggestion to CCC Highways for further investigation.

(d) 17/01806/RMA Everitt & Gough, 2 Oak Lane – reserved matters application for erection of eight detached dwellings – NOTED with no further comments to those above.

(e) 17/01275/FUL 14 Centre Drive, Newmarket – two-storey side extension and additional dormer to existing rear bedroom – this application had been **approved** at the time of this meeting.

(f) 17/01900/LBC Gateways, Duchess Drive, Newmarket – replace wooden windows with like-for-like wooden frames, with slimline double-glazed glass – NOTED with no comments.

(g) Response from ECDC to the PC's complaint regarding the way in which ECDC Planning Department handled the planning applications at The Paddocks – NOTED. Councillors were not satisfied with the response given and it was agreed to send a reply thanking them for their letter and re-iterating that the whole process could have been handled in a much more open and transparent matter – AGREED. Cllr Hadlow said that the PC should keep a close eye on The Paddocks development to ensure that all planning permission conditions are met. In particular, ECDC should ensure that the planting scheme for trees and shrubs is strictly adhered to.

- (h) Local Plan Proposed Submission Consultation 8th November to 19th December 2017 – the PC has no further comments to make.
- (i) Report on EDCD planning decisions & Tree Works Applications – NOTED.

110/17/18 Finance – Payments for consideration and approval this month – AGREED with the exception of (24)

- (a) Fenland Leisure pending enquiries into the condition of the newly laid matting.

Ref:	Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Nov 17	SO	£50.40	£42.00
(2)	Clerk payroll Oct 17	SO	£1,002.62	
(3)	Steve Proctor t/a SJP Gardening	100980	£132.50	
(4)	Clerk payroll Oct 17	100981	£41.40	
(5)	Pension Contribution (employer) Sep 17	DD	£12.13	
(6)	Pension contribution (employee) Sep 17	DD	£9.71	
(7)	Clerk Mileage expenses Oct 17	100982	£78.15	
(8)	McGregor Services Oct 17	100983	£1,023.60	£853.00
(9)	ECDL play inspection Oct 17	DD	£24.00	£20.00
(10)	Eon street lighting Nov 17	DD	£94.91	£90.39
(11)	Anglian Water – Pavilion Jun-Oct	DD	£29.94	
(12)	Anglian Water – Cemetery Jun-Oct	DD	£15.82	
(13)	Cambridgeshire ACRE – Feasibility Study	100984	£10,920.00	£9,100.00
(14)	Eurooffice – stationery	100985	£32.26	£26.88
(15)	Collaboration 23 Construction – War Memorial/paving	100986	£1,609.64	
(16)	CPRE – planning workshop	100987	£40.00	
(17)	G&T Garden services – pavilion gutters/flashing	100988	£266.50	
(18)	Cllr Hadlow – travel expenses	100989	£47.25	
(19)	Habitat Aid – yellow rattle seed	100990	£380.00	£316.67
(20)	J Richards – return of Exclusive Right of Burial fee	100991	£140.00	
(21)	PRS for Music – licence 2017/18	100992	£108.47	£90.39
(22)	BT – telephone/broadband Oct 17-Jan 18	DD	£94.46	
(23)	TBM – laptop battery	100993	£85.20	£71.00
(24)	Fenland Leisure – playground repairs	100994	£817.26	£681.05
Total payments for the month			£17,056.22	

- (b) Monies received and to be noted:

- ECDL CiL Meaningful Proportion (15%) £10,172.25
- VAT refund Q2 £1,449.40

NOTED.

- (c) To consider draft budget and potential projects for 2018/19 – Cllrs put forward a number of suggestions for projects for inclusion in the budget including: increased cuts of the flower meadow in the cemetery, speed reduction measures on Ashley Road, Newmarket, potential skate park, bollards on Church Lane to protect the grass verge, increase to the earmarked funds for repairs to the recreation ground wall, remaining street lights to be upgraded to LED, further funding for an upgrade of the website to a community website, potential Neighbourhood Plan, increase in pension contributions for the Clerk and an agreed 2% salary increase and a tree survey.

- (d) Barclays bank charges – Barclays has begun to charge £6 per month on the PC's account. Cllr Peel will call them to find out why the charge has been introduced.

111/17/18 Administration.

- (a) To consider CAPALC Chairmanship training due to take place February/March 2018 – Cllr Elbrow might be able to attend.
- (b) To consider Clerk's attendance at the Cambridgeshire Parish Council Conference, 17th November 2017 at The Burgess Hall, St Ives – AGREED.
- (c) Report (written) from District Cllr Peter Cresswell from the Parish Forum held on 30th October – NOTED. Cllr Marvin said that an alternative organisation for councillor training had been put forward at the meeting, namely the Local Councils Public Advisory Service (LCPAS). Bespoke courses can be arranged together with other PCs and Cllr Marvin will contact other local PCs to gauge interest and report back to the January meeting. A course could potentially run in January or February 2018. Cllr Marvin also handed out a written report on the work of LCPAS and its training programme.

- (d) Invitation to CAPALC AGM to be held at Histon & Impington Recreation Ground Pavilion, Thursday 7th December, 6:30pm – no one is available to attend.

112/17/18 Community/Community Groups

- (a) Upgrade of website – a meeting will be held with Twin Dots to discuss the possibility of a community website and the potential cost of this.
- (b) Correspondence from Rural Services Network re: consultation to establish rural response system – Councillors were asked to please complete the survey online if they would like to.
- (c) Remembrance Sunday – to consider donation to The Royal British Legion including wreath – a donation of £100 will be made to the Royal British Legion to include the purchase of a wreath costing £18 – AGREED.
- (d) To consider the cost of speed reduction measures on Ashley Road (Centre Drive/McCalmont Way), Newmarket – a response from County Cllr Shuter is awaited and therefore this item was deferred to the December meeting.
- (e) To consider donation of old notice board (not in use) to the Holland Park Residents' Society Ltd – AGREED.

113/17/18 Cemetery Matters

- (a) To consider fees for deceased under 12 years of age – it was agreed that no further changes needed to be made to the fees at present.
- (b) To consider purchase of notice board – a local man had been approached to make a bespoke board but is unable to undertake this at present. A quotation from Harry Stebbing Workshop will be brought back to the December meeting for consideration.
- (c) Tree works – awaiting a date from Luke Hamill to come and look at the proposed work. It was agreed that Luke Hamill Landscapes would be appointed as the PC's tree works contractor. This will be reviewed on an annual basis at the same time as the PC's reviews its grounds maintenance contractor - AGREED.

114/17/18 Correspondence for information.

- (a) ECDC re: its response to the new Homeless Reduction Act coming into force April 2018 – NOTED.

115/17/18 Date of Next Meeting

12th December 2017; 9th January 2018.

116/17/18 Matters for Future Consideration

Neighbourhood Plan; notice boards; speed reduction measures.

The meeting was closed at 9:15pm.

Statutory powers relating to this month's payments:

- (1) Local Government Act (LGA) 1972, s.142
(2) LGA 1972, s.112
(3) Open Spaces Act 1906, ss.9-10.
(4-7) 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.
(10-12) LGA 1972, s.111
(13) LGA 1972, s.133
(14) LGA 1972, s.111
(15) War Memorials (Local Authorities' Powers) Act 1923, s.1
(16-17) LGA 1972, s.111
(18) Local Authorities (Members' Allowances) (England) Regulations 2003 – England.
(19) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214
(20-23) LGA 1972, s.111
(24) 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.