

# Cheveley Parish Council

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

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## MINUTES

Cheveley Parish Council Full Council Meeting on  
**Tuesday 13<sup>th</sup> August 2019 at 7.30pm**  
at the Community Room, Cheveley Primary School, Park Road.

**Present:** Claire Elbrow (Chair), Alison Day, Richard Fullerton, Jane Gibson, James Hadlow, Sheila Marvin, Brent Noble, Sallie Thomas (Vice-Chair) and Sue Willows.  
District Cllrs Alan Sharp and Amy Starkey were also in attendance.

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

**44/19/20 Apologies and approvals for absence**  
None.

**45/19/20 Councillor Vacancies**  
The PC currently has two vacancies which can be filled by co-option.

**46/19/20 Declarations of Pecuniary and Non-Pecuniary Interests**  
Cllr Thomas declared a non-pecuniary interest in items 51/19/20 (a) & (c) Planning Matters.  
Cllrs Noble and Hadlow declared a non-pecuniary interest in item 55/19/20 Cemetery Matters.

**47/19/20 Open Forum for Public Participation (10 mins)**  
Some residents had attended the meeting to put forward their objections to the planning application at 122-124 Ashley Road (51/19/20 (b)): -

- The residents are not against development and recognise that the Stud needs to house its workers.
- Inappropriate location – alternative sites are available on the Stud and amenities are available at those sites.
- The proposed dwellings would be very visible to neighbouring properties and the boundary hedge would not give sufficient cover, particularly in the winter as it is deciduous.
- The shared water supply to the neighbouring properties is insufficient and would be further compromised by the proposed dwellings.
- The proximity of the proposed dwellings, together with the topography of the land, would mean the dwellings in the proposed location would be unduly overbearing and dominant.

The Chairman thanked the residents for attending and for their comments.

Cllr Fullerton joined the meeting at 7:35pm during this item.

**48/19/20 Approve and sign Minutes** of the PC meeting held on 9<sup>th</sup> July 2019 – approved as a true record and signed by the Chairman.

**49/19/20 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. Posters advertising the PC's two vacancies for co-option have been placed on notice boards and the website.
2. The conclusion of audit notice and sections 1, 2 and 3 of the Annual Return have been uploaded to the PC's website in accordance with PKF Littlejohn's instructions.
3. Council email addresses have now been deleted for Councillors who have resigned. Green Cloud Hosting have been asked to adjust their invoices accordingly.
4. Signatories – both Nat West and HSBC have requested further information before they can proceed with a change of mandate.
5. Dog bin, Spurling Close – a street lighting attachments licence is in progress however, help is awaited from CCC Highways concerning some of the technical requirements.
6. The Internal Auditor's mid-year visit is booked for week beginning 30<sup>th</sup> September.

7. The newsletter was printed and distributed to households on Wednesday 17<sup>th</sup> July.
8. Clerk's appraisal – this is currently being arranged between Cllrs Willows, Day, Elbrow and the Clerk.
9. The Clerk is booked onto the SLCC Regional Roadshow on Wednesday 4<sup>th</sup> September in Colchester.

Other matters reported at the meeting: - None.

- (b) Report from the Clerk from CAPALC's Share the Vision, Shape the Future conference, Friday 28<sup>th</sup> July – NOTED.
- (c) Report from the Parish Forum meeting, Monday 17<sup>th</sup> June – this item was deferred to the September meeting.
- (d) CAPALC Chairmanship Training, 31<sup>st</sup> July – Cllr Elbrow said that the training had been very interesting and helpful. A handbook is available for any Councillor who would like a copy.

#### 50/19/20 Reports from District and County Councillors (Verbal)

District Cllr Alan Sharp reported the following: -

- Due to a problem with externally appointed auditors, ECDC had not been able to file their accounts by the deadline of 31<sup>st</sup> July. The accounts are due to be signed off by the end of October.
- An Open Meeting with Lucy Frazer is due to take place in Cheveley on Wednesday 21<sup>st</sup> August at 7pm in the Community Room, Park Road. Several other open meetings are due to take place in locations across the district in the same week.

District Cllr Amy Starkey reported the following: -

- The next Parish Forum meeting is due to take place on 30<sup>th</sup> September and will be held in the Jockey Club Rooms, Newmarket. The meeting will begin slightly earlier to allow for a tour of the building.
- During her time on Newmarket Town Council, Ms Starkey, along with a fellow Councillor, had proposed a planting scheme for the area around the Clock Tower, including the roundabout. Money had been allocated to this scheme and the new Council will now take it forward.
- Wetherby Crossing – the proposed closure of the crossing is due to be heard by an enquiry in March 2020. The crossing is a vital link between residents south of Newmarket and the PC reiterated its strongly held view that the crossing must remain open.

#### 51/19/20 Planning Applications & Planning Matters

- (a) 19/01058/FUL Brook Stud, High Street – two purpose-built container homes to serve the accommodation requirements of staff working at Brook Stud – NOTED with the following comments: -
  - The plans submitted do not show the change of location described in the planning documents. The PC stands by its objection to the proposal if the location of the dwellings has not changed. If, as the documents describe, the dwellings have been moved then the PC has no objection to the proposal.

Cllr Elbrow will contact Brook Stud to clarify the position of the proposed dwellings.
- (b) 19/01069/FUL Site south of 122-124 Ashley Road, Newmarket – erection of two stud worker dwellings – NOTED with the following comments: -
 

The PC objects to this application for the following reasons: -

  - Granting permission would set a precedent for more housing in this paddock in the future.
  - The location is outside of the development envelope and granting permission for housing here would extend the settlement boundary which breaches the PC's planning policy.
  - The proposed location is in a prominent position on an elevated piece of paddock land which will, therefore, have a detrimental impact on the current rural landscape.
  - Increase in traffic exiting onto the Ashley Road – potential danger to other road users due to its critical location as you enter the current settlement. Traffic calming measures are due to be introduced in this location, please refer to Highways.
  - The PC does not object to the Stud providing housing for its workers however, there are more suitable locations for the dwellings within the Stud. For example, the bungalows could be located next to existing workers' dwellings near the stud office or existing stables. This would be more convenient for the workers because they would be closer to their workplace, near to other stud employees and the accommodation would have less impact on the surrounding area as it would form a natural extension of an enclosed stud operation, off the main road.
- (c) 19/01071/FUL 196 High Street – proposed single-storey extensions to the front, side and rear of the property – NOTED with no comments.

- (d) 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 (JUL 19: 38/19/20 (a)) – following liaison between the developer and the PC, the developer had taken into account the PC's objection to flats and had changed the plans to provide terraced housing instead. Also, each driveway will have space for 2 cars side-by-side rather than for one behind the other. The PC had also objected to a play area on the grounds that it would be little used and would likely fall into disrepair. The PC would prefer to receive CiL contributions in order to update and maintain the current play equipment at the recreation ground, and the developer had conveyed this to ECDC. This would also allow children living on the new development to integrate into the village. It had been suggested by the PC that one of the houses could be moved to allow for a green open space at the entrance to the development.  
The updated plans have yet to be uploaded to ECDC's planning portal and, therefore, this matter will be discussed again in September once those plans have been viewed.
- (e) Hanson Aggregates, 42 Station Road, Kennett – proposal for 38 dwellings (40% affordable) with associated access, open space & drainage, one commercial unit (B1 office) to be included within dwellings (19/00886/FUM) – Cllr Fullerton will arrange a meeting with Ashley PC to discuss this in order to coordinate a joint response to this proposal. . District Cllrs Amy Starkey and Alan Sharp will speak to colleagues about it and the matter will be discussed again in September. It was agreed to keep Newmarket TC in the loop with all PC correspondence to ECDC regarding this proposal.
- (f) PC's complaint to ECDC's Rebecca Saunt – correspondence from Jo Brooks, Director Operations, ECDC – NOTED.
- (g) Neighbourhood Plan – review of draft plan: this is currently being written and reviewed by Cllrs Fullerton, Hadlow and Day and a final draft version will be available at the September meeting when Councillors will have the opportunity to make changes as necessary. It will still be possible to hold the referendum in November.
- (h) Report on ECDC planning decisions & Tree Works Applications – NOTED.

**52/19/20 Finance – Payments for consideration and approval this month – AGREED.**

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Aug 19	SO	£50.40	£42.00
(2)	Staff costs Jul 19	SO	£1,349.85	
(3)	Clerk expenses Jul 19	101201	£49.95	
(4)	HMRC – PAYE/NIC Q1	101202	£774.53	
(5)	Eon Street Lighting Aug 19	DD	£43.87	£41.78
(6)	Green Cloud Hosting – Aug 19	DD	£67.03	£55.86
(7)	McGregor Services – Jul 19	101203	£1,467.60	£1,223.00
(8)	ECDC Play area inspection Jul 19	DD	£30.00	£25.00
(9)	MHH – payroll services Jul 19	DD	£26.70	£22.25
(10)	PKF Littlejohn – external auditor	101204	£360.00	£300.00
(11)	BT telephone/broadband Jul-Oct 19	DD	£158.01	
(12)	Cheveley Community Assoc. room hire	101205	£168.00	
(13)	Wave – cemetery water	DD	£7.55	
(14)	New Print Ltd – newsletter	101206	£164.00	
(15)	D2D Distribution – newsletter	101207	£270.00	£225.00
(16)	MAGPAS	101208	£100.00	
	<b>Total payments for the month</b>		<b>£5,087.49</b>	

- (b) To note monies received: -
- Stetchworth PC (CAPALC conference) - £25.00.
  - Memorials of Distinction - £100.00.
- NOTED.
- (c) Proposed Q1 accounts and bank reconciliation (JUL 19: 39/19/20(d)) – NOTED.
- (d) Conclusion of Audit 2018/19- NOTED. No matters had been raised by the External Auditor.
- (e) Authorisation of bank signatories – the following are hereby authorised to be signatories on all PC bank accounts (HSBC, Barclays, Cambridge Building Society): Cllrs Claire Elbrow, Sallie Thomas, Sue Willows, Jane Gibson and Alison Day and Mrs Marilyn Strand (Clerk & RFO) – AGREED. The Clerk will be a signatory for the sole purpose of contacting the bank on administrative matters. Under the PC's Financial Regulations, the Clerk may not sign cheques on behalf of the PC.

**53/19/20 Administration.**

- (a) To agree draft minutes of the Annual Parish Meeting for approval at next year's meeting – AGREED with one minor amendment.
- (b) To consider upgrade of PC laptop by TBM – cost approximately £150 - £200. A quotation for replacing the laptop had also been received. It was proposed by Cllr Elbrow to purchase a new laptop at a cost of £589.00 + VAT together with a three-year warranty at £79.00 +VAT. Setting up costs will come out of the PC's ongoing support contract – AGREED.
- (c) Asset inspections – to consider necessary action following the inspection of all PC assets – no urgent or major works had been identified. Some inspections had not yet been carried out.
- (d) Open Meeting with Lucy Frazer MP, Wednesday 21<sup>st</sup> August, Community Room, Park Road – NOTED.

**54/19/20 Community/Community Groups**

- (a) Proposal to put out a request for project ideas from residents – Cllr Elbrow – it was agreed to introduce a process by which residents can put forward ideas for projects which they would like the PC to support. It was emphasised that the projects would have to be resident-led with PC support as the PC is already involved in a number of parish projects, including improvements to the pavilion.
- (b) Footpath from Ashley Road to The Gallops – NOTED. The sign seen on the footpath and reported to the PC by residents is a Statutory Declaration, posted every 20 years, which protects the landowner from any new claims which might be made to establish a Public Right of Way or a village green on their land. There is no indication that the landowner intends to close the footpath.
- (c) Road Safety Awareness Week, 18<sup>th</sup> to 24<sup>th</sup> November 2019 – it might be possible to coordinate Speedwatch to coincide with this event.
- (d) CCC Scam Prevention Opportunities – to consider becoming a Friend Against Scams: it was agreed not to take this forward.
- (e) Update on Local Highways Improvement:
  - Report from meeting with Skanska – results of the traffic surveys show that, on average, vehicles on Ashley Road are traveling at over 55mph. This means that the road cannot be designated as a 30mph zone as 'the perception of the road is that you can drive more quickly'. It will remain at 40mph however, the PC has asked for the 40mph speed limit to be extended further towards Cheveley village. There are measures which can be introduced to try to reduce speed such as chicanes and a final proposal is awaited. The speed limit on Duchess Drive will be reduced from 40mph to 30mph from the Jarman Centre towards the town centre, and the speed limit on Centre Drive will be reduced from 30mph to 20mph.
  - Speeding in South Ward – Speedwatch checks around the village will be re-established and the PC is looking into other speed reduction measures to try to tackle this ongoing issue. It's possible that mobile vehicle-activated signs will be used to replace the current static signs which are ineffective.
- (f) To agree date for Autumn litter pick – Sunday 27<sup>th</sup> October.

**55/19/20 Cemetery Matters**

- (a) To consider quotation for purchase of trees and planting plan – it was AGREED to accept the quotation for 8 Quercus robur Fastigiata Koster at £133 +Vat each, stakes and ties at £56 +VAT and delivery at £75 +VAT. Permission for the removal of three trees is needed from ECDC. Once granted, quotations will be sought for their removal.  
Wildflower meadow – this will need cutting very low in September followed by a harrow and more seed.
- (b) Cemetery path – weed killing – this had already been done by McGregor Services.
- (c) To consider changing all remaining taps on the water collection tank – approximate cost £150 – AGREED.
- (d) To agree date for Autumn clean-up – a working group from Bayer will be carrying out the autumn clean-up this year.

**56/19/20 Date of Next Meeting & Matters for Future Consideration.**

10<sup>th</sup> September.  
Hedge on bridleway adjacent to Royal British Legion (October).  
Wildflower Meadow – cut, harrow, seed.

The meeting was closed at 9:25pm.

Statutory powers relating to this month's payments:

- (1) Local Government Act (LGA) 1972, s.142
- (2-4) LGA 1972, s.112
- (5) Parish Councils Act 1957, s.3; Highways Act 1980, s.301.
- (6) LGA 1972, s.111
- (7-8) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6); Local Authorities' Cemeteries Order 1977.
- (9-13) LGA 1972, s.111
- (14-15) LGA 1972, s.142
- (16) LGA 1972, s.137