

# 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 11<sup>th</sup> June 2019 at 7.30pm**  
at the Community Room, Cheveley Primary School, Park Road.

**Present:** Alison Day, Claire Elbrow (Chair), Richard Fullerton, Jane Gibson, James Hadlow, Sheila Marvin, Brent Noble, Sallie Thomas (Vice-Chair) and Sue Willows. District Cllr Alan Sharp was also in attendance.  
Clerk: Marilyn Strand.

There were no members of the public present.  
The meeting was opened at 7:30pm.

**17/19/20 Apologies and approvals for absence**  
None.

**18/19/20 Councillor Vacancy.**  
Cllr Tracey Peel had confirmed her resignation in writing and the notices of vacancy had been placed on notice boards and the website.  
Cllr Jaquilyn Hascombe-Brook had also submitted her resignation to the Chairman for personal reasons. Notices of vacancy will be placed on notice boards and the website as soon as practicable.  
Both vacancies are for South Ward (village) and will be advertised for co-option when notified by ECDC that this is permissible.

**19/19/20 Declarations of Pecuniary and Non-Pecuniary Interests**  
None.

**20/19/20 Open Forum for Public Participation (10 mins)**  
None.

**21/19/20 Approve and sign Minutes** of the Annual PC meeting held on 14<sup>th</sup> May 2019 – approved and signed by the Chairman.  
Cllr Marvin joined the meeting at 7:35pm.

**22/19/20 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. Dog waste bin for Somerset Court/Spurling Close: under the terms of CCC's recently introduced Streetlights Attachment Policy, permission is required to attach it to the streetlight and an application is in progress.
2. The handyman has repaired the tap at the cemetery.
3. The PC's litter picking equipment has been stored at the pavilion (left-hand storage area) – 4 x litter pickers & 4 x bag hoops.
4. All Councillor Declaration of Pecuniary Interest forms were handed into ECDC before the deadline of June 3<sup>rd</sup>. These will be updated on the PC's website as soon as possible.
5. The Asset Register has been updated with all new/disposed equipment and has been checked against the insurance policy to ensure adequate cover is in place. The Risk Assessment area forms have also been updated and areas for inspection will be allocated at the July meeting.
6. The AGAR and all requested supporting documentation was submitted on 29<sup>th</sup> May to PKF Littlejohn for external audit. The period of public inspection rights runs from Monday 17<sup>th</sup> June to Friday 26<sup>th</sup> July and notices to this effect will be placed on PC notice boards and on the website from Friday 14<sup>th</sup> June, in accordance with part 5 of the Accounts & Audit Regulations 2015.

Other matters reported at the meeting: -

- There are still problems with the cemetery tap and all the collected water has been lost. The handyman will be asked to come and have another look at it and, in the meantime, Cllr Hadlow will turn on the mains water tap.

### **23/19/20 Reports from District and County Councillors (Verbal)**

District Cllr Amy Starkey and County Cllr Mathew Shuter had sent their apologies for the meeting.

Cllr Sharp reported the following: -

- The first Full Council meeting since the elections had taken place on Thursday 30<sup>th</sup> May. Cllr Lis Every was voted in as Chairman and Cllr Anna Bailey is the new leader of the Council. Cllr Sharp is a member of the Finance & Assets Committee and Vice-Chairman of the Licencing Committee. Cllr Sharp is keen to work with the PC on planning issues and will liaise with officers on the PC's behalf.
- Cllr Sharp is one of the ECDC representatives on the Combined Authority Overview & Scrutiny Committee, and is also the ECDC representative on the Police & Crime Panel which monitors the Commissioner. Any issues with the police can be fed back to Cllr Sharp.
- Following the recent elections, the Council is made up of 15 Conservatives and 13 Liberal Democrats.

The proposed development of a holiday park in Ashley was discussed and it was agreed that Cheveley PC would put in an objection to the proposal before the end of this week.

### **24/19/20 Planning Applications & Planning Matters**

- (a) 19/00613/FUL 6 Moulton Road – proposed single-storey extension, new adjoined single-storey annex with infill to front entrance area and new driveway – NOTED with no comments.
- (b) 19/00655/FUL 42 Duchess Drive, Newmarket – loft conversion comprising front dormer roof extension in conjunction with a Permitted Development rear dormer roof extension to provide additional bedroom and bathroom accommodation – NOTED with no comments.
- (c) 19/00687/FUL 139 Centre Drive, Newmarket – erection of cart lodge with studio above and porch extension to dwelling – NOTED with no comments.
- (d) 19/00733/VAR Site adjacent to 2 Ashley Road, Newmarket – to vary condition 1 (approved plans) of previously approved 18/00058/FUL for erection of 2 dwellings with garages – NOTED with no comments.
- (e) Update on PC's complaint to ECDC's Rebecca Saunt – Cllr Hadlow will draft a response as agreed at the May meeting.
- (f) Neighbourhood Plan – update: a productive meeting had taken place on Monday 10<sup>th</sup> June between 4 resident helpers and Cllrs Hadlow, Day & Fullerton, looking at consultation responses from surveys in 2012 and 2016 as well as the recent public consultations. Areas under threat of development if no Neighbourhood Plan is put in place are being identified. It was stressed, however, that the Plan would not set out to prevent all development in the parish but would seek to manage development and promote good practice regarding design, layout and scale. A draft document will be written by Cllr Fullerton for review before being finalised. Public consultation will then take place in September with the aim of holding a referendum at the end of the year.

It was agreed to arrange a meeting with Cheffins regarding the application at the Home Office Bungalows, Little Green to discuss scale, layout and design of the development.

- (g) Report on ECDC planning decisions & Tree Works Applications – NOTED.

**25/19/20 Finance – Payments for consideration and approval this month – AGREED.**

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
	(1) Twin Dots – website support Jun 19	SO	£50.40	£42.00
	(2) Staff costs May 19	SO	£1,331.85	
	(3) Clerk expenses May 19	101183	£40.50	
	(4) Eon Street Lighting Jun 19	DD	£43.87	£41.78
	(5) Green Cloud Hosting – Jun 19	DD	£62.24	£51.87
	(6) McGregor Services – May 19	101184	£1,363.20	£1,136.00
	(7) ECDC Play area inspection May 19	DD	£30.00	£25.00
	(8) TBM – 4hr/6mth IT support	101185	£259.20	£216.00
	(9) Fields In Trust membership	101186	£65.00	
	(10) Collaboration 23 Construction – wall repair	101187	£2,905.00	
	(11) ECDC – uncontested elections	DD	£400.00	
	(12) Commercial Cleaners – pavilion clean	101188	£99.60	
	(13) LGS services – year end audit	101189	£150.00	£125.00
	(14) Cheveley Evergreens – grant	101190	£460.00	
	(15) BT telephone/broadband Apr-Jul 19	DD	£157.47	
	(16) Strutt & Parker – planning consultancy	101191	£480.00	£400.00
	<b><u>Total payments for the month</u></b>		<b><u>£7,898.33</u></b>	

- (b) To note monies received: -
- CCC verge cutting contribution 2019-20 - £473.83
- NOTED.

**26/19/20 Administration.**

- (a) To consider year end report from the Independent Internal Auditor – NOTED.
- (b) To consider attendees to CAPALC's Share the Vision, Shape the Future conference, Friday 28<sup>th</sup> June, Hemingford Abbots – it was AGREED that the Clerk would attend at a cost of £25 (full cost £50 to be shared with Stetchworth PC).
- (c) To agree addition and removal of signatories to HSBC current account – it was RESOLVED to add Cllr Sue Willows to the HSBC, Nat West, Barclays and Cambridge Building Society accounts and to add Cllr Sallie Thomas to the Nat West account. It was also RESOLVED to remove ex-councillors Tracey Peel and Ian Jackson from all PC bank accounts.
- (d) To consider attendees to the Parish Forum meeting, Monday 17<sup>th</sup> June, Community Room, Cheveley – Cllrs Elbow, Gibson, Marvin and Willows will attend.

**27/19/20 Community/Community Groups**

- (a) To consider using the Next-Door social media platform alongside the PC's Facebook page – it was agreed to join Next-Door to post information on the PC's activities and meetings.
- (b) Provision of summer activities for children – update: SL Sport & Education only had week beginning 22<sup>nd</sup> July available and it was AGREED to book this for a summer activity camp at the pavilion/recreation ground. The pavilion will be provided free of charge. The activity camp will be advertised through the school's parent mail, online and on notice boards.

**28/19/20 Cemetery Matters**

Cllr Hadlow, together with some of his colleagues from Bayer, will be doing a community service day in the cemetery on Friday 14<sup>th</sup> June.  
It was AGREED to ask McGregor Services to strim the boundary between the cemetery and neighbouring paddocks.

**29/19/20 Correspondence for information.**

- (a) Cheveley Evergreens re: thank you for grant – NOTED.

**30/19/20 Date of Next Meeting & Matters for Future Consideration.**

9<sup>th</sup> July. The Clerk will be on leave for this meeting and Cllr Marvin will take the minutes.  
Newsletter.

The meeting was closed at 8:35pm.

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) LGA 1972, s.111
- (6-7) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6); Local Authorities' Cemeteries Order 1977.
- (8-9) LGA 1972, s.111
- (10) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6).
- (11-13) LGA 1972, s.111
- (14) Local Government and Rating Act 1997, ss.26-29.
- (15) LGA 1972, s.111
- (16) Town & Country Planning Act 1990, schedule 1, paragraph 8.