

# Cheveley Parish Council

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

Chair: Claire Elbrow  
Vice chair: Tracey Peel  
Clerk: Marilyn Strand

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## MINUTES

Cheveley Parish Council Full Council Meeting on  
**Tuesday 12<sup>th</sup> December 2017 at 7.30pm**  
at the Community Room, Cheveley Primary School, Park Road.

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

There were 6 members of the public present.  
The meeting was opened at 7:30pm.

- 117/17/18 Apologies and approvals for absence** – apologies received and accepted from Cllr James Hadlow (work commitments). County Cllr Mathew Shuter had also sent his apologies for the meeting.
- 118/17/18 Councillor Vacancy – North Ward** – A member of the public was in attendance at their second meeting with an interest in joining the council at a future date. No other interest had been shown in the vacancy.
- 119/17/18 Declarations of Pecuniary Interest** – Cllrs Hascombe-Brook and Marvin declared pecuniary interests in item 125/17/18 (a) (11) and (a) (12) respectively. Both Councillors left the room when this item was voted upon.
- 120/17/18 Open Forum for Public Participation (10 mins)**  
A member of the public raised concerns over dog waste being deposited in a litter bin in the High Street which was causing an offensive smell for those using the pub and for other nearby residents, particularly in the summer months. It was agreed that this is anti-social and should be discouraged, especially as there are dog-waste bins nearby. A sticker asking residents to refrain from depositing dog-waste in the litter bin will be obtained.
- 121/17/18 Approve and sign Minutes** of PC meeting held on 14<sup>th</sup> November 2017 – AGREED and signed by the Chairman.
- 122/17/18 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. Correspondence has been received from the occupiers of Glebe House, High Street, to confirm they are looking into the condition of the wall which bounds their property onto the High Street. This follows correspondence from the PC to bring its condition to their attention after a resident brought the matter up at a recent PC meeting.
  2. The Clerk will be on annual leave over the Christmas and New Year period, finishing on Friday 22<sup>nd</sup> December and returning on Tuesday 2<sup>nd</sup> January. However, during this period, the Clerk will monitor telephone calls and emails in case of any urgent matters.
- From Cllr Peel: The Salvation Army clothes bank has been emptied twice so far and Cheveley School has received money along with the Salvation Army receiving the clothes. So far, the school PTA has received £17 and £33. BUT, everyone needs to use small bags or just empty the clothes etc. in. Please do not block the clothes bank entrance with full dustbin bags. This clothes bank is being emptied automatically every fortnight. Cllr Peel added that clothes deposited into this bin should still be wearable.  
NOTED.
- (b) Report from the Clerk (written) from the Cambridgeshire Local Councils Conference, 17<sup>th</sup> November 2017 – NOTED.
- (c) Report from the Clerk (written and provided at the meeting) from the SLCC (Cambridgeshire) meeting held on 8<sup>th</sup> December (General Data Protection Regulations 2018) – NOTED.

It was agreed to discuss this matter, and any action to be taken, at the January meeting once Councillors had had the chance to read and digest the report.

**123/17/18 Reports from District and County Councillors (Verbal) – None.**

**124/17/18 Planning Applications & Planning Matters**

(a) 17/02011/OUM 1 Home Office Bungalows, Little Green – outline planning application for residential development of circa 22 dwellings following the demolition of 6 bungalows with all matters reserved except for access – NOTED. The PC does not object to development on this site but has the following comments to put forward:

- The PC would like to meet with the developer early in the New Year to discuss how we can work together to ensure that the design and materials will be in keeping with the traditional cottage style of the village, especially as this site is an important gateway to the village.
- The PC would also like to raise the question of the availability of school places at Cheveley Primary School and whether CCC is going to do anything to accommodate an increase in children.

It was agreed not to raise the question of density as the proposed development would be similar in density to other sites in the village including Icknield Close.

(b) To consider putting together a Neighbourhood Plan for Cheveley – during this discussion, arguments both for and against a Neighbourhood Plan were put forward by Councillors. It's possible that neighbouring parishes such as Ashley, Kirtling or Woodditton would be interested in putting together a joint plan with Cheveley. It is also possible that the NP could be resident-led with support from the PC. A resident in attendance at the meeting agreed to read up on the process and report back to the PC at its January meeting.

(c) Report on ECDC planning decisions & Tree Works Applications- NOTED. Cllr Peel said that debris had been left in the gutters following work to a property in the High Street. However, Cllr Jackson said that he had already contacted CCC to ask them to sweep the streets and clear the leaves so this matter should be dealt with at the same time.

**125/17/18 Finance – Payments for consideration and approval this month: - AGREED.**

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Dec 17	SO	£50.40	£42.00
(2)	Clerk payroll Nov 17	SO	£1,002.62	
(3)	Clerk payroll Nov 17 (back pay and SO difference)	100995	£121.25	
(4)	Pension Contribution (employer) Nov 17	DD	£13.32	
(5)	Pension contribution (employee) Nov 17	DD	£10.66	
(6)	Clerk Mileage expenses Nov 17	100996	£80.65	
(7)	McGregor Services Nov 17	100997	£186.00	£155.00
(8)	ECDC play inspection Nov 17	DD	£24.00	£20.00
(9)	Eon street lighting Dec 17	DD	£91.84	£87.47
(10)	SLCC – CiLCA registration fee	100998	£250.00	
(11)	Cllr Hascombe-Brook expenses (conference)	100999	£46.60	
(12)	Cllr Marvin expenses (conference)	101000	£25.00	
(13)	Royal British Legion (wreath + donation)	101001	£100.00	
(14)	Canalbs Ltd – Internal Audit mid-year visit	101002	£120.10	
(15)	Cambridgeshire ACRE – payroll Oct-Dec 17	101003	£54.00	£45.00
	<b><u>Total payments for the month</u></b>		<b><u>£2,176.44</u></b>	

(b) To finalise budget and projects for 2018/19 – Cllrs and the Clerk put forward a number of further suggestions for amendments and projects for inclusion, as well as updated figures following suggestions at the November meeting, and the budget was AGREED.

(c) Request from ECDC re: Parish Precept 2018/19 (Local Government Finance Act 1992, s41). The PC had received advice from both SLCC and CAPALC in regard to the precept and this was NOTED. Following discussion, it was decided to leave the precept at £80k for the third year running – AGREED.

(d) Barclays bank charges – Cllr Peel reported that charges on the PC's bank account were being levied as it is a business account and not a community or charity account. A monthly fee of £6.00 and a transaction fee of 35p per item applies.

**126/17/18 Administration.**

- (a) Internal Auditor mid-year report and corrective action as necessary – NOTED. Some of the issues raised had already been dealt with. All other necessary action will be taken as soon as is practicable.
- (b) Appointment of PKF Littlejohn as the PC's External Auditor for 2017/18 – 2021/22 – NOTED.
- (c) To review the PC's Standing Orders – reviewed and AGREED with no amendments.
- (d) To consider appropriate action regarding General Data Protection Regulations coming into force on 25<sup>th</sup> May 2018 – as discussed in item 122/17/18 (c) above, this matter will be discussed again at the January meeting.
- (e) McCalmont Cup – to discuss and agree criteria for nominees – AGREED with no amendments.
- (f) To agree date for 2018 Annual Meeting of the Parish – Tuesday 8<sup>th</sup> May 2018 – AGREED.

**127/17/18 Community/Community Groups**

- (a) Upgrade of website: report (verbal) from meeting with Twin Dots, 1<sup>st</sup> December 2017 – Twin Dots has agreed to create a new page for Cheveley's community groups without charge. The next step will be to obtain a quotation to re-build the site and upgrade it to make it easier to update and to give it more of a whole community focus. Some of the PC information on the site can be removed.
- (b) To consider the cost of speed reduction measures on Ashley Road (Centre Drive/McCalmont Way), Newmarket – Cllr Willows has been in contact with CCC Highways and has a reference number for the PC's enquiry into this; a reply is expected in the next 15 days. County Cllr Mathew Shuter has said that he will support the PC in regard to speed reduction measures in this location. The PC is able to pay for the measures from its reserves.
- (c) December newsletter: items for inclusion – precept remaining the same, welcome to residents of The Paddocks, outline application for development at Home Office bungalows, charity matters – AGREED.

**128/17/18 Cemetery Matters**

- (a) To consider quotation for purchase of notice board – a hardwood (Oak) notice board would be in keeping with other projects undertaken in the cemetery such as the wild flower meadow, and the board would include the lettering 'Cheveley Cemetery'. A quotation from Harry Stebbing Workshop for £1,228 +VAT (including delivery but not installation) was AGREED.
- (b) To consider quotation for tree works - £650: a quotation from Hamill Landscapes for £650 was AGREED.

**129/17/18 Correspondence for information.**

- (a) Holland Park Residents' Society Ltd re: thank you for donation of notice board – NOTED.
- (b) NALC re: availability of the Good Councillor's Guide 2017 – NOTED. The log-in and password will be circulated to all Councillors so that they can access the Guide and other NALC services and information.

**130/17/18 Date of Next Meeting**

9<sup>th</sup> January 2018.

**131/17/18 Matters for Future Consideration**

LED street lighting, NP, Ashley Road (Newmarket) speed reduction, future of the charity.

The meeting was closed at 9:05pm.

Statutory powers 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) Open Spaces Act 1906, ss.9-10; 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.
- (9-10) LGA 1972, s.111
- (11-12) Local Authorities (Members' Allowances) (England) Regulations 2003 – England.
- (13) LGA 1972, s.137
- (14-15) LGA 1972, s.111