

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 13th March 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 and Sue Willows.

There were 11 members of the public present.
The meeting was opened at 7:30pm.

161/17/18 Apologies and approvals for absence – apologies received and accepted from Cllr Sallie Thomas (unwell). District Cllr Peter Cresswell and County Cllr Mathew Shuter had also sent their apologies for the meeting. Cllr Elbrow (Chair) had informed the Clerk that she would be arriving late and therefore Cllr Peel took the Chair in Cllr Elbrow's absence until she arrived.

162/17/18 Declarations of Pecuniary and Non-Pecuniary Interests – Cllr Peel declared a pecuniary interest in item 167/17/18 (d) – planning matters. Cllr Noble declared a pecuniary interest in item 168/17/18 (a) (19) – payments. Cllr Marvin declared personal interests in items 167/17/18 (a) and 170/17/18 (e) planning matters and request from Holland Park Neighbourhood Watch coordinator.

163/17/18 Open Forum for Public Participation (10 mins)

The following points were made by members of the public concerning planning application 18/00266/FUL. 105 High Street (see item 167/17/18 (d) below):

- The agent for the planning application said that the PC would shortly be notified by ECDC of errors to the elevation annotations on the plans. The two proposed dwellings are lower in height and smaller in scale than the previously permitted one dwelling. Both the access and the removal and rebuilding of the flint walls were still as previously agreed in the original application for one dwelling. The design had been discussed with ECDC planning officers and reflects the rural position. The planting of additional trees is to be agreed with the planning officer.
- Cllr Peel, speaking as a resident, read out a letter from a near neighbour of the proposed development which cited dust and noise during the building project as potentially exacerbating a serious medical condition. Cllr Peel also put forward the following points: a neighbour letter from ECDC had not been received in a timely manner; the elevation labelling is wrong on the plans; concerns re: the distance from a 111 High Street's boundary hedge to the proposed plot 2; two bedroom windows face into the garden of 111 High Street affecting privacy; there are no mature trees to provide a buffer behind 111 High Street as stated in the Planning Statement; planning conditions should be imposed re: parking of construction vehicles so that visibility from neighbouring driveways is not affected, particularly as this is a busy part of the High Street close to the school.

Cllr Noble left the meeting at 7:43pm.

Cllr Elbrow joined the meeting at 7:45pm and took the Chair.

164/17/18 Approve and sign Minutes of PC meeting held on 13th February 2018 – AGREED and signed by the Chairman with the following amendments:

Item 152/17/18 (first bullet point) ECDC will not be increasing its ~~share of the~~ Council Tax *charge* for 2018/19

Item 152/17/18 (last bullet point) CCC will be increasing its ~~share of the~~ Council Tax *charge* for 2018/19.

Cllr Noble returned to the meeting at 7:50pm.

165/17/18 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. All Councillor Register of Interest forms have now been updated on the PC's website.

Signed: Approved and signed by the Chairman Dated: 17th April 2018

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2. The PC has registered the domain name www.cheveley-pc.gov.uk. This currently forwards to the current website address until new email addresses have also been set up.
3. All community groups were emailed with APM details and poster regarding nominations for the McCalmont Cup on 16th January and reminders were sent on 8th March.
4. The agent for planning application 17/02011/OUM 1 Home Office Bungalows (recently withdrawn) has agreed to attend a PC meeting in either April or May to discuss the application ahead of its re-submission later in the year.
5. The PC's interest has been registered in CAPALC's proposed Data Protection Officer service. Further information should be available shortly.
6. Cllr Marvin and the Clerk will be attending CAPALC's GDPR training on Friday 16th March.
7. The item 'apologies for absence' does not have to be included on the agenda for the Annual Meeting of the Parish (APM).
8. The PC's apologies have been sent and acknowledged for CAPALC's forthcoming AGM.
9. Keys for the right-hand store of the pavilion have been cut for Cllr Marvin and the Clerk.
10. The Clerk attended a CAPALC refresher course on 'annual meetings' on Tuesday 6th March.

The following matters were reported at the meeting:

- Only one nomination for the McCalmont Cup had been received so far but more were expected.
- A meeting regarding the proposed closure of the Weatherby Crossing in Newmarket is due to take place this week and it is possible that Cllr Day will be able to attend.
- The proposed village clean-up will be postponed until later in the year.
- Cllr Hadlow's employer, Bayer, is sending seven people on Friday 23rd March to help with the clean-up at the cemetery ahead of the community spring clean-up being held the following day.

- (b) Report from the Clerk from SLCC Branch Meeting, Friday 9th March – NOTED as follows: the meeting had focused on presentations from Care Network and Swavesey Parish Council's Warden Scheme.

166/17/18 Reports from District and County Councillors (Verbal)

None.

167/17/18 Planning Applications & Planning Matters

- (a) 18/00223/VAR Rear of 57 High Street – to vary condition 1 (plans) of previously approved application 16/01820/FUL for erection of 4-bedroom chalet bungalow, double garage and associated site works – NOTED with no comments.
- (b) 18/00115/TRE Pump Green House, 160 High Street – G1 Tree Group (Hazels) – felling and removal; G2 Tree Group (2 Silver Maples) – felling and removal; G3 Tree Group (2 Cypress) – felling and removal; H1 Yew Hedge – reduce by one third in height – NOTED with no comments.
- (c) 18/00058/FUL Land adjacent to 2 Ashley Road, Newmarket – erection of 2 dwellings with garages. AMENDMENT: change to location of bin collection point. **For information only.** NOTED.
- (d) 18/00266/FUL 105 High Street – erection of 2 dwellings with revised highway access and rebuilding of front flint walls – NOTED with the following comments:
- The PC expressed concern over the modern style of the proposed dwellings which will be situated in the conservation area at the heart of the village. The PC prefers the original traditional style on the previous application for one dwelling in this location (permission granted in 2013) which was more in keeping with the area. This is specified in Policy 3 of Cheveley's Planning Policy 2016.
- Cllr Peel left the room when this item was discussed.
- (e) Submission of East Cambridgeshire Local Plan to the Secretary of State for Communities and Local Government – NOTED.
- (f) Report on ECDC planning decisions & Tree Works Applications – NOTED.

168/17/18 Finance – Payments for consideration and approval this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Mar 18	SO	£50.40	£42.00
(2)	Clerk payroll Feb 18	SO	£1,002.62	
(3)	Clerk payroll Feb 18	101023	£57.58	
(4)	Pension Contribution (employer) Feb 18	DD	£12.38	
(5)	Pension contribution (employee) Feb 18	DD	£9.60	
(6)	Clerk Mileage expenses Feb 18	101024	£45.90	
(7)	McGregor Services Feb 18	101025	£96.00	£80.00
(8)	ECDC play inspection Feb 18	DD	£24.00	£20.00
(9)	Eon street lighting Mar 18	DD	£85.72	£81.64
(10)	FMC Whatley Lane Solicitors	101026	£300.00	
(11)	Petty Cash top up	101027	£229.01	
(12)	BT telephone/broadband Jan – Apr 18	DD	£94.95	
(13)	Fire & Safety Solutions (emerg. lights' test)	101028	£180.00	£150.00
(14)	Cartridge Save – printer cartridges	101029	£108.49	£90.41
(15)	Barcham Trees (cemetery)	101030	£334.80	£279.00
(16)	Twin Dots (.gov domain registration)	101031	£120.00	£100.00
(17)	ECDC – tree seminar	DD	£180.00	
(18)	Non-Domestic Rates (sports pavilion)	-	£0	
(19)	Versa Ltd – Church Lane bollards (Cllr Noble)	101033	£469.20	
	<u>Total payments for the month</u>		<u>£3,400.65</u>	

Cllr Noble left the room whilst this item was discussed.

Cheque number 101032 for £250.00 to LCPAS (Cllr training) was written at the meeting as this had been previously agreed (FEB 18: 155/17/18 (a)).

- (b) To consider online access to HSBC account to facilitate Direct Debit payments for Clerk's salary – it was agreed to continue with a Standing Order and cheques as necessary.

169/17/18 Administration.

- (a) Local Council Public Advisory Service (LCPAS) councillor training – Wednesday 28th March, 7:30pm, Community Room, Park Road. Cllr Marvin said that most CPC Councillors had signed up for the training, as well as 3 Councillors from Ashley PC. Spaces are still available and these will be offered to PCs in the Dullingham Villages ward.
- (b) General Data Protection Regulations 25th May 2018:
- To consider cost of hosted exchange email addresses: the PC had received only 2 quotations as the third company approached had been unable to offer the service. It was agreed to accept the quotation from The Business Machines Company for £3.99 +VAT per month per email address. It was also agreed to use the format: initial + surname@cheveley-pc.gov.uk. The Clerk will ask TBM to provide a comprehensive guide to setting up the email addresses on Councillors devices. The new addresses will be the only email addresses used by Councillors for PC business.
- (c) Update on the future of Cheveley Pavilion & Recreation Ground Charitable Trust – this item was deferred to the next meeting.
- (d) To review and approve draft letter from FMC Whatley Lane re: recreation ground boundary dispute: further changes were agreed and the new draft will be sent round to Councillors for approval by email.
- (e) Attendees for East Cambs Parish Conference, Wednesday 28th March, Mandeville Hall, Burwell from 12pm – no one is available to attend.
- (f) To consider proposal from McGregor Services for 3-year grounds maintenance contract: the proposal was accepted on the understanding that after the first two years, the PC will re-consider based on the possible price increases proposed at that time. The quotation was accepted and AGREED as follows: Cemetery grave areas - £1,750, cemetery open field - £320, recreation ground perimeter and play area - £462, recreation ground central area/main field - £2,160, recreation ground/village maintenance (bins, dog bins, bus shelters, car park) - £1,040, parish grass areas/verges - £2,520, and parish grass/footpath #1 and hedges - £540. All prices are per year and subject to VAT.

170/17/18 Community/Community Groups

- (a) Bollards for church lane: these had been purchased and paid for by Cllr Noble and have been delivered. CCC Highways had said they would install them free of charge and it is hoped this will happen in early to mid-April. It will not be possible to reclaim the VAT on this invoice as it has been paid by a third party.

- (b) To consider proposal from Twin Dots re: re-build of existing website to facilitate community pages and ease of use: the new website would include a Community Group listing with the opportunity for groups and organisations to share their activities, and with links to their website/Facebook/Twitter as appropriate. The site would also be more smart-phone friendly and more easily updated by the PC. It was proposed to accept the quotation for £1,200 +VAT for the re-build – AGREED.
- (c) WW1 commemorations–100-year anniversary, November 2018: ideas for the how the PC can be involved in the commemorations will be brought to the May meeting.
- (d) Grounds maintenance – weed killer spraying on Pump Green path – McGregor Services have agreed to do this free of charge.
- (e) To consider request from Neighbourhood Watch(NW) Co-ordinator for Holland Park to contribute £15 towards NW sign on lamp-post L1UBH at the junction of Holland Park and the High Street – AGREED.
- (f) Pump Green – to consider action to prevent future damage to the grass by heavy vehicles: suggestions for how to protect the area from damage were put forward and Cllr Elbrow will speak to staff at Brook Stud to see how the PC and the stud can work together to try to solve this matter.

171/17/18 Cemetery Matters

- (a) Installation of notice board – this item was deferred to a future meeting.

172/17/18 Correspondence for information.

- (a) Review of Polling Districts, Polling Places and Polling Stations 2018: ECDC – NOTED.

173/17/18 Date of Next Meeting

17th April; APM 24th April; Annual Meeting of the PC 8th May.

174/17/18 Matters for Future Consideration

None.

The meeting was closed at 8:55pm.

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.
- (9-14) LGA 1972, s.111
- (15) Open Spaces Act 1906, ss.9-10; Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s.1; LGA 1972, s.214
- (16-18) LGA 1972, s.111
- (19) Highways Act 1980, s.96