

# Cheveley Parish Council

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

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Vice Chair: Tracey Peel  
Clerk: Marilyn Strand

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## MINUTES

Cheveley Parish Council Full Council Meeting on  
**Tuesday 13<sup>th</sup> February 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, Jaquilyn Hascombe-Brook, Ian Jackson, Sheila Marvin, Brent Noble, Sallie Thomas and Sue Willows. County Cllr Mathew Shuter and District Cllr Peter Cresswell were also in attendance.

There was one member of the public present.

The meeting was opened at 7:30pm.

**147/17/18 Apologies and approvals for absence** – none.

**148/17/18 Declarations of Pecuniary and Non-Pecuniary Interests** – none.

**149/17/18 Open Forum for Public Participation (10 mins)**

A member of the public suggested the PC considers installing a footpath from the car park to the pavilion as a better use of its funds than the proposed skate park.

**150/17/18 Approve and sign Minutes** of PC meeting held on 9<sup>th</sup> January 2018 – **AGREED** and signed by the Chairman with the following amendments:

Cllr Alison Day was added to the list of those present.

Item 138/17/18 (paragraph 2): "This had ~~let~~ **led**...to a steep rise...."

Item 142/17/18 (a): "To consider ~~the cost of replacing~~ **proposal to use CiL funding to replace** street lights..."

**151/17/18 Matters Arising including reports from the Clerk, Councillors and volunteers (for information only)**

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

- Further discussion of the Neighbourhood Plan will take place at the March meeting. In the meantime, an area-wide Neighbourhood Plan will be discussed at the next Parish Forum on 28<sup>th</sup> February.
- All community groups were emailed with APM details and poster regarding nominations for the McCalmont Cup on 16<sup>th</sup> January. Reminder emails will be sent at the beginning of March.

Other matters reported as follows:

- Cllr Marvin confirmed that both street lights on Church Lane belong to the PC. The telephone number on the lights is for reference should it need to be reported that they are not working, and does not indicate that the light belongs to either ECDC or CCC. This confirms that the PC owns 26 street lights in all as per the Asset Register.

**152/17/18 Reports from District and County Councillors (Verbal)**

District Cllr Peter Cresswell reported the following:

- ECDC will not be increasing its Council Tax charge for 2018/19.
- ECDC's new trading company will begin trading on 1<sup>st</sup> April 2018.
- The Combined Authority has allocated £150,000 towards a review of junctions 35-38 on the A14. Funding bids for improvements to the A14/A142 junction and a feasibility study looking at improvements between the Milton interchange and Newmarket have been submitted to Highways England for consideration.

County Cllr Shuter reported the following:

- Hundreds of potholes have opened up across the county mainly due to the cold, wet winter this year. If anyone spots a pothole they should report it to CCC Highways online. CCC has recently purchased its own 'dragon patcher' which has the capacity to repair up to 150 potholes per day. Potholes repaired using the dragon patcher are less likely to open up again as a much better bond is achieved between the new material and the road surface.

Signed: Approved and signed by the Chairman Dated: 13<sup>th</sup> March 2018

Minutes for CPC Meeting 13<sup>th</sup> February 2018

- Speed reduction measures on the Ashley Road, Newmarket – the PC will have to apply to have this work carried out under the Local Highways Initiative (LHI), whether or not it wishes to fund the work in full, as CCC does not have the capacity to carry out this work outside of the LHI. The closing date for the next round of applications is September 2018.
- Funding is now in place for improvements between Stow-cum-Quy and the A14 (A1303) and work will begin at the end of February/early March and involve possible night-time closures.
- A library strategy has been developed to find new ways to meet library users' changing needs and to generate income. In order for the service to thrive and achieve long-term stability, CCC wants to transform libraries so that they provide more services and opportunities for everyone. Cllr Shuter also confirmed that the mobile library is not being phased out. CCC is looking at ways in which it can offer a wider range of services through this service. Cllr Jackson asked if East Cambs could be represented in Newmarket library as residents in the south of East Cambridgeshire see Newmarket library, which is run by Suffolk County Council, as their local library. Cllr Shuter said he would raise this with the officer in charge of libraries.
- CCC is raising its Council Tax charge by a total of 4.99% (meaning a rise of approximately £46 per year on a Band D property). The rise includes 2% for adult services with the rest going towards maintaining current services.

#### 153/17/18 Planning Applications & Planning Matters

- (a) 18/00003/OUT Tanners, 18 Newmarket Road – detached house and garage – NOTED with the following comments:
- The PC has concerns that the access onto a busy highway is insufficient.
- (b) 18/00058/FUL Land adjacent to 2 Ashley Road, Newmarket – erection of 2 dwellings with garages – NOTED with no comments.
- (c) 17/02011/OUM 1 Home Office Bungalows, Little Green – application withdrawn – NOTED. It was agreed to invite the agent to the April PC meeting.
- (d) 18/00094/VAR Everitt & Gough, 2 Oak Lane – to vary condition 1 (plans) of previously approved application reference 17/01806/RMA for reserved matters application for erection of eight detached dwellings – NOTED with no comments.
- (e) 18/00101/FUL 106 Meadow Lane, Newmarket – single-storey rear extension (re-submission of 17/01080/FUL) – NOTED with no comments.
- (f) To note correspondence from ECDC re: enhanced services to customers applying for planning permission – NOTED.
- (g) Report on ECDC planning decisions & Tree Works Applications – none.

#### 154/17/18 Finance – Payments for consideration and approval this month – **AGREED.**

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Feb 18	SO	£50.40	£42.00
(2)	Clerk payroll Jan 18	SO	£1,002.62	
(3)	Clerk payroll Jan 18	101012	£57.78	
(4)	Pension Contribution (employer) Jan 18	DD	£12.38	
(5)	Pension contribution (employee) Jan 18	DD	£9.90	
(6)	Clerk Mileage expenses Jan 18	101013	£38.70	
(7)	McGregor Services Jan 18	101014	£120.00	£100.00
(8)	ECDC play inspection Jan 18	DD	£24.00	£20.00
(9)	Eon street lighting Feb 18	DD	£94.91	£90.39
(10)	Wave (Anglian Water) rec ground water Oct 17 – Jan 18	DD	£24.23	
(11)	Wave – cemetery water Oct 17 – Jan 18	DD	£13.45	
(12)	Harry Stebbing Workshop	101015	£1473.60	£1228.00
(13)	TBM – Eset renewal (anti-virus)	101016	£29.40	£24.50
(14)	D2D Distribution	101017	£348.00	£290.00
(15)	New Print Ltd (newsletter)	101018	£273.00	
(16)	New Print Ltd (posters & forms)	101019	£26.40	£22.00
(17)	Cartridge Save (black ink cartridge)	101020	£36.27	£30.23
(18)	Fenland Leisure (repair to matting)	101021	£239.05	£199.21
(19)	CAPALC – Chairmanship training	101022	£75.00	
	<b>Total payments for the month</b>		<b>£3,949.09</b>	

- (b) Monies received and to be noted:
- Pavilion booking fees - £50.
  - ECDC recycling credit - £180.
- NOTED.
- (c) To consider request from Cheveley Pavilion & Recreation Ground Charity for £239.05 to repair matting under cableway – **AGREED**.

#### 155/17/18 Administration.

- (a) Local Council Public Advisory Service (LCPAS) councillor training: Cllr Marvin – a provisional booking will be made for Wednesday 28<sup>th</sup> March and neighbouring PCs will be invited to attend. The cost of the event is £250 and this will be paid for by CPC however, other PCs will contribute to this cost if any of their Councillors wish to attend – **AGREED**.  
**Action all:** please let Cllr Marvin know availability for this date and whether daytime or evening is preferred.
- (b) General Data Protection Regulations (GDPR) 25<sup>th</sup> May 2018:
- To note correspondence from ECDC Legal Services Manager – NOTED. The District Council will not be able to provide a Data Protection Officer for PCs in the district.
  - To consider correspondence from CAPALC re: Data Protection Officer – the PC will register its interest in this service.
  - To consider cost of hosted exchange email addresses – it was agreed to wait for a third quotation for hosted email addresses. In light of the new GDPR legislation, it had been recommended that the PC upgrade to a .gov.uk domain name as a more secure platform for its website and email addresses. Twin Dots had quoted £100+VAT to register a .gov.uk domain name for the PC and a further £60+VAT every two years to renew it and this was accepted – **AGREED**.
- (c) To consider attendees for General Data Protection Regulations training (CAPALC) – 15<sup>th</sup> or 16<sup>th</sup> March, cost £35.00 per attendee – Cllr Marvin and the Clerk will attend – **AGREED**.
- (d) To consider draft agenda for Annual Parish Meeting, 24<sup>th</sup> April 2018 – **AGREED**. The Clerk will check whether the item 'apologies for absence' is necessary.
- (e) To consider attendees for CAPALC AGM (Extra Ordinary Meeting) Thursday 22<sup>nd</sup> March, Histon – no one is available to attend.
- (f) Update on the future of Cheveley Pavilion & Recreation Ground Charitable Trust – Cllr Marvin has contacted Wellers Hedley solicitors to ask for all documents regarding the charity to be returned to the PC but no response has yet been received. Cllr Marvin will chase this.
- (g) Quality photographs for use on the PC's website – photographs of Cheveley parish, both North and South wards, are wanted for the PC's website. Several residents are known to have collections of photos and their contact details will be passed to Cllr Elbrow.
- (h) Proposal from FMC Whatley Lane re: recreation ground boundary dispute – the PC will instruct FMC Whatley Lane to draft an initial letter at a cost of £250 +VAT – **AGREED**. The draft letter will be circulated to all Councillors prior to being sent.

#### 156/17/18 Community/Community Groups

- (a) To consider the cost of replacing street lights with LED bulbs – this item was deferred to the May meeting.
- (b) To consider the cost of speed reduction measures on Ashley Road (Centre Drive/McCalmont Way), Newmarket – see County Cllr Shuter's report, above.
- (c) To consider attendees to Tree Safety Seminar, Thursday 26<sup>th</sup> April 12:30pm to 5:30pm, The Beeches, Isleham. Cost approx. £56 per person – Cllr Willows and the Clerk will attend. The PC will also fund a place for David Cudby (Cheveley Biodiversity Group & Volunteer Tree Warden) – **AGREED**. Cllr Hadlow left the meeting during this item.
- (d) To consider request from resident for new dog waste bin, Broomstick Corner (estimated cost: £300 including installation) – the litter bin at this location should be emptied weekly which would alleviate the problem with overflowing rubbish and dog waste. If the bin is full then it should be reported to ECDC using the contact details and bin number on the bin itself. Councillors agreed not to have a new dog waste bin placed in this location at present.

Cllr Hadlow returned to the meeting during this item.

- (e) To consider organising a parish clean-up day – all Councillors volunteered to be involved in this and a provisional date of 24<sup>th</sup> March (to coincide with the cemetery spring clean) 10am to 12pm was **AGREED**. Keep Britain Tidy is running a 'Great British Spring Clean' which is taking place from 2<sup>nd</sup> to 4<sup>th</sup> March 2018 but it was decided that this was too close to be able to organise a parish-wide clean that weekend. It is hoped that the PC will be able to get involved in this initiative next year.
- (f) To consider registering with the Good Neighbours Scheme - Cllr Peel reported on this initiative following recent trouble with door-to-door sales people which had coincided with vandalism to two bus stops in South Ward. Stickers and posters can be ordered and handed out to warn off cold-callers and remind residents to be vigilant when dealing with cold-callers both at the door and over the telephone. Cllr Peel will coordinate this for the South Ward – **AGREED**. A similar scheme can be rolled out in North Ward if a resident comes forward to coordinate this.
- Cllr Hadlow raised the issue of drug-taking at the recreation ground and whether this might be connected to vandalism in the South Ward. Councillors and residents are asked to be vigilant and to report signs of any anti-social behaviour to the police by calling 101, or by using the new online reporting system for non-emergencies. It was agreed to raise this issue in this month's press report.

#### **157/17/18 Cemetery Matters**

- (a) Tree works – a quotation for two new trees, one Beech and one Oak, plus ties, stakes, rabbit guards and posts had been received for £279+VAT and this was accepted – **AGREED**. This is part of a long-term plan to replace trees which have to be removed because they are too close to walls, footpaths etc. Cllr Noble put forward a quotation for wooden posts to be placed in Church Lane to prevent vehicles from mounting the green verge. The posts will cost £96 each incl. VAT. Cllrs Noble and Hadlow will liaise regarding the style of the posts and these will be ordered up to a maximum cost of £500 incl. VAT – **AGREED**.

#### **158/17/18 Correspondence for information.**

- (a) Mr Dave Joyner re: damage to bus shelter at Broomstick Corner – NOTED. Emails will be sent to Mr Joyner and Mr Peel to thank for their help in rectifying the damage caused.
- (b) Cambridgeshire Constabulary re: reporting non-emergencies online – NOTED.
- (c) Wave re: Anglian Water & NWG Business new joint venture water retail company (non-household market) – NOTED.
- (d) St Mary's PCC re: thank you for donation of Christmas tree – NOTED.
- (e) St Mary's Church re: church quiz, Friday 2<sup>nd</sup> March, Cheveley Primary School Hall – NOTED. This has been advertised on the PC's website.

#### **159/17/18 Date of Next Meeting**

13<sup>th</sup> March; 17<sup>th</sup> April; 24<sup>th</sup> April (Annual Parish Meeting).

#### **160/17/18 Matters for Future Consideration**

None.

The meeting was closed at 9:15pm.

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) 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.  
(9-13) LGA 1972, s.111  
(14-16) LGA 1972, s.142  
(17) LGA 1972, s.111  
(18) 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; LGA 1972, s.111  
(19) LGA 1972, s.111