

# 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> July 2019 at 7.30pm**  
at the Community Room, Cheveley Primary School, Park Road.

**Present:** Claire Elbrow (Chair), Sheila Marvin, Sallie Thomas (Vice-Chair) and Sue Willows.  
District Cllr Alan Sharp was also in attendance.

There were 3 members of the public present.  
The meeting was opened at 19.35.

**31/19/20 Apologies and approvals for absence**

James Hadlow (work commitments), Richard Fullerton (unknown), Alison Day (personal), Brent Noble & Jane Gibson (unwell).

**32/19/20 Councillor Vacancies.**

ECDC has confirmed that the vacancies can be advertised for co-option.

**33/19/20 Declarations of Pecuniary and Non-Pecuniary Interests**

None.

**34/19/20 Open Forum for Public Participation (10 mins)**

Concern from residents re footpath from Ashley Road through Sidehill Stud to Warren Hill Gallops – this matter will be investigated by the parish council and reviewed at the next PC meeting. The resident will be notified of results.

**35/19/20 Approve and sign Minutes** of the PC meeting held on 11<sup>th</sup> June 2019 – approved as a true record and signed by the Chairman.

**36/19/20 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. All Councillor Register of Interests forms have now been uploaded to the PC's website.
2. The correct notices have been placed on notice boards and the website for Councillor vacancies.
3. Notices for the period of public inspection rights, which runs from Monday 17<sup>th</sup> June to Friday 26<sup>th</sup> July, were placed on notice boards and the website on Friday 14<sup>th</sup> June, in accordance with part 5 of the Accounts & Audit Regulations 2015.
4. Up-to-date Councillor details have been posted on notice boards.
5. Council email addresses have been deleted for Councillors who have resigned. The emails have been backed up and are stored on the Clerk's computer.
6. The PC's objection to the planning application for a holiday park in Ashley was drafted by Cllr Fullerton and submitted to ECDC on 14<sup>th</sup> June. District Cllrs have already commented.
7. Next Door social media platform – this can only be joined by individuals living in the area whose page they wish to post information on.
8. Bayer postponed their community service day in the cemetery until later in the year.

Other matters reported at the meeting: -

- Two Duke of Edinburgh Award students have been provided with appropriate safety clothing and equipment for litter picking.
- The tap on the rain water collection tank at the cemetery is not working.
- Cllr Elbrow said that at a meeting between some Parish Councillors and Cheffins, who represented the development on Oak Lane, Councillors had suggested changing the flats to terraced houses, more parking was needed, and the play area was unnecessary.

(b) Report from the Clerk from CAPALC's Share the Vision, Shape the Future conference, Friday 28<sup>th</sup> – this item was deferred to August.

- (c) Report from the Parish Forum meeting, Monday 17<sup>th</sup> June – this item was deferred to August.

**37/19/20 Reports from District and County Councillors (Verbal)**

Cllr Alan Sharp gave apologies from Cllr Amy Starkey and reported the following: -

- At an Extraordinary Meeting of the full ECDC Council meeting on 29 June re MOD land in Ely, a resolution was passed for 60 homes of which 30% will be 'affordable'.
- Land behind 15-35 High Street - landowners Andrew Fleet and David Godfrey asked both DCs if ECDC would consider a Community Land Trust for about 20 houses.

**38/19/20 Planning Applications & Planning Matters**

- (a) 19/00767/OUM Home Office Bungalows, Little Green – outline planning application for residential development for circa 22 dwellings following demolition of 6 bungalows with all matters reserved except access – NOTED with no comments.
- (b) 19/00808/FUL Beech House Stud, Newmarket Road – proposed erection of additional stables – NOTED with no comments.
- (c) 19/00870/OUT 5 Newmarket Road – construction of single-storey detached dwelling – NOTED with the following comment:
- The PC has concerns regarding access from the proposed property onto Newmarket Road, since this would be close to a four-way junction and is within a few yards of a bus stop. It is also in the middle of a traffic-calmed area.
- (d) 19/00655/FUL 42 Duchess Drive, Newmarket – loft conversion front dormer roof extension in conjunction with a Permitted Development rear dormer roof extension to provide additional bedroom and bathroom accommodation. AMENDMENT: boundary description amended, enlarged gable window detailed to prevent overlooking – NOTED with no comments.
- (e) Pre-application advice – CONFIDENTIAL: this item was moved to the end of the meeting and the press and public were asked to leave before it was discussed. The information was NOTED with no comments.
- (f) Update on PC's complaint to ECDC's Rebecca Saunt – NOTED.
- (g) Neighbourhood Plan – review of draft plan – this item was deferred to the August meeting.
- (h) Newmarket Neighbourhood Plan Consultation 17<sup>th</sup> June to 29<sup>th</sup> July 2019 – Councillors should send comments to the Clerk so that a PC response can be submitted.
- (i) Report on ECDC planning decisions & Tree Works Applications – NOTED.

**39/19/20 Finance – Payments for consideration and approval this month – AGREED.**

Ref:	Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Jul 19	SO	£50.40	£42.00
(2)	Staff costs Jun 19	SO	£1,349.85	
(3)	Clerk expenses Jun 19	101192	£44.55	
(4)	Eon Street Lighting Jul 19	DD	£42.45	£40.43
(5)	Green Cloud Hosting – Jul 19	DD	£62.24	£51.87
(6)	McGregor Services – Jun 19	101193	£885.60	£738.00
(7)	ECDC Play area inspection Jun 19	DD	£30.00	£25.00
(8)	MHH – payroll services Apr 19	101194	£26.70	£22.25
(9)	MHH – payroll services May 19	101194	£26.70	£22.25
(10)	MHH – payroll services Jun 19	101194	£26.70	£22.25
(11)	CAPALC - conference	101195	£50.00	
(12)	Eurooffice – stationery	101196	£61.33	£51.11
(13)	SLCC – membership fee 2019-20	101197	£228.00	
(14)	Fenland Leisure – playground repairs	101198	£4,084.42	£3,403.68
(15)	Fenland Leisure – replace vertical post	101199	£544.08	£453.40
(16)	FRS Roofing – pavilion repairs	101200	£708.00	£590.00
(17)	Information Commissioner Registration	DD	£40.00	
<b>Total payments for the month</b>			<b>£8,261.02</b>	

- (b) To note monies received: -
- £190.00 – burial fees.
  - £53.00 – Clerk for SLCC Principal Membership.

NOTED.

- (c) To agree and sign Direct Debit mandate to MHH Partnership for payroll services – AGREED.
- (d) Proposed Q1 accounts and bank reconciliation – this item was deferred to the August meeting pending further information.

**40/19/20 Administration.**

- (a) To appoint Internal Auditor for 2019/20 – it was AGREED to continue with LGS services.
- (b) To consider draft newsletter for distribution – agreed with minor modifications.
- (c) To make arrangements for Clerk’s appraisal – Cllr Willows will assist with employee’s appraisals.
- (d) To consider Clerk’s attendance at the SLCC Regional Training Seminar, Wednesday 4<sup>th</sup> September 2019, cost £30 (shared with Stetchworth PC) – AGREED.
- (e) Asset inspections – the areas were allocated among Councillors.

**41/19/20 Community/Community Groups**

- (a) Local Highways Improvement Grant – deadline for applications, 4<sup>th</sup> August 2019 & request from resident re: speeding on Park Road. It was suggested that Speedwatch South is asked to run some checks.
- (b) Applications for audit of buildings of local interest and appraisal of conservation area – this will be pursued with ECDC’s Conservation Officer – AGREED.
- (c) To consider correspondence from resident re: tree planting and protection - the resident was referred to a person who may be able to help.
- (d) Request for donation to MAGPAS – it was AGREED to donate £100.

**42/19/20 Correspondence for information.**

- (a) Fields in Trust – thank you for joining & information on membership benefits – NOTED.
- (b) Thank you from resident re: burials – NOTED.

**43/19/20 Date of Next Meeting & Matters for Future Consideration.**

13<sup>th</sup> August.

- Report from the Clerk from CAPALC’s Share the Vision, Shape the Future conference, Friday 28<sup>th</sup> June
- Report from the Parish Forum meeting, Monday 17<sup>th</sup> June
- Draft NP document written by Richard Fullerton to be circulated to councillors before August PC meeting for discussion
- 21 August – Lucy Frazer here at Community Room.
- Tree plan for cemetery
- Sidehill Stud - ‘footpath’ update
- Project Tower Bridge

The meeting was closed at 21.00.

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.
- (8-13) LGA 1972, s.111
- (14-15) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6).
- (16-17) LGA 1972, s.111