

# 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 9<sup>th</sup> October 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 5 members of the public present.  
The meeting was opened at 7:30pm.

### **71/18/19 Apologies and approvals for absence**

Cllr Hascombe-Brook (personal). County Cllr Mathew Shuter had also sent his apologies for the meeting.

### **72/18/19 Declarations of Pecuniary and Non-Pecuniary Interests**

None.

### **73/18/19 Open Forum for Public Participation (15 mins)**

A resident had attended the meeting to bring to the PC's attention the problem of rats at School Close which are being attracted by the large amount of rubbish in the area between the school/community room and the resident's property. It was suggested that the school and the owners of the community room work together to try to solve the problem. The PC agreed to contact Anglian Water to ask them to bait the sewers in an attempt to cut down the number of rats throughout the parish.

### **74/18/19 Approve and sign Minutes of the PC meeting held on 11<sup>th</sup> September 2018 – AGREED and signed by the Chairman.**

### **75/18/19 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 grounds maintenance provider at The Paddocks has been contacted regarding the overgrowing vegetation.
  2. Hibbitts has begun making the stones for the War Memorial and these should be fitted within the next 14 days.
  3. Updates on Facebook since the last meeting: -
    - September meeting round-up
    - request for volunteers for Speedwatch
    - advance notice of A14 road closure at junctions 20-21
    - rec ground bollards lowered between the two car parks
    - biodiversity blog from David Cudby
    - October meeting agendas
  4. All PC email addresses are now set up and in use. Councillors' personal email addresses should no longer be used for PC business.
  5. The Direct Debit for Green Cloud Hosting for new email addresses monthly fee has been set up.
  6. The Internal Auditor is coming to carry out a mid-year check on 29<sup>th</sup> November.
  7. The insurance certificates in the pavilion have been updated and run to the end of September 2019.
  8. Pest Control Services came out to the cemetery to deal with the moles week beginning 17<sup>th</sup> September.

Other matters reported at the meeting:

- the repair of the War Memorial needs to be completed before the WW1 commemorations on 11<sup>th</sup> November.
- ECDC had agreed to move the bin on the green outside the school.
- CCC had not replied to the PC's query over removing two redundant posts on Park Road.

#### 76/18/19 Reports from District and County Councillors (Verbal)

Cllr Cresswell reported that a new planning application for land to the rear of 21-35 High Street had been received by ECDC. The deadline for comments is 29<sup>th</sup> October however, the Clerk confirmed that the PC had secured an extension to this deadline (for the PC only) until 14<sup>th</sup> November. All resident comments or objections should be submitted to ECDC before 29<sup>th</sup> October.

The planning application at the rear of 92 Duchess Drive will be heard by the Planning Committee on 7<sup>th</sup> November. Cllr Cresswell will attend the meeting to speak against the application.

Rebecca Saunt, Planning Manager at ECDC, will be attending the next Parish Forum meeting on Tuesday 30<sup>th</sup> October to answer questions relating to any planning matter.

Cllrs Cresswell and Shuter will be meeting with representatives from Newmarket Town Council to discuss a number of issues including policing.

#### 77/18/19 Planning Applications & Planning Matters

- 18/01225/FUL 102 Ashley Road, Newmarket – lean-to garage and flat-roofed rear extension with lean-to side canopy over patio – NOTED with no comments.
- 18/00681/FUL Land rear of 92 Duchess Drive, Newmarket – new 5-bed dwelling and associated vehicular access. AMENDMENT: re-positioning of the proposed dwelling further away from the dwelling of no. 30 Meadow Lane and additional highway details regarding the vehicular access – NOTED with no further comments.
- 18/18/01319/FUL 35 Meadow Lane, Newmarket – conversion of existing garage loft to a games room – NOTED with no comments.
- 18/01226/FUL Long Hill, Moulton Road, Newmarket – erection of two pigeon lofts for breeding and racing – NOTED with no comments.
- Update on Neighbourhood Plan (NP) – report from administration meeting, 8<sup>th</sup> October – Cllrs Hadlow and Day had met with Sara Beckett (who has previously worked on a number of Neighbourhood Plans) and will bring a proposal back to the November meeting outlining a project plan. It was agreed that a Neighbourhood Plan for Cheveley parish would be focussed entirely on planning with the aim to have this completed by December 2019. It was also agreed to employ an administrator to assist with the NP and a job description will be included in the proposal.
- Report on ECDC planning decisions & Tree Works Applications – NOTED.

#### 78/18/19 Finance – Payments for consideration and approval this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Oct 18	SO	£50.40	£42.00
(2)	Clerk payroll Sep 18	SO	£1,051.84	
(3)	Pension contribution (employer) Sep 18	DD	£24.75	
(4)	Pension contribution (employee) Sep 18	DD	£29.70	
(5)	Hamill Landscapes	101092	£120.00	£100.00
(6)	HMRC PAYE/NIC Q2	101093	£744.14	
(7)	Clerk mileage expenses Sep 18	101094	£67.50	
(8)	Eon street lighting Oct 18	DD	£104.38	£99.41
(9)	McGregor Services Sep 18	101095	£516.00	£430.00
(10)	Green Cloud Hosting – Oct 18	DD	£57.46	£47.88
(11)	Rialtas Business Solutions – annual support	101096	£142.80	£119.00
(12)	SP Landscapes (tree surveys)	101097	£1,170.00	£975.00
(13)	Camb's ACRE payroll/pension services Q2	101098	£54.00	£45.00
(14)	PKF Littlejohn – external audit 2017-18	101099	£480.00	£400.00
(15)	Eon – pavilion electricity (charity)	DD	£87.80	£83.62
(16)	Cartridge Save	101100	£36.86	£30.72
(17)	Pest Control Services	101101	£60.00	
(18)	CAPALC GDPR Membership Scheme	101102	£50.00	
(19)	TBM – IT support package	101103	£259.20	£216.00

**Total payments for the month**

**£5,106.83**

- (b) To note monies received:
- ECDC precept 2<sup>nd</sup> instalment 2018-19 - £40,000.
  - Burial fees - £190.00
- NOTED.
- (c) Conclusion of Audit 2017-18 – NOTED.
- (d) Proposed Q2 2018-19 accounts/bank reconciliation – deferred to November meeting.
- (e) To consider draft budget proposal – deferred to November meeting.
- (f) Asset Register & Risk Assessments – all risk assessments on the PC's assets have now been completed and the Asset Register will be updated as necessary.

**79/18/19 Administration.**

- (a) Boundary dispute update – Cllr Marvin had obtained from ECDC, free of charge, an ordinance survey map of the recreation ground and pavilion which will be submitted to the PC's solicitor. However, if the map proves to be unsuitable in this instance, it was AGREED to purchase a map through PCH Associates.
- (b) To review and adopt revised Risk Management Policy – reviewed and ADOPTED.
- (c) To consider attendees for the Cambridgeshire Local Councils Conference 2018 - Friday 23<sup>rd</sup> November, 9:30am to 3:45pm, Marriot Hotel, Hinchingsbrooke – the Clerk will be attending.
- (d) To note draft agenda and consider questions for Sanctuary Housing representative ahead of the next Parish Forum, Tuesday 30<sup>th</sup> October. Cllrs Day, Gibson, Hadlow, Marvin and Noble will attend. The representative from Sanctuary Housing will be asked about pest control in School Close due to a problem with rats in this area.
- (e) To note CAPALC GDPR Membership Scheme information – NOTED.

**80/18/19 Community/Community Groups**

- (a) Autumn clean-up, Saturday 20 October – to consider final action plan and risk assessment. Cllr Jackson will do a risk assessment and send a copy to ECDC a week in advance. It was agreed not to do the cemetery this time but to stick to a 'Cheveley Parish Big Litter Pick'. Cllr Elbow will create a poster to go on noticeboards, the website and Facebook. Those participating in South Ward will meet at the recreation ground at 9:30am and those in North Ward will meet at the notice board at the junction of Ashley Road and Centre Drive at 10am. Equipment will be provided. The school is to consider taking on the planting project on the green at the junction of High Street and Park Road at an upcoming Governors' meeting. It was agreed that the PC would maintain it, within reason, and a meeting will be arranged with the school to discuss it further following the Governors' meeting.
- (b) To consider purchase of a Christmas tree for the Christmas Tree Festival, 10<sup>th</sup> to 15<sup>th</sup> December – AGREED, cost approximately £55.
- (c) To consider volunteers for Cambridgeshire County Council's Community Gritting Scheme – several residents grit the roads each year but do not want to be formally included on the scheme.
- (d) To note road closure – High Street at the junction of Holland Park for 40 metres north 5<sup>th</sup> – 8<sup>th</sup> November inclusive. Diversion in place – Duchess Drive/B1063 – NOTED. The CCC website is now showing this as traffic lights rather than a road closure.
- (e) To consider rolling out the bus pass scheme for teenagers all year round – it was AGREED to roll this out for 11-18-year-olds and review it again in April 2019. The passes can be collected from Cllr Elbow (South Ward) and Cllr Willows (North Ward). Contact details will be available on the PC's website and Facebook page.
- (f) Speedwatch – update on recent training programme: four new volunteers have now been trained for Speedwatch in South Ward. Speedwatch was carried out on the High Street, between the recreation ground and Broomstick Corner, on 4<sup>th</sup> October. Of the 126 drivers which passed by during the hour, 15

will receive a letter due to excessive speed (12%). A record of the session has been lodged with the police. Another session will be carried out in the near future.

It was agreed not to have 'You are entering a Speedwatch area' signage in the parish.

The equipment used is shared with Ashley, Burrough Green and Brinkley but will be kept by the PC for now as Cheveley is currently the only parish with enough volunteers to carry out speed checks.

- (g) To establish ownership of streetlight outside 48 Moulton Road – repairs & maintenance required: it was agreed to ask the resident to report the light to CCC as it is not on the PC's asset register or on the Balfour Beatty's contract.

**81/18/19 Cemetery Matters**

- (a) To note tree survey report and take necessary action – it was agreed to get quotations for the work separated out into each priority grouping, to be considered at the November meeting along with the budget for 2019-20.

**82/18/19 Correspondence for Information.**

- (a) MAGPAS re: letter of thanks for donation – NOTED.
- (b) CCC re: closure of Cambridgeshire & Huntingdonshire Archives until summer 2019 – NOTED.

**83/18/19 Date of Next Meeting & Matters for Future Consideration**

13<sup>th</sup> November 2018.

Speedwatch update.

Neighbourhood Plan

Tree work

Streetlighting

The meeting was closed at 8:55pm.

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.111
- (6-7) LGA 1972, s.112
- (8) Parish Councils Act 1957, s.3; Highways Act 1980, s.301.
- (9) Open Spaces Act 1906, ss.9-10.
- (10-11) LGA 1972, s.111
- (12) Open Spaces Act 1906, ss.9-10.
- (13-19) LGA 1972, s.111