

# 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 9<sup>th</sup> January 2018 at 7.30pm**  
at the Community Room, Cheveley Primary School, Park Road.

**Present:** Claire Elbrow (Chair), Tracey Peel (Vice-Chair), Alison Day, Jane Gibson, James Hadlow, Sheila Marvin, Brent Noble, and Sue Willows. District Cllr Peter Cresswell was also in attendance.

There was 1 member of the public present.  
The meeting was opened at 7:30pm.

- 132/17/18 Apologies and approvals for absence** – apologies received and accepted from Cllrs Jaquilyn Hascombe-Brook & Sallie Thomas (personal) and Cllr Ian Jackson (work commitments). County Cllr Mathew Shuter had also sent his apologies for the meeting.
- 133/17/18 Councillor Vacancy: North Ward** – an application had been received from Miss Alison Day. It was proposed by Cllr Willows that Miss Day be co-opted onto the PC and the proposal was seconded by Cllr Gibson and agreed unanimously. Miss Day signed the Declaration of Acceptance of Office and the Chairman invited her to join the meeting. Miss Day was warmly welcomed by all.
- 134/17/18 Declarations of Pecuniary and Non-Pecuniary Interests**  
None.
- 135/17/18 Open Forum for Public Participation (10 mins)**  
None.
- 136/17/18 Approve and sign Minutes** of PC meeting held on 12<sup>th</sup> December 2017 – AGREED and signed by the Chairman.
- 137/17/18 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 as follows:
1. The agreed budget for 2018/19 will be updated following the December meeting and sent out to all Councillors in due course.
  2. The Parish Precept request to ECDC was sent in on 14<sup>th</sup> December (the deadline for submitting this is 12<sup>th</sup> January 2018).
  3. Register of Interest forms have now been updated to comply with statutory requirements as reported by the internal auditor. All other matters raised by the auditor have been actioned or are in the process of being dealt with.
  4. The Clerk and Cllr Claire Elbrow are meeting on 11<sup>th</sup> January to review the information currently held on the PC's website. This will then be reported to Twin Dots so that a quotation can be put together for a re-build.
  5. Hamill Landscapes has been instructed to carry out the tree works in the cemetery as soon as possible.
  6. Further discussion of the Neighbourhood Plan will take place at the February meeting following a request for more time from residents who are looking into this.
  7. Zurich Municipal has confirmed that all the PC's office equipment is insured under 'all-risks' and is therefore covered anywhere within the UK.
- 138/17/18 Reports from District and County Councillors (Verbal)**  
District Cllr Peter Cresswell wished everyone a very Happy New Year and reported the following:
- In April, the waste collection service will move from Veolia to ECDC's trading company.
  - Ely Leisure Centre will be opening in the Spring, and the Ely bypass continues to progress.

- Improvements to the A14/A142 junction, Nine-Mile Hill and the Stow-cum-Quy junction continue to be a priority for the county.
- Approval of the Local Plan is awaited from the inspectorate.
- Lucy Frazer QC MP is now the Parliamentary Under Secretary of State at the Ministry of Justice. Cllr Hadlow raised the issue of the A14 in regard to the ever-increasing volume of traffic, saying that the problem had been exacerbated by the number of houses being built in the district. This had led to a steep rise in the number of people living in East Cambridgeshire and working in Cambridge. Cllr Cresswell said that Mayor James Palmer is aware of the issues and improvements to the A14 are a priority.

#### 139/17/18 Planning Applications & Planning Matters

- (a) 17/02184/FUL Land rear of 92 Duchess Drive, Newmarket – new 5-bed dwelling – NOTED with no comments.
- (b) Report on ECDC planning decisions & Tree Works Applications – NOTED.

#### 140/17/18 Finance – Payments for consideration and approval this month – AGREED.

(a)	Ref:	Payee/Item	Chq. No.	Total	Excl. VAT
(1)		Twin Dots – website support Jan 18	SO	£50.40	£42.00
(2)		Clerk payroll Dec 17	SO	£1,002.62	
(3)		Clerk payroll Dec 17	101004	£57.58	
(4)		Pension Contribution (employer) Dec 17	DD	£12.38	
(5)		Pension contribution (employee) Dec 17	DD	£9.90	
(6)		HMRC – PAYE/NIC Sep – Dec 17	101005	£819.58	
(7)		Clerk Mileage expenses Dec 17	101006	£37.80	
(8)		McGregor Services Dec 17	101007	£72.00	£60.00
(9)		ECDC play inspection Dec 17	DD	£24.00	£20.00
(10)		Eon street lighting Jan 17	DD	£94.91	£90.39
(11)		Eon – pavilion Sep – Dec 17	DD	£89.38	£85.12
(12)		Cheveley Community Assoc. (room Hire)	101008	£100.00	
(13)		Christmas Tree (St Mary's Church)	101009	£57.50	
(14)		MyIn Security Ltd (deposit for bollards)	101010	£264.00	
(15)		Fire & Safety Solutions Ltd (pav. testing)	101011	£67.68	£56.40
		<b>Total payments for the month</b>		<b>£2,664.82</b>	

- (b) Monies received and to be noted:
- Burial fees £400.
- NOTED.
- (c) Proposed Q3 2017/18 PC accounts/bank reconciliation – NOTED. An adjustment to the final quarter's figures was made regarding Petty Cash expenditure of £42.
- (d) To consider employing Rialtas to separate PC and Charity accounts – it was agreed to wait until after the year end to do this and therefore this matter was deferred to a future meeting.

#### 141/17/18 Administration.

- (a) Local Council Public Advisory Service (LCPAS) councillor training – this item was deferred to the next meeting.
- (b) General Data Protection Regulations (GDPR) 25<sup>th</sup> May 2018: to consider necessary action and costs – it was agreed that TBM will configure the PC's email addresses so that they work in accordance with the new regulations; it should be possible to do this remotely. It was also agreed to instruct Twin Dots to quote to change the PC's domain name to '.gov.uk'.
- (c) Date for 2018 Annual Meeting of the Parish (APM) – Tuesday 24<sup>th</sup> April - AGREED. The Clerk will email all community groups inviting them to provide a report of their activities over the last year, and to put forward nominations for the McCalmont Cup.
- (d) Confidential PC documents – Councillors were reminded that PC documents which have not yet been released into the public domain should be treated as confidential until their release has been agreed by the PC.
- (e) To consider attendees and agenda items for the Parish Forum, Wednesday 28<sup>th</sup> February, Ashley – Cllrs Elbow and Marvin will attend. District Cllr Cresswell said that an expert in Neighbourhood Planning would

be at the Forum, as well as CCC Community Champion, County Cllr Liz Every. An agenda item regarding ECDC's involvement with the GDPR was put forward.

- (f) To discuss the future of Cheveley Pavilion & Recreation Ground Charitable Trust – Cllr Marvin gave an overview of the recent history of the Charity. After further discussion, it was agreed to seek legal advice on the options available to the PC in regard to whether the Charity can be closed, and the land and building transferred back to PC ownership. Cllr Marvin will compile a list of Councillors' questions for the solicitor, to be agreed at a future meeting, and it was decided to approach Birketts of Cambridge for advice. Cllr Marvin will contact Wellers Hedleys solicitors to ask for the Trust documents it holds to be returned to the PC, and will also investigate the possibility of transferring the recreation ground to Fields In Trust, a national charity which protects open spaces across the UK.

#### **142/17/18 Community/Community Groups**

- (a) To consider proposal to use CiL funding to replace street lights with LED bulbs - a written report from Cllrs Marvin and Hadlow was NOTED. It was decided that the PC will use its Community Infrastructure Levy (CiL) money to fund this project and Cllrs Hadlow and Marvin will investigate costs and suitable contractors – AGREED.
- (b) To consider the cost of speed reduction measures on Ashley Road (Centre Drive/McCalmont Way), Newmarket – Cllr Willows said that she hadn't yet heard back from CCC Highways regarding the cost of this project. The PC's County Councillor, Mathew Shuter, who is also Chair of County Highways, hadn't replied to Cllr Willows' request for his help with this matter.
- (c) December newsletter: to consider draft for publication – it was decided to distribute the newsletter in February together with the Skate Park consultation document – AGREED.
- (d) To consider request from resident to re-locate community defibrillator – it was agreed that the recreation ground is the best location for this piece of equipment, and this had been confirmed by a representative of Community Heartbeat who supplied it. Cllr Peel agreed to take over the monthly inspections.
- (e) To consider correspondence from CCC re: Network Rail (Suffolk Level Crossing Reduction) Wetherby crossing, Newmarket – the PC maintains its objection to the proposed closure of this crossing and confirmation of this will be sent to Network Rail. County Cllr Shuter had confirmed that CCC is also to maintain its objection to the proposed closure.

#### **143/17/18 Cemetery Matters**

- (a) Proposed date for Spring clean-up, Saturday 24<sup>th</sup> March 10am – 12pm – AGREED.

#### **144/17/18 Correspondence for information.**

- (a) David Cudby re: wildlife website and blog – [The Ecologist on The Park](#). – NOTED. A link to the blog will be put on the PC's website.

#### **145/17/18 Date of Next Meeting**

13<sup>th</sup> February; 13<sup>th</sup> March.

#### **146/17/18 Matters for Future Consideration**

Recreation ground trees (north-west boundary); bollards on Church Lane; Ashley Road speed reduction; Charity.

The meeting was closed at 9:05pm.

Statutory powers relating to this month's payments:

- (1) Local Government Act (LGA) 1972, s.142  
(2-7) 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.144  
(14) Road Traffic Regulation Act 1984, s.57(1)(b).  
(15) LGA 1972, s.111