

# 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 11<sup>th</sup> December 2018 at 7.30pm**  
at the Community Room, Cheveley Primary School, Park Road.

**Present:** Alison Day, Claire Elbrow (Chair), Jane Gibson, Jaquilyn Hascombe-Brook, 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.

**101/18/19 Apologies and approvals for absence** – apologies received and accepted from Cllr James Hadlow.

**102/18/19 Declarations of Pecuniary and Non-Pecuniary Interests**  
Cllr Elbrow declared a prejudicial interest in item 107/18/19(a).

**103/18/19 Open Forum for Public Participation (15 mins)**  
None.

### **104/18/19 Approve and sign Minutes**

- (a) PC meeting held on 13<sup>th</sup> November 2018 – AGREED and signed by the Chairman with the following amendments:  
Item 88/18/19(a)(4): "...and will include employee's and employer's PAYE, NIC and pension contributions".  
Item 90/18/19 (b) final bullet point: "The presence of a ~~Land Registry Transfer Deed~~ covenant in the Deed which precludes the land rear of 21-35 High Street being used for any purpose other than agricultural purpose until 2080".
- (b) Extra-Ordinary PC meeting held on 23<sup>rd</sup> November 2018 – AGREED and signed by the Chairman with the following amendment:  
The meeting was held at in the Pavilion, Recreation Ground at 6pm.

### **105/18/19 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. The redundant post on the High Street outside the school has still not been removed by CCC and this is being followed up.
  2. The litter bin on the green at the junction of Park Road and High Street has been moved to one side by ECDC.
  3. The Speedwatch equipment has been added to the PC's insurance policy (all risks).
  4. Cllrs Day, Gibson and Willows attended the LHI panel meeting on Thursday 29<sup>th</sup> November. The meeting was very positive and we are now awaiting feedback from Highways as well as the results of the traffic surveys carried out.
  5. A copy of Charles Arnold Baker, 11<sup>th</sup> edition, has been received from SLCC.
  6. The Clerk will be on annual leave over the Christmas and New Year period finishing on Friday 21<sup>st</sup> December and re-starting on Wednesday 2<sup>nd</sup> January 2019 with the exception of Monday 31<sup>st</sup> December which will be a working day. Telephone calls and emails will be checked periodically during this time and any urgent matters will be dealt with.

NOTED.

Cllr Marvin and the Clerk will liaise regarding covering the telephone over the Christmas and New Year period.

- (b) Report from the Local Councils Conference, 23<sup>rd</sup> November – NOTED.

**106/18/19 Reports from District and County Councillors (Verbal)**

District Cllr Peter Cresswell read out the following statement:

“I am aware that you have received notification that the Planning Inspector has currently found our Local Plan to be unsound. However, I have been assured that the Plan can be made sound with modifications. I have been further advised that the vast majority of Local Plans that get adopted fall into this category. This should therefore be regarded as the latest stage in the process. At the present time, ECDC has not been informed what main modifications are required”.

District Cllr Cresswell also said that he is to hold regular meetings with colleagues at Newmarket Town council and that Councillors should inform him if there are any matters they wish to be raised at these meetings,

**107/18/19 Planning Applications & Planning Matters**

- (a) Cllr Elbrow had declared a prejudicial interest in this item and therefore left the meeting. Cllr Day accepted a nomination to Chair this item.

18/01556/OUT Freshwinds, 47 High Street – erection of 4no. new dwellings and access drive, and changes to parking for no. 45 – widen drive to 47 – the PC had employed planning consultancy Fuller-Long to draft a response to the planning application which is summarised as follows:

The PC objects to this planning application on the following grounds:

1. Principle of development and impact on character of the village.
2. Impact on residential amenity.
3. Landscape character and impact on trees.
4. Highways, vehicular access and refuse collection.

Cllr Day proposed to accept the letter drafted by Fuller Long for submission to the planning officer. Councillors voted 9 in favour and 1 against and the proposal was CARRIED. Fuller Long will also be employed to write a response letter regarding the inclusion of this piece of land in the Local Plan – AGREED.

Cllr Peel objected to the employment of a planning consultant because the PC had not agreed previously to employing a consultant for similar applications which had now been approved.

Cllr Elbrow re-joined the meeting following this item and continued in the Chair.

- (b) 18/01436/FUL 106 Centre Drive, Newmarket – proposed wooden enclosed carport – NOTED with no comments.
- (c) 18/01612/FUL 6 Moulton Road – single-storey rear extension, first floor extension, demolition of garage and erection of single-storey annex – NOTED with no comments.
- (d) 18/01593/FUL and 18/01603/LBC Trees, 77 High Street – proposed cart lodge – the PC objects to this application for the following reason: -
- The proposed new access would be close to a blind bend on a very busy High Street and opposite another two driveways. The sight lines from the new access would be inadequate in both directions. This dwelling already has a well-established access and therefore a new access is unnecessary.
- (e) **TREE PRESERVATION ORDER – LAND AT 45 AND 47, AND REAR OF 45 AND 43 HIGH STREET:** T1 Purple Cherry Plum; T2 Hornbeam; T3 Plum; T4 Silver Birch; T5 Silver Birch. TPO takes effect 23<sup>rd</sup> November 2018. Deadline for comments or objections – 31<sup>st</sup> December 2018 – NOTED with no comments.
- (f) Neighbourhood Plan (Cllrs Day and Hadlow) – ECDC had confirmed that the designated area for the Neighbourhood Plan had been agreed and includes the whole parish. Community Engagement is the next stage in the process and this will be carried out alongside the pavilion refurbishment consultations running in January & February.
- (g) Report on ECDC planning decisions & Tree Works Applications – NOTED with one correction.

**108/18/19 Finance** – Payments for consideration and approval this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
	(1) Twin Dots – website support Dec 18	SO	£50.40	£42.00
	(2) Staff costs Nov 18	SO	£1,336.27	
	(3) Clerk expenses Nov 18	101115	£63.45	
	(4) Eon street lighting Dec 18	DD	£104.38	£99.41
	(5) McGregor Services Dec 18	101116	£48.00	£40.00
	(6) Green Cloud Hosting – Dec 18	DD	£57.46	£47.88
	(7) BT telephone & broadband Oct 18 – Jan 19	DD	£104.27	
	(8) SLCC Charles Arnold Baker	101117	£108.79	£107.99
	(9) Fuller Long – instruction deposit	101118	£360.00	
	(10) Cllr A. Day travel expenses	101119	£14.40	
	(11) TBM – replacement for lost chq 101103	101120	£259.20	
	(12) Cartridge Save	101121	£98.02	£81.68
	(13) Cambridgeshire ACRE payroll Oct-Nov 18	101122	£36.00	£30.00
	<b>Total payments for the month</b>		<b>£2,640.64</b>	

It was proposed to pay SDH Property Maintenance Services £620.00 for the bus shelter seating as this amount had already been agreed at the June meeting (JUN 18: 27/18/19(h)). The remainder of the invoice for maintenance work at the pavilion was deferred to the January meeting – AGREED.

- (b) To consider and agree final budget proposal 2019-20 – AGREED. It was proposed to earmark £60k from General Reserves into Community Facilities for the pavilion refurbishment – AGREED. This would mean a remaining General Reserve of around £90k.  
The Clerk will contact HMRC to discuss outstanding VAT and to clarify whether the PC can reclaim VAT on goods and services relating to Charity expenditure – AGREED.
- (c) To consider payroll service provider JCS Book Keeping & Payroll Services – it was AGREED to employ JCS Book Keeping Services until the end of the tax year at a cost of £27.50 per month. Further quotations for payroll services will be obtained for consideration before the start of the new tax year on 6<sup>th</sup> April.

**109/18/19 Administration.**

- (a) Boundary dispute – correspondence from resident’s solicitor – it was AGREED to produce a new copy of the map showing a discernible difference between the actual boundary and the fencing. The map will be annotated with wording previously provided by the resident.
- (b) To review Equal Opportunities Policy – agreed and ADOPTED.
- (c) To adopt ICO publication scheme – AGREED and adopted.
- (d) To consider draft Newsletter and factsheet for pavilion consultation – amendments to the newsletter and factsheet were agreed and both will be sent out in December.
- (e) To consider Clerk’s attendance at the Practitioners’ Conference, 14<sup>th</sup> -15<sup>th</sup> February 2019 – cost £299 +VAT: Councillors voted 9 in favour and 1 against and it was therefore AGREED that the Clerk would attend. Stetchworth Parish Council will be asked to make a contribution of one third of the total cost of the conference.
- (f) To consider pay scale increase for the Clerk following CiLCA qualification – it was AGREED to defer this item to the end of the meeting and to discuss the matter confidentially.

**110/18/19 Community/Community Groups**

- (a) To consider quotations for LED streetlighting upgrade – the quotation from K&M Lighting for £6,345 +VAT was accepted – AGREED. The cost includes removal and disposal of existing lanterns and the supply, wiring and fitting of 27 LED lanterns. The new lanterns are dimmable between midnight and 5:30am to reduce electricity costs.  
  
Cllr Noble left and returned to the meeting during this item.
- (b) To consider quotation for repair of streetlight on Moulton Road – the quotation from K&M lighting for £75 +VAT was accepted - AGREED.

- (c) To consider request from CCC for funding re: Bikeability cycle training in schools – it was agreed not to make a financial contribution to CCC as this would not necessarily benefit the local school. However, the school itself can apply directly to the PC for funds for this scheme if needed.
- (d) To consider information regarding Operation London Bridge – Councillors were asked to bring ideas on how the PC might respond to the passing of HM The Queen to the January meeting.
- (e) To consider request for donation to Our Special Friends – Cllr Noble proposed to give £100 and this was AGREED.

**111/18/19 Cemetery Matters**

- (a) To consider quotations for tree works in the cemetery & update on Tree Works Application (NOV 18: 94/18/19(a)). The quotation from Green Wood Tree Surgery for £1,485 +VAT was accepted and AGREED. However, the work will not be carried out until appropriate permission has been obtained from ECDC.

**112/18/19 Correspondence for Information**

- (a) Email from resident and Clerk's response re: dog tie post on the green at junction of High Street and Park Road – NOTED.
- (b) ECDC re: Local Council elections 2019 – NOTED.

**113/18/19 Date of Next Meeting & Matters for Future Consideration**

8<sup>th</sup> January.  
 Spring parish clean-up.  
 Date of Annual Parish Meeting.  
 Rats in School Close.

Following this item, Councillors returned to item 109/18/19 (f) and the Clerk left the meeting.

- 109/18/19** (f) It was AGREED to award the Clerk a salary increase in line with NALC's April 2019 SCP31 rate of £14.92 per hour in recognition of her CiLCA qualification. The increase is to be applied from December 2018. It was also agreed to hold this rate until the Clerk's appraisal in 2020. The PC will review whether to move the appraisal date from July to April in order to link with NALC pay scale reviews at the 2019 July appraisal. The Clerk returned to the meeting.

The meeting was closed at 9:15pm

Statutory powers relating to this month's payments:

- (1) Local Government Act (LGA) 1972, s.142
- (2-3) LGA 1972, s.112
- (4) Parish Councils Act 1957, s.3; Highways Act 1980, s.301.
- (5) Open Spaces Act 1906, ss.9-10.
- (6-8) LGA 1972, s.111
- (9) Town & Country Planning Act 1990, Schedule 1, paragraph 8.
- (10-13) LGA 1972, s.111