

# Cheveley Parish Council

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

Chair: Claire Elbrow  
Vice Chair: Sallie Thomas  
Clerk: Marilyn Strand

email: [celbrow@cheveley-pc.gov.uk](mailto:celbrow@cheveley-pc.gov.uk)  
email: [sthomas@cheveley-pc.gov.uk](mailto:sthomas@cheveley-pc.gov.uk)  
email: [clerk@cheveley-pc.gov.uk](mailto:clerk@cheveley-pc.gov.uk)  
website: [www.cheveley-pc.gov.uk](http://www.cheveley-pc.gov.uk)

Tel: 01638 731513  
Tel: 01638 731787  
Tel: 01638 780835

## MINUTES

Cheveley Parish Council Full Council Meeting on  
**Tuesday 14<sup>th</sup> August 2018 at 7.30pm**  
at the Community Room, Cheveley Primary School, Park Road.

**Present:** Alison Day, Jane Gibson, James Hadlow, Jaquilyn Hascombe-Brook, Ian Jackson, Brent Noble, Sheila Marvin, Sallie Thomas (Vice-Chair) and Sue Willows.

There were 5 members of the public present.  
The meeting was opened at 7:30pm.

**44/18/19 Apologies and approvals for absence** – apologies received and accepted from the Chairman, Cllr Claire Elbrow (other commitments) and Cllr Tracey Peel (unwell). Apologies had also been received from District Cllr Peter Cresswell. Cllr Sallie Thomas chaired the meeting in the absence of Cllr Elbrow. Cllr Jackson joined the meeting at 7:32pm

**45/18/19 Declarations of Pecuniary and Non-Pecuniary Interests**  
Cllr Hascombe-Brook declared a pecuniary interest in item 50/18/19 (f) – planning decisions & tree works applications (19 Holland Park)

**46/18/19 Open Forum for Public Participation (15 mins)**  
Members of the public in attendance raised the following points:

- Variation of condition 1 at The Paddocks (item 50/18/18 (d)) – no objections to the changes however, proposed solar panels should be situated so that they do not reflect sunlight into neighbouring properties.
- Planning application at land between 117 & 119 Duchess Drive – see item 50/18/19 (a) below.

**47/18/19 Approve and sign Minutes** of the PC meeting held on 10<sup>th</sup> July 2018 – AGREED and signed by the Chairman.

**48/18/19 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. SP Landscapes have confirmed they will carry out the tree surveys on 19<sup>th</sup> and 20<sup>th</sup> September.
  2. The boundary agreement between the PC and the residents of no. 40 High Street is now registered against the title deeds of both the recreation ground and no. 40 High Street.
  3. All new and updated policies have been added to the PC's website under 'Policies and Procedures'.
  4. CCC has confirmed in writing that the PC's records (Minutes from 1980-2015) have been archived.
  5. The Clerk attended the SLCC Regional Roadshow on Wednesday 11<sup>th</sup> July. Copies of the presentations have been sent to all Councillors.

Other matters reported at the meeting as follows:

- The dog show held on Sunday 22<sup>nd</sup> July had been very successful.
- A Newmarket couple who had hired the pavilion recently had given very positive feedback on the facility as it currently stands.
- Neighbourhood Watch – the PC will not need to pay £15 for the sign as previously agreed.

- (b) Local Highways Improvement grant application – this was submitted by Cllr Day at end of July and CCC has confirmed receipt.

**49/18/19 Reports from District and County Councillors (Verbal)**

None.

## 50/18/19 Planning Applications & Planning Matters

- (a) 18/00833/FUL Site between 117 & 119 Duchess Drive, Newmarket – erection of single detached dwelling – NOTED with the following comments:  
The PC objects to this application for the following reasons:
- The proposed dwelling is outside the development envelope.
  - Access is onto a 40mph stretch of the highway with inadequate visibility splays. Residents of the proposed dwelling would be dependant on the motor vehicle given the site's location and distance from local services and facilities.
- It was also noted that a significant number of trees which had been removed had still not been replaced and this work should be carried out as soon as possible. The trees were removed without permission and contrary to Policy ENV: 7 Biodiversity & Ecology. The site is also protected under a Woodland Tree Preservation Order.  
Two members of the Management Committee at the Jarman Centre (which is adjacent to the proposed site) had attended the meeting to put forward their objections to this proposal on the grounds of its significant negative impact on the amenity of the Jarman Centre.
- (b) 18/00927/VAR Everitt & Gough, 2 Oak Lane – to vary condition 3 (materials) of the decision dated 06/12/2017 of the previously approved application 17/01806/RMA – NOTED with no objections.  
*The approval notice for this variation had been received at the time of the meeting.*
- (c) To note appeal to the Secretary of State re: 18/0003/OUT Tanners, 18 Newmarket Road – detached house and garage – NOTED. It was agreed to reiterate the PC's previous objections to this application.
- (d) 18/00989/VARM Land to the rear of The Paddocks - variation of condition 1 (Approved plans) of previously approved 17/01518/FUM for residential development of 10 dwellings together with new access from The Paddocks – NOTED with the following comment:
- Proposed solar panels should be placed as such that they do not reflect sunlight into neighbouring properties.
- It was agreed to contact the maintenance team which looks after the site to report that some new trees and hedges have died due to lack of sufficient watering during the recent heatwave. These should be replaced. Part of one hedge has been left uncut and the land-owner will be asked to remedy this as soon as possible.
- (e) 18/01031/FUL 26 Little Green - first-floor side extension, one and two storey rear extension and single storey front garage extension – NOTED with no comments.
- (f) Report on ECDC planning decisions & Tree Works Applications – NOTED.

## 51/18/19 Finance – Payments for consideration and approval this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Aug 18	SO	£50.40	£42.00
(2)	Clerk payroll Jul 18	SO	£1051.84	
(3)	Pension contribution (employer) Jul 18	DD	£24.75	
(4)	Pension contribution (employee) Jul 18	DD	£29.70	
(5)	Twin Dots – website upgrade	101077	£720.00	£600.00
(6)	Clerk mileage expenses Jul 18	101078	£52.20	
(7)	Eon street lighting Aug 18	DD	£107.86	£102.72
(8)	McGregor Services Jul 18	101079	£612.00	£510.00
(9)	Wave – cemetery water Apr - Jul	DD	£12.92	
(10)	Cheveley Community Association	101080	£150.00	
(11)	ICO – Data Protection Fee – renewal	DD	£40.00	
(12)	Green Cloud Hosting – May 18	101081	£57.46	£47.88
(13)	Green Cloud Hosting – Jun 18	101081	£57.46	£47.88
(14)	Green Cloud Hosting – Jul 18	101081	£57.46	£47.88
(15)	Green Cloud Hosting – Aug 18	101081	£57.46	£47.88
(16)	SJP Garden Services – bin installation	101082	£191.90	
(17)	Cambridgeshire Search & Rescue (grant)		£150.00	
	<b>Total payments for the month</b>		<b>£3,423.41</b>	

It was noted that the payment to SJP Garden Services should have been paid by the Charity and this will be rectified at the end of the quarter.

- (b) To note credit of 1.5 hours' support from TBM Newmarket in respect of hosted exchange email set up – value £90 – NOTED.
- (c) To note monies received:
  - £37.50 – Stetchworth PC re: SLCC conference
  - £140.00 – burial fees
 NOTED.

#### 52/18/19 Administration.

- (a) General Data Protection Regulations 25<sup>th</sup> May 2018:
  - Update on hosted exchange email addresses – most are now set up and working. The remainder are in progress with TBM Newmarket.
- (b) Report (written) from meeting with residents re: Leylandii on southern boundary – NOTED. It was also noted that more golf balls had been recovered from the neighbouring property. In response to the residents' request to install fencing along the southern boundary, the PC had no objections to this being installed on the residents' side of the chain-link fencing which denotes the boundary line and is the responsibility of the PC.
- (c) Social media update – report (written) from Cllr Elbow – NOTED. Recent comments and trolling on one of the PC's Facebook feeds had caused unnecessary distress to some Councillors and PC staff. It was therefore agreed that the PC's Facebook page will be used for 'information only' and that public comments will be disabled. The page had been set up to allow the PC to make information available to a wider number of residents.  
Comments made against the PC in the public domain by its own members are a potential breach of the PC's Code of Conduct and this matter will be addressed at a future meeting.
- (d) Consideration of Neighbourhood Plan (NP) and associated administrative support – it was agreed to ask for a quotation for administration costs. A member of the public who had previously shown an interest in helping with the NP will be contacted to find out whether they are still willing to do this.
- (e) To consider further correspondence from ECDC re: bring banks – ECDC is considering the removal of the bring banks due to increasing costs. It was agreed that the PC would not make a financial contribution towards keeping these.

#### 53/18/19 Community/Community Groups

- (a) Update on provision of services during the summer holiday – SL Sport & Education had cancelled their programme for Friday 10<sup>th</sup> August due to lack of bookings, and it is likely that Friday 17<sup>th</sup> August will also be cancelled for the same reason. However, they hope to be able to go ahead with the programme on Friday 24<sup>th</sup>. SL Sport & Education said that it was surprising that spaces hadn't been filled given the success of the programme in other nearby towns and villages. In future, it might be better to book a 4 or 5-day block rather than one day per week for 3 or 4 weeks as this might suit parents and carers better.  
Bus passes – so far, 36 passes had been given out. The scheme had received a favourable write-up in the Newmarket Journal and very positive comments from columnist John Bone.  
The passes will now be available from Cllr Sheila Marvin at 3 Holland Park as Cllr Elbow is away.  
A proposal to roll the bus pass scheme out all year round will be considered at the September meeting.
- (b) Autumn clean-up, Saturday 20 October – an action plan will be prepared by Cllr Jackson for consideration at the September meeting when a budget for materials will also be set. It was agreed to include the removal of two disused posts from the green outside the school and the Clerk will contact CCC to progress this. ECDC will be asked if the bin on the green can be moved to one side, or further up the High Street near the bus stop. It was proposed that primary school children should be invited to join in with litter-picking and planting of the green outside the school and Cllr Jackson will liaise with the Headteacher on this.  
Two further members of the public joined the meeting during this item.
- (c) To consider request for donation from MAGPAS – it was AGREED to make a donation of £100.
- (d) WW1 commemorations – it was proposed to purchase a tribute flag pole and flag to be situated at St Mary's church to be raised on special occasions (such as the WW1 commemorations in November this year) and this was unanimously AGREED. The cost of the pole and Union Jack is £347 + VAT. Members of the PCC will install the flag pole which will remain the property of the PC.  
To commemorate 100 years since the end of the First World War, the bells will be pealed at 7:05pm on 11<sup>th</sup> November and this has been registered with the Pageant Master. The PCC is also considering flood lighting the church in red or white for the occasion.

- (e) To consider quotations for repair to War Memorial (JUL 18: 40/18/19 (d)) – it was AGREED to accept the quotation from Hibbitts for £561.47 +VAT.

**54/18/19 Cemetery Matters**

- (a) Wildflower Meadow – Cllrs Hadlow & Thomas had been spot-treating weeds in readiness for sowing. It was AGREED to purchase seed for the bottom half of the meadow initially, up to a cost of £500. Cllrs Hadlow, Thomas and Elbrow will liaise on this.  
The yellow-rattle sown earlier in the year is beginning to take hold.

**55/18/19 Correspondence for information.**

- (a) Cambridgeshire Lowland Search & Rescue re: thank you for donation of £150 – NOTED.

**56/18/19 Date of Next Meeting & Matters for Future Consideration**

11<sup>th</sup> September.

The Chairman adjourned the meeting at 9pm so that the Charity meeting could take place before the confidential item below.

The meeting was re-opened at 10:05pm. It was agreed that Employee and Employer contributions for PAYE would be shown separately in the nominal ledger.

The Clerk left the meeting at 10:10pm.

**57/18/19 Motion to exclude the public and press.** (Public Bodies (Admission to Meetings) Act 1960, s. 1(2).) AGREED.

**58/18/19 Clerk's Appraisal**

CONFIDENTIAL: Cllr Hascombe-Brook reported that the Clerk's annual appraisal was carried out on 13<sup>th</sup> July. The Clerk's salary will be reviewed when she attains the CiLCA qualification. It was suggested that Councillors avoid adding to the Clerk's workload which already takes up the allotted hours.

The meeting was closed at 10:20pm

Statutory powers relating to this month's payments:

- (1) Local Government Act (LGA) 1972, s.142
- (2-4) LGA 1972, s.112
- (5) LGA 1972, s.142
- (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.
- (9-15) LGA 1972, s.111
- (16) Charities Act 2011, ss.298-303; Open Spaces Act 1906, ss.9-10.
- (17) LGA 1972, s.137