

# Cheveley Parish Council

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

Chair: Claire Elbrow

email: [celbrow@cheveley-pc.gov.uk](mailto:celbrow@cheveley-pc.gov.uk)

Tel: 01638 731513

Vice Chair: Sallie Thomas

email: [sthomas@cheveley-pc.gov.uk](mailto:sthomas@cheveley-pc.gov.uk)

Tel: 01638 731787

Clerk: Marilyn Strand

email: [clerk@cheveley-pc.gov.uk](mailto:clerk@cheveley-pc.gov.uk)

Tel: 01638 780835

Website: [www.cheveley-pc.gov.uk](http://www.cheveley-pc.gov.uk)

## ANNUAL MEETING OF THE PARISH COUNCIL MINUTES

Cheveley Parish Council Full Council Meeting on

**Tuesday 14<sup>th</sup> May 2019 at 7.30pm**

at the Community Room, Cheveley Primary School, Park Road.

**Present:** Claire Elbrow (Chair), Jane Gibson, Sheila Marvin, Tracey Peel, Sallie Thomas (Vice-Chair) and Sue Willows. District Cllrs Amy Starkey and Alan Sharp were also in attendance.

Clerk: Marilyn Strand.

There was 1 member of the public present.

The meeting was opened at 7:30pm.

### **1/19/20 Election of Chair and signing of Declaration of Acceptance of Office form.**

Cllr Marvin nominated Cllr Elbrow to the office of Chairman for the ensuing year and the nomination was seconded by Cllr Gibson and AGREED by all. Cllr Elbrow accepted the position and signed the declaration of acceptance of office form.

### **2/19/20 Election of Vice-Chair.**

Cllr Gibson nominated Cllr Thomas to the office of Vice-Chair for the ensuing year and the nomination was seconded by Cllr Willows and AGREED by all.

### **3/19/20 Councillor Vacancy – Co-Option.**

An application for co-option had been received from Mr Brent Noble. Cllr Elbrow proposed to co-opt Mr Noble onto the Council and the proposal was seconded by Cllr Marvin and AGREED by all.

### **4/19/20 Apologies and approvals for absence – apologies received and accepted from Cllrs Alison Day and Jacquilyn Hascombe-Brook (personal) and Cllr James Hadlow (work commitments). Cllr Richard Fullerton was unable to join the meeting as his election expenses form had not been received by the District Council. Cllr Fullerton remained at the meeting in the public area.**

Cllr Elbrow proposed a vote of thanks to Ian Jackson for his work on the Council over several years. Mr Jackson did not stand for re-election at the recent polls.

Cllr Elbrow also proposed a vote of thanks to Peter Cresswell, former District Cllr for Cheveley Ward (now Woodditton Ward) for his support of the PC during his time in office. Cllr Elbrow welcomed newly elected District Cllrs Amy Starkey and Alan Sharp to the meeting.

### **5/19/20 Declarations of Pecuniary and Non-Pecuniary Interests**

None.

### **6/19/20 Open Forum for Public Participation (10 mins)**

None.

### **7/19/20 Approve and sign Minutes of PC meeting held on 9<sup>th</sup> April 2019 – approved as a true record and signed by the Chairman with the following amendment: -**

Item 162/18/19 (b) '.... but horses had been using the footpath recently ~~which had been badly damaged.~~'

### **8/19/20 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 results of the Parish Council polls (uncontested) were posted on notice boards and the website.
2. This year's recipient of the McCalmont Cup has been notified and is able to attend the Annual Parish Meeting on Tuesday 21<sup>st</sup> for the presentation. The Cup has been updated with the recipient's name.

Signed: Approved and signed by the Chairman Dated: 11<sup>th</sup> June 2019

Minutes for CPC Meeting 14<sup>th</sup> May 2019

3. The dog waste bin for Somerset Court/Spurling Close has arrived. The Clerk is investigating whether the PC requires a licence to put the bin on the lamp post under the terms of CCC's recently introduced Streetlights Attachment Policy.
4. The handyman has the parts to repair the tap at the cemetery and this will be carried out shortly.
5. The Independent Internal Auditor's year end visit took place on Tuesday 30<sup>th</sup> April and a report is awaited.

No other matters were reported at the meeting.

**9/19/20 Reports from District and County Councillors (Verbal)**

Cllr Amy Starkey introduced herself. Cllr Starkey is Regional Director for the Jockey Club (East) and, up until May this year, had been a member of Newmarket Town Council for 4 years where she served as Vice-Chair and Chairman of the Community Services Committee. Cllr Starkey, who lives in Cheveley, said that she is passionate about Newmarket and the surrounding villages and is committed to representing the interests of the area at District Council level. Although new to the role, Cllr Starkey said that she was keen to learn and always available to take up issues which the PC might wish to raise.

Cllr Alan Sharp said that he is hoping to take the Parish Forum meetings forward and he will liaise with Cllr Marvin regarding this. Further meetings with Newmarket Town Council will also be arranged. Cllr Sharp, who lives in Stetchworth, said that he is looking to see more emphasis on Community Services in the south of the district now that the development of the Hive Leisure Centre in Ely is completed.

Parish Councillors expressed a wish to see at least one District Councillor who lives in the south of the district representing this unique area on the Planning Committee at ECDC.

**10/19/20 Planning Applications & Planning Matters**

- (a) 19/00531/FUL 38 High Street – proposed garage conversion – NOTED with no comments.
- (b) 19/00568/FUL 47 Meadow Lane, Newmarket – proposed conversion of existing double garage to games room – NOTED with no comments.
- (c) 19/00571/FUL Land rear of 92 Duchess Drive, Newmarket – revised scheme of previously approved 16/00304/FUL: construction of 1no four-bedroom dwelling and 3-bay garage/cart lodge including new access for 92 Duchess Drive – NOTED with no comments.
- (d) Response to PC's complaint from Rebecca Saunt, Planning Manager, ECDC – it was agreed that the response was extremely unsatisfactory, being incorrect in places and muddled. Cllr Elbrow proposed to escalate the complaint to the next level of ECDC's complaints procedure and this was AGREED. Cllr Hadlow will draft a response.
- (e) Neighbourhood Plan:
  1. Writing of proposal – Councillor or employee to be appointed: Cllr Richard Fullerton agreed to write the proposal.
  2. Update on volunteers' meeting – a one-hour meeting of resident volunteers will be arranged in order to analyse the results of the public consultation surveys. It is hoped that an initial draft strategy based on these results will be available for the June meeting.
- (f) Report on ECDC planning decisions & Tree Works Applications – NOTED.

**11/19/20 Finance – Payments for consideration and approval this month – AGREED.**

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support May 19	SO	£50.40	£42.00
(2)	Staff costs Apr 19	SO	£1,349.85	
(3)	Charity Income 2017-18	101168	£900.00	
(4)	Clerk expenses Apr 19	101169	£32.84	
(5)	Eon Street Lighting May 19	DD	£42.45	£40.43
(6)	Green Cloud Hosting – May 19	DD	£57.46	£47.88
(7)	McGregor Services – Apr 19	101170	£1,179.60	£983.00
(8)	Play area inspection Apr 19	DD	£30.00	£25.00
(9)	Play Safety Ltd annual inspection	101171	£124.20	£103.50
(10)	Wave – cemetery water Jan-Apr 19	DD	£14.55	
(11)	JCS Book keeping services Apr & YR end	101172	£33.00	£27.50
(12)	Cartridge Save – ink cartridges	101173	£98.62	£82.18
(13)	CAPALC renewal 2019-20	101174	£464.24	
(14)	CAPALC DPO services	101175	£50.00	
(15)	Community Heartbeat – defib battery	101176	£204.00	£160.00
(16)	Glasdon UK – dog waste bin	101177	£326.28	£271.90
(17)	Strutt & Parker – planning consultancy	101178	£493.26	£411.05
(18)	Pest Control Services (wasp nest – pavilion)	101179	£50.00	
(19)	SDH Property Maintenance Services (BBQ)	101180	£310.00	
(20)	The Bulmer Brick & Tile Company	101181	£4,500	
(21)	Petty Cash top-up	101182	£240.71	
	<b>Total payments for the month</b>		<b>£10,551.46</b>	

Cheque no 101166 to McGregor Services £399.60 and cheque no 101167 to Fire & Safety Solutions £189.36 were written at the last meeting to replace Charity cheques.

- (b) To note monies received:
- £40,000 – ECDC precept 2019/20 1<sup>st</sup> Instalment.
  - £5,120.65 – ECDC CiL re: 18/00094/VAR – 2 Oak Lane.
  - £200 – burial fees (memorials).
- NOTED.
- (c) To note adjustment to 2017/18 closing balance re: Charity income – NOTED.
- (d) To approve and sign the Annual Governance Statement for 2018/19 – AGREED and signed by the Chairman and the Clerk.
- (e) To approve and sign the Annual Accounting Statements for 2018/19 – AGREED and signed by the Chairman.
- (f) To appoint new signatories to the PC & Charity bank accounts – Cllr Willows will be signatory to all PC accounts – AGREED.

**12/19/20 Administration.**

- (a) To note statement from Cllr Peel re: the relinquishing of her PC responsibilities for personal reasons – NOTED.
- The Chairman thanked Cllr Peel for the many tasks she had undertaken over several years. Councillors Willows and Gibson questioned Cllr Peel as to why she had stood again in the recent elections if she was unable to continue with any duties, and, in particular, if she was unwilling to receive PC emails. Cllr Peel said that she was unable to continue to give the time necessary to fulfil all the responsibilities she had taken on, but would remain on the PC to attend meetings and help make decisions. Upon further questioning, Cllr Peel declared that she would no longer stand on the PC and left the meeting. (Cllr Peel left the meeting at 8:25pm).
- (b) Allocation of responsibilities for PC projects: -
- Planning – North & South Wards – Cllrs Elbow, Fullerton, Gibson, Hadlow and Willows.
  - Neighbourhood Plan – Cllrs Day, Fullerton and Hadlow.
  - Highways – CCC.
  - Public Rights of Way – Cllr Marvin.
  - Cemetery – Cllrs Hadlow and Thomas.
  - Completion of minor projects re: The Community Plan 2016 – Cllr Elbow. District Cllr Starkey will assist where possible.

- Speedwatch – resident volunteers are needed to facilitate Speedwatch throughout the parish.
- Local Highways Improvement Scheme – Cllrs Day, Gibson and Willows.

- (c) To note advice regarding the running of the Charity & VAT implications – NOTED. The Society of Local Council Clerks’ legal advisors had confirmed that the PC can legitimately pay all invoices relating to Charity expenditure, as long as the expenditure is in accordance with the PC’s powers to act. It was therefore AGREED to write to Cambridgeshire ACRE to ask for compensation for lost VAT claims during 2018-19 following their advice that the Charity had to pay all its own bills and therefore could not reclaim VAT.
- (d) Proposal to hold 11<sup>th</sup> June meeting at the Pavilion, Recreation Ground – it was agreed to hold a separate meeting in June at the pavilion specifically to discuss the pavilion project, so that Councillors can each have the opportunity to put forward their opinion. The PC meeting on 11<sup>th</sup> June will be held at the Community Room as usual. The pavilion meeting will be held on a date which most Councillors can attend.

**13/19/20 Community/Community Groups**

- (a) To consider grant application from Cheveley Evergreens – it was proposed by Cllr Gibson that the PC give £460 (half of the total cost of transport for the ensuing year) to Cheveley Evergreens as a grant. The proposal was seconded by Cllr Elbrow and AGREED.
- (b) Call for resident volunteers – approval of poster for website, Facebook & notice boards – Cllr Elbrow will send the poster round by email for approval. It is hoped to recruit resident volunteers for projects such as litter picking, caretaking at the pavilion and Speedwatch. It’s possible the PC would have to cut back on services if volunteers cannot be recruited.
- (c) Provision of summer activities for children – it was agreed to offer a full week’s holiday club during the summer holidays to see what interest there is from residents. District Cllr Amy Starkey said that she would be happy to arrange a trip to the racecourse if the week coincides with racing.
- (d) Correspondence from Lucy Frazer MP re: Strategic Bus Review – buses in the parish do not serve those travelling to work. Cllr Elbrow and the Clerk will respond to Ms Frazer.

**14/19/20 Cemetery Matters**

- (a) To consider request for interment of ashes of non-resident (previously requested in existing grave): the requester has strong family ties to the parish and it was therefore proposed to make an exception to the current regulations to allow the interment of their ashes into a new ashes plot within the cemetery. Councillors voted 4 in favour with 1 abstention and the proposal was CARRIED. All fees relating to the interment will be doubled – AGREED.

**15/19/20 Correspondence for information.**

- (a) CCC re: closure of Little Green between Lambda House and 2 Oak Lane 28<sup>th</sup> – 31<sup>st</sup> May 2019 – NOTED.

**16/19/20 Date of Next Meeting & Matters for Future Consideration.**

Meeting dates for the ensuing year to be agreed – every 2<sup>nd</sup> Tuesday of the month.  
The Annual Parish Meeting will be held on Tuesday 21<sup>st</sup> May.

The meeting was closed at 9:05pm.

Statutory powers relating to this month’s payments:

- (1) Local Government Act (LGA) 1972, s.142
- (2) LGA 1972, s.112
- (3) Charities Act 2011, ss.298-303; LGA 1972, s.139(1)
- (4) LGA 1972, s.112
- (5) Parish Councils Act 1957, s.3; Highways Act 1980, s.301.
- (6) LGA 1972, s.111
- (7-9) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6); Local Authorities’ Cemeteries Order 1977.
- (10-14) LGA 1972, s.111
- (15) Public Health Act 1936, s.234
- (16) Litter Act 1983, ss.5-6
- (17) Town & Country Planning Act 1990, schedule 1, paragraph 8.
- (18) LGA 1972, s.111
- (19-20) Open Spaces Act 1906, ss.9-10
- (21) LGA 1972, s.111