

Cheveley Parish Council

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

Chair: Claire Elbrow
Vice Chair: Sallie Thomas
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MINUTES

Cheveley Parish Council Full Council Meeting on
Tuesday 12th June 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, Brent Noble, Sallie Thomas and Sue Willows.

There were no members of the public present.
The meeting was opened at 7:30pm.

- 17/18/19 Apologies and approvals for absence** – apologies received and accepted from Cllr Sheila Marvin (personal) and Cllr Tracey Peel (unwell). District Cllr Peter Cresswell had also sent his apologies for the meeting.
- 18/18/19 Election of Vice-Chair**
Cllr Hadlow nominated Cllr Thomas to the office of Vice-Chair for the ensuing year and the nomination was seconded by Cllr Hascombe-Brook and AGREED by all.
- 19/18/19 Declarations of Pecuniary and Non-Pecuniary Interests**
None.
- 20/18/19 Open Forum for Public Participation (10 mins)**
None.
- 21/18/19 Approve and sign Minutes** of the Annual PC meeting held on 8th May 2018 – AGREED and signed by the Chairman.
- 22/18/19 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 PC's Annual Governance and Audit Return for 2017/18 has been submitted to PKF Littlejohn for review together with all supporting documentation.
 2. Cllrs Elbrow & Marvin and the Clerk carried out a thorough audit of PC records kept at the pavilion and several bags of documents for shredding are awaiting collection.
 3. McGregor Services cut back the overgrown foliage on footpaths 1 and 2 but did not cut back the hedges as these are the responsibility of Brook Stud. Cllr Elbrow will contact the Stud to request this is carried out.
 4. The PC's response to ECDC's Bring Bank consultation was submitted on 14th June.
 5. The Clerk is booked onto the SLCC Regional Roadshow on Wednesday 11th July and Stetchworth Parish Council has agreed to share the cost of this 50/50.
 6. The boundary agreement between the PC and the residents of no. 40 High Street will be submitted to HM Land Registry to be noted against the title deeds of the recreation ground.
- The Clerk said that the year-end Internal Audit report will be on the July agenda for consideration.
- 23/18/19 Reports from District and County Councillors (Verbal)**
None.

24/18/19 Planning Applications & Planning Matters

- (a) 18/00594/FUL Wallhouse Stud, 41 Newmarket Road – loft conversion over garage – NOTED with no objections or comments.
- (b) 18/00586/OUT 101 High Street – erection of two-storey dwelling and double carport along with access, parking arrangements and site works – NOTED with no objections or comments.
- (c) Update on Neighbourhood Plan (NP) – leadership of this project will be shared between Cllrs Hadlow and Day. It was agreed that the PC would need to employ an administrator with some planning experience for the day-to-day organisation of each stage of the NP, and the Clerk and Cllr Elbrow will put together an advertisement for approval. An interested resident will also be involved in taking the NP forward.
- (d) Report on ECDC planning decisions & Tree Works Applications – NOTED.

25/18/19 Finance – Payments for consideration and approval this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Jun 18	SO	£50.40	£42.00
(2)	Clerk payroll May 18	SO	£1051.84	
(3)	Fairhurst Menuhin & Co (paid on account)	101058	£300.00	
(4)	Clerk payroll May 18 (overtime)	101059	£37.49	
(5)	Pension contribution (employer) May 18	DD	£25.89	
(6)	Pension contribution (employee) May 18	DD	£31.07	
(7)	Clerk mileage expenses May 18	101060	£40.05	
(8)	McGregor Services May 18	101061	£1,338.00	£1,115.00
(9)	Eon street lighting Jun 18	DD	£107.86	£102.72
(10)	Canalbs Ltd – Internal audit	101062	£129.98	
(11)	Bendall & Sons (boundary agreement)	101063	£582.00	£480.00
(12)	Cartridge Save	101064	£84.62	£70.52
(13)	HM Land Registry – fee re: boundary agreement	101065	£40.00	
Total payments for the month			£3,819.20	

It was also agreed to write a cheque for £125 to Osborne's Garden Services Ltd for the installation of the notice board at the cemetery, as this had been agreed at the May meeting (MAY 18: 13/18/19(a)) – cheque no. 101066.

- (b) To note monies received:
 - Burial fees £190.00Noted.

26/18/19 Administration.

- (a) General Data Protection Regulations 25th May 2018 – to adopt the following model policies as set out by SLCC:
 1. Information & Data Protection Policy
 2. Retention of Documents Policy
 3. Email Privacy Notice
 4. Hirers Privacy Notice.
 5. Purchase of Exclusive Rights of Burial Privacy Notice.
 6. New Councillor Privacy Notice.

Agreed and ADOPTED by the PC.

Update on hosted exchange email addresses – these have been tested and it should now be possible to set them up. A link to the PC's Email Privacy Notice should be included within the signature of each email address.

- (b) To adopt revised Model Standing Orders 2018 (NALC) – agreed and ADOPTED by the PC.
- (c) To review Financial Regulations – reviewed and NOTED.
- (d) To agree members to conduct Clerk's annual appraisal – Cllrs Hascombe-Brook and Elbrow will carry this out at a mutually convenient time in July. All Councillors are invited to send their comments to Cllr Hascombe-Brook in advance for discussion at the appraisal.
- (e) To consider attendees to CAPALC's Share the Vision, Shape the Future (previously Clerk's Catch Up Day), Friday 29th June, cost £30 per person: the Clerk will attend – AGREED.

- (f) Update on recreation ground boundary dispute: letter from Roythornes – AGREED as follows:
- The PC will remove the gate and replace with a fence panel (this has already been carried out).
 - The PC will accept no responsibility for the maintenance of its strip of land on the neighbour's side of the fence.
 - The boundary, however, is to remain along the line of the old fence as evidenced by photographs submitted by the neighbour.
 - The PC will accept no responsibility for the watercourse which has caused flooding to the recreation ground in the past. This will be maintained by the neighbour on their land up to the boundary brick wall only.
 - The PC would like reassurance that the trees on the neighbour's side of the fence will be cut back as they are currently causing damage to the fence – it was agreed that a tree survey will be carried out by the neighbour and the results shared with the PC. If any trees are shown to be causing damage, they will be cut back. The PC has asked that this survey be undertaken by August 31st 2018 at the latest.
 - Spoil from the disposal of any trees or vegetation will be disposed of by the neighbour at their own costs to save time and effort for both parties.

An email had also been received regarding the PC's plans to cut back the Leylandii on the south-eastern border of the recreation ground, requesting the PC allows the neighbour to carry out this work due to the poor condition of the trees. However, Councillors agreed that, as the PC had already instructed its contractor to carry out this work, it would continue with plans to cut the trees back at an appropriate time later this year.

27/18/19 Community/Community Groups

- (a) To consider quotations for Radar Speed Signs in North Ward & Local Highways Initiative application (deadline Tuesday 31st July) – Cllr Day will put together an application for approval at the July PC meeting. The application will include speed reduction measures for the Newmarket end of Ashley Road and Duchess Drive.
The process for facilitating the installation of the radar speed signs is still unclear and Cllr Day will contact County Cllr Shuter for advice on this.
- (b) To consider ideas for provision of services during the summer holiday: update – SL Sport & Education had been the only organisation to provide information and a quotation for a summer programme in time for the meeting. They will provide an all-day programme of sport, board games/Lego and arts & crafts for children from age 5 to 12. Other outdoor games might also include hide and seek, archery and laser tag. It was agreed to invite SL Sport & Education to run the programme at the pavilion on 4 Fridays in August from 9am to 3:30pm and to hire the pavilion out at the reduced rate of £25 per day in order to help increase the viability of running the programme. The cost to parents will be £12 per child per day plus £6 per sibling (early bird offer) rising to £15 per child per day plus £7.50 per sibling, and the programme will cater for between 20 and 30 children each day. SL Sport & Education have relevant Public Liability Insurance and all staff have a current DBS and are first-aid trained. One member of staff in attendance also has extensive paediatric first-aid training. As this is a pilot scheme, SL Sport & Education will be able to advertise the programme to children outside of the parish.
As older children in the village will not benefit from this programme, it was agreed to look into the possibility of subsidising bus passes so that they can travel free of charge between Cheveley and Newmarket during the summer holidays. The Clerk will contact the bus company to see how this might be facilitated.
- (c) To review and agree upgraded website & to consider PC Facebook page – Councillors had been given an opportunity to review the proposed new website before the meeting and it was AGREED to go ahead with the proposal. Cllr Jackson will provide an information page for Cheveley Sports Club for the Community page and this will be used as an example and sent to other village groups and organisations so that they can add their details to the website if they wish to.
It was also AGREED to create a Parish Council Facebook page which will be used, for example, to let residents know of upcoming meetings and agendas, to advertise the pavilion, to give information on projects completed and to advertise the PC's website. A Social Media Policy will be needed and permission to use names or photographs will need to be obtained as necessary.
- (d) To consider free CPR & Defibrillator training for up to 12 people – it was AGREED to allow the pavilion to be used free of charge for this training as it is of benefit to the whole community.
The Clerk will carry out the defibrillator checks whilst Cllr Peel is unwell.
- (e) Update on correspondence from resident re: bridle path #3 & re-instatement of ditch (MAY 18: 12/18/19 (f)) - the resident had called to say that Sanctuary Housing is planning to re-instate the ditch however, two privately owned houses have extended their gardens over where the ditch should be and this will have to be dealt with through Cambridgeshire County Council.

- (f) To consider request from resident to trim vegetation on Coach Lane which is restricting use of the footpath – it was AGREED to accept a quotation from McGregor Services for £40 +VAT to trim back the vegetation. It was further AGREED to add this area to the PC's annual maintenance contract at a cost of £25 +VAT per cut (once per month during the growing season).
- (g) Damage to War Memorial – damage had been caused to one of the stones by two youngsters caught in the act by a resident. Cllr Noble will seek to obtain a quotation for replacement of the stone if it proves to be irreparable.
- (h) To consider quotation for replacement of bus shelter seating, High Street – it was AGREED to accept the quotation from SDH Property Maintenance Services for £620 to remove the old seating and replace with a recycled plastic bench.
- (i) To consider correspondence from resident re: condition of Moulton Road – it was AGREED that the PC will write to both Cambridgeshire and Suffolk County Council Highways Departments with regards to the poor state of Moulton Road. Currently, two vehicles cannot pass without having to pull over into deep potholes because there are so many of them on both sides of the road. Moulton Parish Council will be copied in for their information.

28/18/19 Cemetery Matters

- (a) Notice board – this has been installed by Osborne's Garden Services Ltd at a cost of £125. Copies of the Cemetery Fees and Regulations will be displayed.

29/18/19 Correspondence for information.

- (a) CCC re: Minerals & Waste Local Plan Preliminary Draft Consultation, 16 May to 26 June 2018 – NOTED.

30/18/19 Date of Next Meeting & Matters for Future Consideration

10th July 2018 – Clerk's holiday request (28th July to 3rd August); Autumn village clear up (possibly the Saturday before half term in October) for litter pick, bulb planting, sign cleaning etc.

The meeting was closed at 9pm.

Statutory powers relating to this month's payments:

- (1) Local Government Act (LGA) 1972, s.142
- (2) LGA 1972, s.112
- (3) LGA 1972, s.111 & s.139(1); Charities Act 2011, ss.208-303
- (4-7) LGA 1972, s.112
- (8) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214
- (9) Parish Councils Act 1957, s.3; Highways Act 1980, s.301.
- (10) LGA 1972, s.111
- (11) LGA 1972, s.111 & s.139(1); Charities Act 2011, ss.208-303
- (12) LGA 1972, s.111
- (13) LGA 1972, s.111 & s.139(1); Charities Act 2011, ss.208-303