

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 10th July 2018 at 7.30pm
at the Community Room, Cheveley Primary School, Park Road.

Present: Claire Elbrow (Chair), Alison Day, Jane Gibson, Jaquilyn Hascombe-Brook, Brent Noble, Sheila Marvin, Sallie Thomas (Vice-Chair) 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.

31/18/19 Apologies and approvals for absence – apologies received and accepted from Cllrs James Hadlow and Ian Jackson (work commitments), and Cllr Tracey Peel (unwell).

32/18/19 Declarations of Pecuniary and Non-Pecuniary Interests
None.

33/18/19 Open Forum for Public Participation (15 mins)
Kristine McLaughin from Cambridgeshire Search & Rescue (CamSaR) thanked the PC for allowing her time to speak about the work of the organisation. Ms McLaughin said that CamSaR receives no government funding and relies solely on volunteers to facilitate its search and rescue operation throughout Cambridgeshire. CamSaR has applied to the PC for a grant of £300 towards the cost of professional LED torches. The Chairman thanked Ms McLaughin for attending the meeting. See also item 40/18/19 (e) below.
Cllr Marvin joined the meeting at 7:35pm.

34/18/19 Approve and sign Minutes of the PC meeting held on 12th June 2018 – AGREED and signed by the Chairman with the following amendments:
Item 24/18/19 correction of typo: NOTED with ~~the~~ no comments.

35/18/19 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 boundary agreement between the PC and the residents of no. 40 High Street has been submitted to HM Land Registry to be noted against the title deeds of the recreation ground.
 2. The new website went live on the 4th July – www.cheveley-pc.gov.uk.
 3. The PC's Standing Orders have been updated on the website. Other policies adopted following GDPR will be added now that the new website is live. Email signatures will have to be set up to include a link to the PC's privacy notice once the new addresses have been set up.
 4. The Parish Council's Facebook page is now live and has so far had 36 'likes'. Each post has reached an average of 52 people and we have received 3 private messages, all of which have been answered promptly by Cllr Elbrow or the Clerk. A post about the proposed skate area in Newmarket was also answered but did not go live onto the page.
 5. A date for the Clerk's annual appraisal has been set for Friday 13th July. Please send your comments to Cllrs Hascombe-Brook and Elbrow by the end of Wednesday 11th July.
- (b) Report from Parish Forum including information from Emma Grima (ECDC) on CiL contributions – the information from Ms Grima was NOTED. Cllr Marvin will send a report from the Parish Forum to Clerks in due course to be forwarded to all Councillors.
- (c) Report from the Clerk (written) from CAPALC Share the Vision, Shape the Future conference, Friday 29th June – NOTED.

Councillors who do not wish their address to be displayed in public should advise the Clerk. The Clerk's home address will not be displayed on non-statutory documents in future.

36/18/19 Reports from District and County Councillors (Verbal)

District Cllr Peter Cresswell reported the following:

- Cllr Cresswell drew to attention the document he had sent to all parishes concerning the Local Plan, and, in particular, the fact that currently, development envelopes may not be taken into consideration by ECDC when determining planning applications. Cllr Cresswell is willing to 'call in' any application about which the PC has major concerns if it is referred to him immediately.

Cllr Cresswell was asked whether it was worth doing a Neighbourhood Plan. In reply, he said that it would be useful in the long-term but would not be of any help in the current situation.

37/18/19 Planning Applications & Planning Matters

- (a) 18/00681/FUL Land rear of 92 Duchess Drive, Newmarket – new 5-bed dwelling (re-submission of 17/02184/FUL) – NOTED with the following comments:

The PC objects to this application on the following grounds:

- The proposal does not provide sufficient highways information to demonstrate that the proposed development would not be prejudicial to highway safety.
- The location and type of bollards (Elephant Gates) must be as previously approved under application 15/01102/OUT. It is of major concern to the PC that if these bollards are not put in place, vehicles will use the track between the site and Meadow Lane west which is strictly prohibited.
- Meadow Lane is not wide enough to accommodate lorries and other vehicles associated with the delivery of building materials to the site. How is this to be addressed?
- The development overlooks no. 39 Meadow Lane.

It was also noted that planning application notices had not been put up in areas which would be most affected by the development.

- (b) To consider correspondence from ECDC re: East Cambs Community Housing and Community Land Trusts – NOTED. Cllrs Elbow and Willows will investigate this further and report back to a future meeting.
- (c) Report on ECDC planning decisions & Tree Works Applications - 18/00594/FUL Wallhouse Stud, 41 Newmarket Road – loft conversion over garage – approved. NOTED.

38/18/19 Finance – Payments for consideration and approval this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Jul 18	SO	£50.40	£42.00
(2)	Osborne Garden Services	101066	£125.00	
(3)	Clerk payroll Jun 18	SO	£1051.84	
(4)	Pension contribution (employer) Jun 18	DD	£25.04	
(5)	Pension contribution (employee) Jun 18	DD	£30.05	
(6)	Clerk mileage expenses Jun 18	101067	£85.95	
(7)	HMRC PAYE/NIC Q1	101068	£776.78	
(8)	Eon street lighting Jul 18	DD	£104.38	£99.41
(9)	Eon pavilion electricity (Charity)	DD	£86.39	
(10)	Cambs ACRE payroll services Q1	101069	£54.00	£45.00
(11)	Eurooffice Ltd - stationery	101070	£35.88	£29.90
(12)	Rialtas Business Solutions	101071	£651.60	£543.00
(13)	Recycling Credit (ECDC) to Charity	101072	£180.00	
(14)	Pavilion booking fee to Charity	101073	£20.00	
(15)	SLCC Membership renewal 2018-19	101074	£147.00	
(16)	McGregor Services	101075	£510.00	£425.00
(17)	CAPALC – conference, 29 th June	101076	£30.00	
	Total payments for the month		£3,964.31	

It was also agreed to write a cheque for £720 to Twin Dots for the completion of the PC's new website, as this cost had been previously agreed – cheque no. 101077.

- (b) To note monies received:
- Recycling credit (Charity) - £180.00
 - Pavilion booking fee (Charity) - £20.00
- NOTED - both amounts had been passed to the Charity.

- (c) Proposed Q1 2018-19 accounts/bank reconciliation – NOTED.

39/18/19 Administration.

- (a) General Data Protection Regulations 25th May 2018:
- Update on hosted exchange email addresses – some have now been set up. Cllrs Day and Elbrow will help set up addresses where necessary and support can also be obtained from TBM.
- (b) To consider Internal Auditor's Report – NOTED. All recommendations made are either already in progress or will be undertaken within the next few months. Safety checks on the PC's assets will be made and the Clerk will send out the areas to Councillors as last year. Councillors should aim to check their area before the September meeting – AGREED.
- (c) To appoint Internal Auditor for 2018-19 – it was agreed that an alternative Internal Auditor should be appointed in line with best practice guidelines and the Clerk will investigate this.
- (d) Social Media Policy – agreed and ADOPTED. A copy of the policy will be posted in the 'About' section of the PC's Facebook page.
- (e) Procurement Policy – agreed and ADOPTED.
- (f) Update on recreation ground boundary dispute & Leylandii – a draft Deed of Easement had been sent by FMC Whatley Lane and it was agreed to await a response from the neighbour. A meeting has been arranged for Friday 13th July between CPC, the neighbour and the PC's contractor, Mr Luke Hamill, regarding the Leylandii. Cllr Elbrow and the Clerk are attending however, any Councillor may attend if they wish to do so. It was agreed to pay Mr Hamill for his time.
- (g) Clerk's holiday, Friday 27th July to Friday 3rd August inclusive – Cllr Elbrow will cover the telephone and emails and Cllr Marvin will give advice on burials as necessary.
- (h) To agree draft minutes of Annual Parish Meeting for approval at next year's meeting – AGREED (one typo corrected on page 3).

40/18/19 Community/Community Groups

- (a) To consider draft application to Local Highways Initiative application (deadline Tuesday 31st July) – Cllr Day had put together an application which had been circulated before the meeting. It was agreed that the PC would put forward £15,000 towards the project and apply for a £10,000 grant from the initiative. Final project costs would be determined by CCC. Cllr Day will submit the application. Part of the proposal will affect Woodditton parish and therefore Cllr Day will send them notification of the application.
- (b) Provision of services during the summer holiday: update – SL Sport & Education has confirmed they will run a summer programme at the pavilion and recreation ground on three Fridays in August – the 10th, 17th and 24th. The programme is for ages 4-12 years. This will be advertised on the PC's website and Facebook page and through the primary school. The Big Green Bus Company has confirmed it is willing to help facilitate free bus passes for children aged 13-18 years during the summer holidays. Children will be able to apply for up to 2 passes each per week of the holiday. Passes will be handed in to the driver and the PC will be invoiced at the end of the holiday according to how many passes have been collected. Up to 25 children can apply on a first-come-first-served basis. The current fare is £1.20 return and the scheme is likely to cost around £360 if used to its full potential and this was AGREED. Children living in the village can apply to Cllr Elbrow, 41 High Street (celbrow@cheveley-pc.gov.uk) and children living in the Newmarket fringe can apply to Cllr Willows, 24 Centre Drive (swillows@cheveley-pc.gov.uk). Proof of ID and residency in Cheveley parish will be required and passes should be applied for at least 48 hours in advance of the journey.
- (c) To consider quotations for tree survey: recreation ground and cemetery – quotation no. 3 from SP Landscapes for £975.00 +VAT was accepted – AGREED.
- (d) To consider quotations for repair of the War Memorial – this item was deferred to the next meeting as not all requests for quotations had been met.
- (e) To consider grant request for £300 from Cambridgeshire Search & Rescue (Kristine McLaughlin attending in support of the application) – it was proposed by Cllr Noble to give £150 and this was AGREED.

- (f) Correspondence from ECDC re: Public Spaces Protection Order – Dog Fouling Consultation – NOTED. A link to the consultation will be posted on the PC’s website and Facebook page.
- (g) To consider request from resident via Facebook for dog waste bin at the High Street entrance to footpath #3 – dog waste can be deposited in the litter bin across the road and it was therefore agreed not to place a dog waste bin in this location.
- (h) To consider request from resident via Facebook for ‘no cold-calling zone’ signs to be placed in South Ward – unwanted callers are ignoring stickers on doors stating ‘We’re not buying’. It was agreed that signs are also likely to be ineffective in deterring cold-callers and would add to the general clutter on the High Street. It was therefore agreed not to pursue these. Residents should call 101 if cold-callers become a nuisance.
- (i) Proposed date for the Autumn clean up in North & South Wards: Saturday 20th October – ideas for the day include cleaning road signs and cutting back vegetation which obscures them, cleaning/tidying the book libraries, planting bulbs, and litter picking. Volunteers from the public will be needed to make the clean up more effective and therefore this should be publicised straight away. Cllr Jackson will be asked to pass the details onto the school so that they can involve the children in the day.
- (j) To consider further correspondence from resident re: ditch on footpath no. 3 – it was agreed that the PC’s involvement wouldn’t add any weight to this matter and that the resident should take legal advice on how to move this forward.

41/18/19 Cemetery Matters

None.

42/18/19 Correspondence for information.

- (a) Newmarket Neighbourhood Plan re: pre-submission consultation – NOTED.

43/18/19 Date of Next Meeting & Matters for Future Consideration

14th August

It was agreed that, due to the Clerk’s holiday, Cllr Elbrow will prepare the agenda and take the minutes for this meeting. Cllr Marvin will put the agendas on notice boards.

The meeting was closed at 9:30pm.

Statutory powers relating to this month’s payments:

- (1) Local Government Act (LGA) 1972, s.142
- (2) Open Spaces Act 1906, ss.9-10.
- (3-7) LGA 1972, s.112
- (8) Parish Councils Act 1957, s.3; Highways Act 1980, s.301.
- (9-12) LGA 1972, s.111
- (13-14) Charities Act 2011, ss.298-303; LGA 1972, s.139(1).
- (15) LGA 1972, s.111
- (16) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214
- (17) LGA 1972, s.111