

# Cheveley Parish Council

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

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Vice Chair: Sallie Thomas  
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## MINUTES

Cheveley Parish Council Full Council Meeting on  
**Tuesday 11<sup>th</sup> September 2018 at 7.30pm**  
at the Community Room, Cheveley Primary School, Park Road.

**Present:** Alison Day, Claire Elbrow (Chair), Jane Gibson, James Hadlow, Ian Jackson, Brent Noble, Sheila Marvin, Tracey Peel, Sallie Thomas (Vice-Chair) and Sue Willows. District Cllr. Peter Cresswell was also in attendance.

There were 6 members of the public present.  
The meeting was opened at 7:30pm.

**59/18/19 Apologies and approvals for absence** – apologies received and accepted from Cllr Hascombe-Brook (personal). County Cllr Mathew Shuter had also sent his apologies.

**60/18/19 Declarations of Pecuniary and Non-Pecuniary Interests**  
None.

**61/18/19 Open Forum for Public Participation (15 mins)**

Residents had attended the meeting to discuss speeding on the High Street and planning matters at The Paddocks:

- Residents said that they had witnessed vehicles on many occasions travelling well in excess of the speed limit in both directions between Broomstick Corner and the recreation ground. Cars had also been seen overtaking on this stretch of the High Street which has a 30mph limit. They asked if the PC would consider installing speed indicator signs in this area to try to prevent this and to make the road safer for all users. Please also see item 68/18/19 (b) below.
- Residents living near to The Paddocks said that maintenance of the grounds, trees, hedges etc. was not being carried out satisfactorily, or in accordance with planning conditions. The PC agreed to write to those concerned to try to resolve this issue.

**62/18/19 Approve and sign Minutes** of the PC meeting held on 14<sup>th</sup> August 2018 – AGREED and signed by the Chairman.

**63/18/19 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.

1. It has not been possible to disable comments on the PC's Facebook page as it is listed as a government organisation. However, comments deemed to be abusive or trolling will be removed by the PC in a timely manner by either the Clerk or Cllr Elbrow.
2. Bus passes – in total, 3 sets of 12 passes were handed out. An invoice for any passes used will be sent by The Big Green Bus Company shortly.
3. SL Sport & Education had to cancel all three of the planned children's programmes for August despite extensive advertising through all their usual means. The sessions were also advertised on the PC's Facebook page and website. However, they are willing to try again next year, perhaps with a block of days together, if the PC wishes to do so.
4. Bus shelter - the bus shelter seating had been ordered and paid for by SDH Maintenance Services however, the company has failed to deliver the seating and has so far also failed to refund the money. Another supplier has been found and it is hoped that an order for the seating will be placed shortly.
5. Hibbitts has been instructed to carry out the repairs on the War Memorial however, a date for this work has not yet been forthcoming.

Other matters reported at the meeting:

- Bus shelter seating: a refund has now been received and the seating has been ordered with an alternative supplier. The handyman will be able to fit it in late September/early October.
- Hibbitts has now confirmed they will be able to carry out the War Memorial repairs in approximately 4 weeks' time.
- Cllr Marvin had not given any bus passes out in the final week of the holidays.
- Speed Watch training is to take place, free of charge, in Ely in September. Further details will be advertised on the PC's Facebook page and website.

#### 64/18/19 Reports from District and County Councillors (Verbal)

District Cllr Peter Cresswell said that he had called in the planning application at land rear of 92 Duchess Drive, Newmarket and that this will now be heard by ECDC Planning Committee at their meeting on Monday 24<sup>th</sup> September. Cllr Cresswell shares the concerns of the PC over access to the proposed dwelling which would mean having to concrete over part of the public footpath (which runs from Meadow Lane to Duchess Drive) at the Duchess Drive end.

Cllr Hadlow asked when the Local Plan would be signed off by the Planning Inspectorate. Cllr Cresswell said that this was still unknown at present. Although not carrying 100% of its potential weight in the planning process at present, planning officers are still able to consider the Local Plan when determining planning applications.

#### 65/18/19 Planning Applications & Planning Matters

- 18/00681/FUL Land rear of 92 Duchess Drive, Newmarket – new 5-bed dwelling and associated vehicular access. AMENDMENT: additional information received includes an Arboricultural Impact Assessment and Tree Protection Plan – for information only – NOTED.
- 18/01124/FUL Wallhouse Stud, 41 Newmarket Road – proposed ménage: NOTED with no comments.
- 18/01031/FUL 26 Little Green – first-floor side extension, one and two-storey rear extension and single-storey front garage extension. AMENDMENT: the amendment involves an obscured glass pane in the side elevation – NOTED with no comments.
- Report on ECDC planning decisions & Tree Works Applications – NOTED.

#### 66/18/19 Finance – Payments for consideration and approval this month: - AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Sep 18	SO	£50.40	£42.00
(2)	Clerk payroll Aug 18	SO	£1,051.84	
(3)	Pension contribution (employer) Aug 18	DD	£24.75	
(4)	Pension contribution (employee) Aug 18	DD	£29.70	
(5)	Hampshire Flag Co. – flagpole & flag	101084	£360.48	£300.40
(6)	Clerk mileage expenses Aug 18	101085	£61.35	
(7)	Eon street lighting Sep 18	DD	£107.86	£102.72
(8)	McGregor Services Aug 18	101086	£642.00	£535.00
(9)	Green Cloud Hosting – Sep 18	101087	£57.46	
(10)	BT telephone & internet Jul-Oct 18	DD	£94.47	
(11)	Twin Dots – domain name renewal 2018-19	101088	£101.99	£84.99
(12)	Zurich Municipal – insurance 2018-19	101089	£2,189.36	
(13)	Grant to Charity (architect fees)	101090	£3,024.00	
(14)	MAGPAS – donation	101091	£100.00	
	<b>Total payments for the month</b>		<b>£7,895.66</b>	

It was also agreed to pay Hamill Landscaping £100 +VAT for carrying out urgent work to remove the makeshift rope swing in the recreation ground. Cheque no. 101092 - £120.00

- To note monies received:
  - CCC grass cutting contribution - £473.83
 NOTED.
- To consider request for grant from Cheveley Pavilion & Recreation Ground Charity in respect of architect fees - £3024.00 – AGREED.
- To agree to pay Green Cloud Hosting by Direct Debit for hosted exchange email addresses – AGREED.

- (e) To consider draft budget proposal (short version) and possible future projects, and to consider earmarking funds to grant to the Charity for pavilion improvements – the proposal was NOTED. Further consideration of this matter will be given at the October meeting.

#### **67/18/19 Administration.**

- (a) General Data Protection Regulations 25<sup>th</sup> May 2018:
- Update on hosted exchange email addresses - Cllr Peel had been on leave and will therefore set up her PC address in the coming week. All other PC email addresses are set up and in use.
- (b) Boundary dispute – to consider quotation to produce OS map to be lodged with Deed of Easement (as requested by the PC's solicitor) - £247.72 +VAT. Cllr Marvin agreed to investigate the possibility that a map could be obtained from the Ordnance Survey website which is free at point of use. Should this not be possible, it was AGREED to accept the quotation from PCH Associates for £247.72 +VAT.
- (c) To consider quotation from LGS Services for Internal Audit provision for 2018/19 – £145 +VAT plus mileage at £32.33 +VAT plus £115 +VAT plus mileage at £32.33 for mid-year visit – AGREED.
- (d) Code of Conduct – NOTED. Cllr Elbow reminded Councillors of their duty to uphold the principles of the Code, particularly in relation to use of social media as a means of communication. Cllr Hadlow said that Councillors should avoid making comments on Facebook which might be inflammatory in a given situation.
- (e) To consider attendees for CAPALC AGM, Thursday 11<sup>th</sup> October at Cottenham Village Hall – Cllr Elbow might be able to attend and will confirm with the Clerk.
- (f) Clerk's holiday – 24<sup>th</sup> to 28<sup>th</sup> September inclusive – Cllr Elbow will cover the telephone and Cllr Marvin will deal with any burials matters.

#### **68/18/19 Community/Community Groups**

- (a) Autumn clean-up, Saturday 20<sup>th</sup> October – to consider action plan and set budget for materials: Cllr Jackson reported the following:
- 30 litter pickers and vests have been acquired from ECDC which can be collected on Friday 19<sup>th</sup> October.
  - ECDC will pick up collected litter from designated places – the recreation ground or school and the verge at the junction of Centre Drive and Ashley Road.
  - We are awaiting confirmation from ECDC & CCC regarding removal of the post and re-siting of the litter bin from the green at the junction of Park Road and High Street. It was agreed that spring would be the best time to plant this area and it is possible the school might get involved in this.
  - It was agreed to purchase paint for the gates on Ashley Road and a resident has offered to paint these.
- (b) To consider correspondence from resident re: speeding on the High Street (see also item 61/18/19 above). The problem with speeding on this stretch of the High Street was acknowledged by Councillors. However, following enquires made recently regarding speed indicator signs for Ashley Road, Newmarket, Cllr Day said that movable speed indicator signs could not be installed on a road which already has a static flashing sign showing the speed limit. A Highways Officer is expected to come out to discuss the PC's proposals for Ashley Road and this area of the High Street will be raised with them at the same time to see what can be done to cut speeding. It was agreed that the current static sign outside the school is ineffective and could possibly be removed to allow for portable speed indicator signs to be installed. Cllr Peel said that Speedwatch should be carried out in the area however, more volunteers are needed. A free Speedwatch training session is taking place on Thursday 27<sup>th</sup> September in Ely at 10:30am and some residents in attendance were interested in signing up for this. Cllr Peel said residents should contact Policing East Cambridgeshire to report incidents of speeding as the more reports they receive, the more likely it is they will be able to come and carry out police speed checks in the area.

#### **69/18/19 Cemetery Matters**

- (a) Purchase of two trees – it was AGREED to purchase 2 trees at a cost of no more than £150.
- (b) Moles – Pest Control Services will be contacted and asked to deal with the issue of moles in the cemetery.

**70/18/19 Date of Next Meeting & Matters for Future Consideration  
9<sup>th</sup> October.**

Risk Assessment for Autumn clean-up.  
Bus pass scheme for teenagers.  
Neighbourhood Plan.

The meeting was closed at 8:30pm.

Statutory powers relating to this month's payments:

- (1) Local Government Act (LGA) 1972, s.142
- (2-4) LGA 1972, s.112
- (5) War Memorials (Local Authorities' Powers) Act 1923, s.1.
- (6) LGA 1972, s.112
- (7) Parish Councils Act 1957, s.3; Highways Act 1980, s.301.
- (8) Open Spaces Act 1906, ss.9-10.
- (9-12) LGA 1972, s.111
- (13) Charities Act 2011, ss.298-303; LGA 1972, s.139(1).
- (14) LGA 1972, s.137