

# Cheveley Parish Council

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

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

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## MINUTES

Cheveley Parish Council Full Council Meeting on  
**Tuesday 9<sup>th</sup> April 2019 at 7.30pm**  
at the Community Room, Cheveley Primary School, Park Road.

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

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

**153/18/19 Apologies and approvals for absence**  
None.

**154/18/19 Declarations of Pecuniary and Non-Pecuniary Interests**  
None.  
Cllr Peel joined the meeting at 7:31pm.

**155/18/19 Open Forum for Public Participation (15 mins)**  
None.

**156/18/19 Approve and sign Minutes** of the meeting held on 12<sup>th</sup> March 2019 – AGREED and signed by the Chairman with the following amendments:  
Item 144/18/19(c) addition to the end of the 2<sup>nd</sup> paragraph: *“The PC had received a sympathetic response from Cllr Bailey”*.  
Item 150/18/19(c) “...due to the sensitive nature of some **of** the information...”

**157/18/19 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. Cllr Thomas has confirmed with Barclays Bank that the PC would like to keep its business account open.
  2. ECDC has confirmed the name Hobbs Warren (nos. 1-8) for the development at Oak Lane.
  3. The Clerk collected and returned ECDC's litter picking equipment for the parish spring clean. Four sets of litter pickers and bag hoops have been purchased for the PC for use by volunteers.
  4. Election nomination papers were delivered to ECDC on Thursday 28<sup>th</sup> March. Confirmation that the papers were validated has been sent by ECDC directly to candidates.
  5. ECDC Election Notices for Parish & District elections were posted up on notice boards and the website on Tuesday 26<sup>th</sup> March.
  6. Updates on the website & Facebook this month include – information to deter keyless vehicle thefts; cemetery spring clean; McCalmont Cup nominations; parish spring clean; March meeting round-up; meeting with Lucy Frazer MP; Annual Parish Meeting information; meeting minutes & agendas; PT&FA coffee morning; local elections information. The cover photo on the PC's Facebook page was also updated to a picture of spring flowers on Meadow Lane.
  7. The dog waste bin for Somerset Court/Spurling Close has been ordered.
  8. A letter has been sent to the owner/occupier of 155 High Street regarding the flint wall.
  9. Playsafety Ltd has confirmed it will carry out the annual inspection of the play equipment in April.
  10. The Independent Internal Auditor's year end visit is booked for Tuesday 30<sup>th</sup> April.
  11. PKF Littlejohn has sent out instructions for this year's external audit. The Clerk has watched a 45-minute webinar by PKF on this year's changes to procedure.

Other matters reported at the meeting: -

- Following discussions at the Parish Forum, it is possible the PC will collaborate with other local councils on issues around planning and ECDC's Planning Committee in order to present a united front against some of the anomalies which have arisen regarding planning decisions in the villages to the south of Newmarket.
- Cllr Marvin had attended the Community Association AGM at which it was stated that the current cost of running the Community Room is approximately £20 per hour. This includes heating & lighting, cleaning, maintenance and insurance costs. Community groups and organisations using the room were invited to put up an A4 notice stating who they are, what they do and how members of the public can get in touch with them. The PC was also invited to put together a team for the quiz night which is the Community Association's main fundraising event of the year. Cllr Marvin will email Councillors with more details.
- The litter pick around the parish had been very successful with 15 people collecting over 20 bags of rubbish.
- The Clerk had received further advice on the running of the Charity and gave an explanation to Councillors. This matter will be discussed at the next meeting.
- Social Media – it had come to light that PC business was being discussed on the Next-Door social media site. Councillors were reminded to please refrain from discussing Council business on social media platforms and to refer to the PC's Social Media Policy.
- Cllr Peel will reopen the outside toilet at the pavilion in the next few days and the toilet will remain open until the end of the October half term holiday. Cllr Peel will equip, clean and maintain the toilet.
- The bollards between the upper and lower car parks can now be lowered.

#### **158/18/19 Reports from District and County Councillors (Verbal)**

None.

#### **159/18/19 Planning Applications & Planning Matters**

- 18/01436/FUL 106 Centre Drive, Newmarket – proposed wooden enclosed carport. APPEAL to the Secretary of State – NOTED. The PC will put forward a comment reiterating that it has no objection to this application.
- 19/00361/FUL 3 Church Lane – remove brick flint wall at front of property (bricks and flint will be re-used to repair the border wall) – NOTED with the following comments:
  - Please refer to the Conservation Officer for review.
- 19/00242/FUL 20 Icknield Close – proposed construction of single-storey rear conservatory extension – NOTED with no comments.
- 19/00399/FUL 14 McCalmont Way, Newmarket – single-storey side and rear extensions – NOTED with no comments.
- 19/00400/RMA 101 High Street – reserved matters for erection of two-storey dwelling and double carport along with access, parking arrangements and site works – NOTED with no comments.
- 19/00244/FUL Trees, 77 High Street – proposed new flint wall and gated entrance – NOTED with no comments.
- 18/01301/OUT Site north-west of Cheveley Lodge, Cheveley Park – proposed detached chalet bungalow, parking, access and associated site works. To note outcome of consideration by ECDC Planning Committee on 3<sup>rd</sup> April (Planning Officer recommendation – refuse). Refused – NOTED.

Cllr Marvin said that County Councillor Mathew Shuter had called in the application and spoke in its favour at the meeting, saying that the applicants had lived there for 60 years and wished to build a new home for their old age whilst their son would move into the existing dwelling so that he could be nearby. The proposed dwelling would be hidden from the neighbouring street by a high wall and it would have no effect on stallions in the paddock. The application was refused by the Planning Committee.

- 18/01556/OUT Freshwinds, 47 High Street – erection of 3 no. new dwellings and access drive, changes to parking for no. 45 and widening of drive to no. 47. To note outcome of consideration by ECDC Planning Committee on 3<sup>rd</sup> April (Planning Officer recommendation – approve). Approved – NOTED.

Cllrs Marvin, Noble and Willows had attended the Planning Committee meeting and Sav Patel (Strutt & Parker) had spoken against the application on the PC's behalf. A resident had also spoken against the application at the meeting. It was noted that the applicant's agent was speaking to members of the

Planning Committee before the meeting started. No one on the Committee asked any questions of the PC's representative, or of the resident who also spoke, and the number of residents who had written in was wrongly stated. The approval of this application has led to the applicant at 47a High Street taking their refusal to appeal to the Secretary of State.

- (i) 18/01714/FUL & 18/01713 47a High Street – erection of new dwelling house and double garage and erection of new bungalow including single garage. APPEAL to the Secretary of State – NOTED. The PC will reiterate its previous objections.
- (j) To note CPC's letter of complaint to ECDC CEO re: Planning Committee minutes, 6<sup>th</sup> February – Rebecca Saunt has said that she will respond by the end of this week. It was AGREED that if no response is received by the end of Wednesday 17<sup>th</sup> April, then the PC will take the matter to the local press. Any response received will be considered at the May meeting.
- (k) Neighbourhood Plan: update – the next stage is to engage with the Local Planning Authority (ECDC) and this will be discussed with the PC's planning consultant as to how to approach this.
- (l) Report on ECDC planning decisions & Tree Works Applications – NOTED.

**160/18/19 Finance – Payments for consideration and approval this month – AGREED.**

(a)	Ref:	Payee/Item	Ref:	Total	Excl. VAT
	(1)	Twin Dots – website support Apr 19	SO	£50.40	£42.00
	(2)	Staff costs Mar 19	SO	£1,336.92	
	(3)	Clerk expenses Mar 19	101155	£72.45	
	(4)	Eon street lighting Apr 19	DD	£43.87	£41.78
	(5)	Green Cloud Hosting – Apr 19	DD	£57.46	£47.88
	(6)	Dynamic Chemicals – bag hoops	101156	£53.35	£44.46
	(7)	LGS Services – interim internal audit	101157	£212.80	£177.33
	(8)	Boston Seeds – wildflowers	101158	£401.99	£334.99
	(9)	JCS Book Keeping Services–payroll Feb 19	101159	£33.00	£27.50
	(10)	Survey Monkey subscription	DD	£35.00	£29.17
	(11)	Glasdon – litter pickers & hoops	101160	£146.40	£122.00
	(12)	Nkt URC – hire fees (NP)	101161	£40.00	
	(13)	Cheveley Community Assoc.	101162	£112.50	
	(14)	McGregor Services Mar 19	101163	£414.00	£345.00
	(15)	Pavilion & Rec Ground Charity 2019-20	101164	£15,000.00	
	(16)	HMRC Q4 PAYE/NIC	101165	£820.24	
		<b>Total payments for the month</b>		<b>£3,830.38</b>	

In the light of new information received, it was AGREED not to grant money to the Charity for its expenses. It was also AGREED to write a cheque at the meeting to HMRC for the Q4 PAYE/NIC contributions as this becomes due before the next meeting.

- (b) Proposed Q4 2018/19 accounts and bank reconciliation – NOTED.

**161/18/19 Administration.**

- (a) To note CPC's response to residents re: claim for compensation & to consider quotation for further advice from Fairhurst, Menuhin & Co regarding this matter – it was AGREED to take the advice of the solicitor if it becomes necessary – cost approximately £270-£350 +VAT.
- (b) Mid-year report from Independent Internal Auditor – NOTED.

**162/18/19 Community/Community Groups**

- (a) Local Highways Improvement Grant re: speed reduction measures in North Ward – Cllr Day announced that the PC had been successful in its bid for funding from CCC for speed reduction measures in North Ward. The Chairman thanked Cllrs Day, Gibson and Willows for the time and effort they had put into the application. The funds will be formally accepted and an update on progress will be given at a future meeting.
- (b) Repair of gate installed on footpath no. 1 – this is not a bridleway but horses had been using the footpath recently. It was agreed not to replace or repair the gate at present as it blocks the footpath and prevents contractors from taking cutting machinery down there. The situation will be monitored and, if the PC receives further complaints about the condition of the footpath surface, the matter will be reconsidered at a future meeting.

**163/18/19 Cemetery Matters**

- (a) Report from spring clean, Saturday 23<sup>rd</sup> March – this had been very successful and a lot of rubbish had been cleared by the 8 people who came. The Meadow had also been sown with wild flower seed. A tap is leaking badly and this will be looked at by the handyman.
  
- (b) Further correspondence re: interment of ashes of non-residents – as the request is for the interment of ashes into the disused part of the cemetery, it was agreed that Cllr Hadlow would look into the legalities of this. It was agreed the ashes could be interred there if, upon investigation, there are no legal reasons why they can't be.

**164/18/19 Correspondence for Information.**

- (a) CCC re: Street Lighting Attachment Policy 2019 – NOTED.

**165/18/19 Date of Next Meeting & Matters for Future Consideration**

Meeting dates for the ensuing year as follows: -

14<sup>th</sup> May – Annual Parish Council Meeting; 21<sup>st</sup> May – Annual Meeting of the Parish; 11<sup>th</sup> June; 9<sup>th</sup> July; 13<sup>th</sup> August; 10<sup>th</sup> September; 8<sup>th</sup> October; 12<sup>th</sup> November; 10<sup>th</sup> December 2019; 14<sup>th</sup> January; 11<sup>th</sup> February; 10<sup>th</sup> March; 14<sup>th</sup> April 2020.

**166/18/19 Motion to exclude the Public and Press.** (Public Bodies (Admission to Meetings) Act 1960, s. 1(2).) – AGREED. The meeting was closed to the public and press at 8:35pm.

**167/18/19 McCalmont Cup**

- (a) CONFIDENTIAL: to consider nominations for the McCalmont Cup and to decide on recipient for 2019/20 – AGREED. Cllr Elbrow will announce the recipient at the Annual Parish Meeting on Tuesday 21<sup>st</sup> May.

The meeting was closed at 8:47pm.

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.
- (5-7) LGA 1972, s.111
- (8) LGA 1972, s.214(6)
- (9-13) LGA 1972, s.111
- (14) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6); Local Authorities' Cemeteries Order 1977.
- (16) LGA 1972, s.112