

Cheveley Parish Council

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

Chair: Claire Elbrow
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ANNUAL MEETING OF THE PARISH COUNCIL MINUTES

Cheveley Parish Council Full Council Meeting on
Tuesday 8th May 2018 at 7.30pm
at the Community Room, Cheveley Primary School, Park Road

Present: Claire Elbrow (Chair), Alison Day, Jane Gibson, James Hadlow, Jaquilyn Hascombe-Brook, Ian Jackson, Sheila Marvin and Brent Noble. District Cllr Cresswell was also in attendance.

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

- 1/18/19 Election of Chair and signing of Declaration of Acceptance of Office form.**
Cllr Marvin nominated Cllr Elbrow to the office of Chairman for the ensuing year and the nomination was seconded by Cllr Gibson and AGREED by all. Cllr Elbrow accepted the position and signed the declaration of acceptance of office form.
- 2/18/19 Election of Vice-Chair** – it was agreed to defer the election of Vice-Chair to the June meeting.
- 3/18/19 Apologies and approvals for absence** – apologies received and accepted from Cllrs Sallie Thomas and Tracey Peel (unwell) and Cllr Sue Willows (personal).
- 4/18/19 Declarations of Pecuniary and Non-Pecuniary Interests**
None.
- 5/18/19 Open Forum for Public Participation (10 mins)**
None.
- 6/18/19 Approve and sign Minutes** of PC meeting held on 17th April 2018 – AGREED and signed by the Chairman.
- 7/18/19 Matters Arising including reports from the Clerk, Councillors and volunteers (for information only)**
(a) Report from the Clerk of work in progress and actions completed – NOTED as follows:
1. Cllr Claire Elbrow and the Clerk are attending a further meeting with Twin Dots on 11th May to look at the newly re-built website before it goes live.
 2. The minutes and burial ground map were archived with CCC on 24th April.
 3. Rialtas are coming to split the Charity and PC accounts on Thursday 14th June.
 4. The Standing Order for the Clerk's salary will be updated before the next payment is due at the end of May.
 5. The Neighbourhood Watch Association emailed to say thank you very much for the PC's donation of £100.
 6. CAPALC has released the following statement from NALC regarding GDPR:

Yesterday the government tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. Officials from the Department for Culture, Media and Sport (DCMS) have confirmed with us that all other measures will still apply, but that appointing a DPO to support a council's approach to data protection will be discretionary and may be regarded as good practice.

The amendment has been tabled due to lobbying from NALC and is likely to be approved. NALC has said that once the Bill has received Royal Assent, they will be reviewing and updating as necessary the toolkit, legal briefings and model standing orders.

CAPALC's DPO service will still be offered as it is a support service to help PCs remain compliant with GDPR legislation and would be considered 'best practice'.

SLCC has confirmed that NALC Standing Orders and Financial Regulations are not available through them.

7. The budget figures on the Q4 accounts are as agreed in December 2016 for the 2017/18 financial year.

- (b) Report from the Clerk re: Tree Safety Seminar, 26th April – NOTED. It was agreed to get quotations for a professional tree survey of all trees on PC-owned land. Once this has been carried out a volunteer inspection programme will be put in place. Cllrs Hadlow and Thomas will continue to inspect trees at the cemetery and it is possible that Cllr Willows will be able to make inspections of the trees on the recreation ground in future.

8/18/19 Reports from District and County Councillors (Verbal)

District Cllr Peter Cresswell reported the following:

- ECDC's new trading company 'Street Scene' is responsible for refuse collection and recycling and is currently carrying out a purge on fly-tipping across the region. If anyone is aware of items which have been illegally dumped, please report it to Customer Services at ECDC.
- There will be roadworks with traffic lights on the A1303 between Nine Mill Hill and Quay (Junction 35 of the A14) for approximately 16 weeks due to work being carried out under the Highways Safety Scheme. Residents are advised to avoid the area if possible as long queues are expected.
- The Hive leisure centre in Ely opens to the public on Friday 11th May.

9/18/19 Planning Applications & Planning Matters

- (a) 18/00266/FUL 105 High Street – erection of two dwellings with revised highway access and rebuilding of front flint walls. AMENDMENT: increase in height of the boundary treatment between the application site and no. 111 High Street to 2.1m, and alterations to vehicular access – NOTED with no comments.
- (e) Update on Neighbourhood Plan – this item was deferred to the next meeting pending further information.
- (f) Report on ECDC planning decisions & Tree Works Applications
18/00389/TRE St Mary's Church – T1 Sycamore: fell (to be replaced with Holly tree): Approved – NOTED.

10/18/19 Finance – Payments for consideration and approval this month – AGREED.

Ref:	Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support May 18	SO	£50.40	£42.00
(2)	Clerk payroll Apr 18	SO	£1,002.62	
(3)	Clerk payroll Apr 18	101050	£49.22	
(4)	Pension contribution (employer)	DD	£24.75	
(5)	Pension contribution (employee)	DD	£29.70	
(6)	Clerk mileage expenses Apr 18	101051	£70.05	
(7)	McGregor Services Apr 18	101052	£486.00	£405.00
(8)	Eon street lighting May 18	DD	£101.04	
(9)	Cheveley Evergreens (APR 18: 182/17/18 (e))	101053	£315.00	
(10)	Neighbourhood Watch Assoc. (APR 18: 182/17/18 (f)).	101054	£100.00	
(11)	CAPALC membership 2018-19	101055	£421.47	
(12)	New Print Ltd (APM posters)	101056	£129.60	£108.00
(13)	BT telephone & broadband (Apr-Jul 18)	DD	£94.83	
(14)	Wave – standing charge, cemetery	DD	£11.17	
(15)	Hamill Landscaping & Maintenance	101057	£180.00	£150.00
Total payments for the month			£3,065.85	

It was also agreed to write a cheque for £300.00 to FMC Whatley Lane regarding the boundary dispute at the recreation ground – cheque no. 101058.

- (b) To note monies received:
- HMRC - £637.36 VAT refund Q4.
 - £60 Councillor training charge to other PCs.
 - £40,000 Precept 2018/19 – 1st instalment.

NOTED.

- (c) To approve and sign the Annual Governance Statement for 2017/18 – AGREED and signed by the Chairman and the Clerk.
- (d) To approve and sign the Annual Accounting Statements for 2017/18 – AGREED and signed by the Chairman.

11/18/19 Administration.

- (a) General Data Protection Regulations 25th May 2018:
 - Hosted exchange email – instructions for setting up the new addresses have been issued however, passwords are needed in order to complete the set-up process and the Clerk will request these from TBM. Once 99% of the addresses have been set up, TBM will make the transfer and the addresses will be live.
 - Disposal of unwanted records at pavilion: cost of shredding bags. The cost for 20 bags is £90 and this was AGREED.

Ian Jackson joined the meeting at 8:05pm.

- (b) Update on recreation ground boundary dispute: it was agreed to accept one of the options put forward by the residents as follows: the PC will remove the gate in the new fence and the resident agrees to maintain the land up to the new fence, **with the legal boundary line remaining where the old fence was**. The PC will seek assurance that it will have no responsibility for the maintenance of the watercourse, and that trees which are affecting the stability of the fence will be dealt with by the resident expeditiously. It was agreed to pay a further £300 against the expected legal fees and a cheque was written and signed at the meeting.
- (c) To adopt revised Model Standing Orders 2018 (NALC) – it was agreed to defer this item as it is possible the Standing Orders will be revised again by NALC in the near future to accommodate changes to GDPR legislation in regard to Local Councils.
- (d) To consider Clerk's attendance at SLCC Regional Training Seminar, Wednesday 11th July, Norwich – cost £75 +VAT – AGREED. It is possible that the cost can be shared with Stetchworth PC.
- (e) To consider formal response to ECDC Health & Wellbeing Strategy (deadline 1st June) – Cllr Jackson said this was a good opportunity to put forward the PC's plans to improve facilities in the parish and the impact on health and wellbeing this might have. Cllr Jackson will write a response and forward it to the Clerk to send back.

12/18/19 Community/Community Groups

- (a) To consider quotations for Radar Speed Signs in North Ward – it was agreed to defer this item to the next meeting pending further information.
- (b) WW1 commemorations: cost of trees and plaque for churchyard – Cllr Hadlow will bring costs to the July meeting for discussion.
- (c) To consider ideas for provision of services during the summer holiday – several ideas were put forward including subsidised trips to Newmarket Sports Centre Holiday Club and subsidised swimming sessions in Newmarket. However, it was agreed that running something in the parish would be preferable as it would negate any transport issues parents/carers might have. It was also agreed that also providing an alternative to sport would reach a greater number of children in the parish. Cllr Jackson will approach Premier which provides drama and musical theatre clubs and also SL Sport & Education so that availability and costs can be considered at the next meeting.
- (d) To consider correspondence from resident re: footpaths, drains, overgrown shrubbery – NOTED. The Clerk will respond to say that most of the issues raised should be dealt with by CCC. It was agreed to ask McGregor services to cut back vegetation on footpaths 1 and 2 and to report blocked drains and request the road sweeper via CCC's online fault reporting system.
- (e) ECDC Community Bring Bank consultation (deadline for responses 30th June): the PC's preferred choice is option 2 – to retain a reduced number of bring bank sites at higher performing locations for recyclates (including Cheveley). The PC will not make a financial contribution to retain the bring bank site in the parish.

- (f) To consider correspondence from resident re: footpath # 3 – Cllr Marvin will contact Sanctuary Housing to see if anything can be done to resolve this long-standing issue.

13/18/19 Cemetery Matters

- (a) Notice board – up to £300 +VAT can be spent to have the notice board installed as soon as practicable – AGREED. It is thought that the actual spend would be within the Cemetery Volunteers budget of £250.
- (b) Autumn clean-up – discussion of this was deferred to the July meeting. McGregor Services will be asked to do an extra cut of the wildflower meadow next week, cost £180 +VAT – AGREED.

14/18/19 Correspondence for information.

- (a) CAPALC re: membership renewal information – NOTED. The benefits of membership of both CAPALC and the Local Council Public Advisory Service (LCPAS) were discussed and a proposal to remain a member of CAPALC was put forward. Councillors voted 6 in favour, 1 against with 1 abstention and the proposal was CARRIED.

15/18/19 Date of Next Meeting – it was agreed that meetings would continue to be held on the second Tuesday of each month (including August) as follows: 12th June, 10th July, 14th August, 11th September, 9th October, 13th November and 11th December 2018, and 8th January, 12th February, 12th March, 8th April and 14th May (Annual Meeting) 2019.

16/18/19 Matters for Future Consideration

None.

The meeting was closed at 9:09pm.

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) Parish Councils Act 1957, s.3; Highways Act 1980, s.301.
(9-10) LGA 1972, s.137
(11-14) LGA 1972, s.111
(15) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214 (2).