

Cheveley Parish Council

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

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

email: celbrow@cheveley-pc.gov.uk
email: sthomas@cheveley-pc.gov.uk
email: clerk@cheveley-pc.gov.uk
Website: www.cheveley-pc.gov.uk

Tel: 01638 731513
Tel: 01638 731787
Tel: 01638 780835

MINUTES

Cheveley Parish Council Full Council Meeting on
Tuesday 10th September 2019 at 7.30pm
at the Community Room, Cheveley Primary School, Park Road.

Present: Alison Day, Richard Fullerton, Jane Gibson, Sheila Marvin, Sallie Thomas (Vice-Chair) and Sue Willows. District Cllrs Alan Sharp and Amy Starkey and County Cllr Mathew Shuter were also in attendance.

There were 2 members of the public present.
The meeting was opened at 7:30pm.

57/19/20 Apologies and approvals for absence

Cllrs Claire Elbrow (Chairman) James Hadlow and Brent Noble. The meeting was Chaired by Cllr Sallie Thomas (Vice-Chair).

58/19/20 Councillor Vacancies.

There are currently two South Ward vacancies on the Parish Council.

59/19/20 Declarations of Pecuniary and Non-Pecuniary Interests

Cllr Thomas declared a non-pecuniary interest in item 64/19/20 (c) – planning at Brook Stud.

60/19/20 Open Forum for Public Participation (10 mins)

None.

61/19/20 Approve and sign Minutes of the PC meeting held on 13th August 2019 – approved as a true record and signed by the Chairman.

62/19/20 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. The vacancies have also been advertised on the PC's Facebook page.
2. Bank signatories – HSBC in progress. Nat West requires further signatures to be obtained at the September meeting. Cambridge Building Society and Barclays – not yet started.
3. The Clerk's appraisal is booked to take place on Friday 13th September with Cllrs Day and Elbrow.
4. The new laptop will be delivered and set up on payment of the invoice. UPDATE – laptop delivered and set up this morning.
5. The Clerk attended the SLCC Regional Roadshow on Wednesday 4th September and a report will be on the October agenda.
6. Green Cloud Hosting are being chased for a credit note for the over charge on last month's invoice.

Other matters reported at the meeting: - none.

(b) Report from the Parish Forum meeting, Monday 17th June – Cllr Marvin said the next meeting will take place on Monday 30th September at the Jockey Club Rooms, Newmarket at 7:30pm. District Cllr Amy Starkey confirmed that a tour of the Jockey Club Rooms would start at around 6:30pm. Agenda items for the meeting can be forwarded to District Cllrs Sharp and Starkey or to Cllr Marvin.

63/19/20 Reports from District and County Councillors (Verbal)

County Cllr Mathew Shuter reported the following: -

- Gritting programme – CCC has agreed to grit the same routes as last year. This means that overall, 44% of the County's roads will be gritted. Money has been set aside to ensure adequate supplies of salt, and back up supplies if necessary, are available.

- Potholes – a study on the performance of the new dragon patchers has been carried out in order to establish whether purchasing further dragon patchers would be economical. The results of the study show the quality of repairs has been superior and that there has been a 50% saving on costs.
- Biodiversity – CCC is looking to adopt Plantlife’s verge policy which sets out a new environmental standard for verge cutting. Visibility splays will still be cut however, other verges will be cut less often and at different times in order to provide a haven for wildlife.
- The recycling plant in Waterbeach was unaffected by a recent fire and is operating as usual.
- Protective temporary posts for the verges will be available soon.

In response to a question from a Parish Cllr, Cllr Shuter said that the grit bins would automatically be filled up ready for winter. If supplies run low during the winter season, it should be reported to Highways online. District Cllr Amy Starkey reported the following: -

- Bring banks – the Operational Services Committee has agreed to close all ECDC bring bank sites including Cheveley. The alternative site for residents is Tesco, Newmarket.
- Waste collection on private or unadopted roads – the condition of some these roads had become a problem for waste collection vehicles and operatives. Following a review of 2,332 properties, 96 properties had been identified as being affected by a proposal to discontinue the waste collection service on unadopted or private roads (to be implemented no earlier than January 2020). The proposal will be discussed again at the November meeting.
- Railways – a meeting between ECDC, Suffolk County Council, the Dept. for transport, Network Rail, Greater Anglia and MPs Lucy Frazer and Matt Hancock had taken place to discuss the district’s train services; in particular achieving a half hourly service between Cambridge and Ipswich. It had been a very positive meeting with much support for this project.

District Cllr Alan Sharp reported the following: -

- ECDC Local Transport Plan consultation – this runs until 27th September and Cllrs were asked to respond if possible.

64/19/20 Planning Applications & Planning Matters

- (a) 19/01192/LBC Glebe House, High Street – revised access arrangements to boot room – NOTED with no comments.
- (b) 19/01069/FUL Site south of 122-124 Ashley Road, Newmarket – erection of two stud worker dwellings. ADDITIONAL INFORMATION: supporting business plan – NOTED. The PC made no changes to its previous objections in the light of this amendment.
- (c) 19/01058/FUL Brook Stud, High Street – two purpose-built container homes to serve the accommodation requirements of staff working at Brook Stud: to note response from architect to the PC’s comments and amendment received from ECDC – NOTED.
- (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: - review of updated plans: this item was deferred to the October meeting as the updated plans had not yet been made available.
- (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) (AUG 19: 51/19/20(e)) – Cllrs Elbrow and Fullerton had met with Cllr Evans, Chair of Ashley PC, to discuss working together on this and other planning matters affecting the local area. An objection to this application will be drafted and shared with Ashley PC and District Cllrs Sharp and Starkey.

A new application for the Site between 117 & 119 Duchess Drive, Newmarket had been received after the agenda for this meeting was published. An extension for the PC’s comments on the amendment had been denied as the planning officer is set to determine the application within the next two weeks. It was agreed, therefore, that the PC would re-iterate its previous objection to this application.

- (f) Neighbourhood Plan: review of draft plan – Cllr Fullerton had completed the first draft of the Plan and was thanked for the amount of work that had gone into it. Cllrs Day and Hadlow will liaise further with Cllr Fullerton to review the Plan before it is looked over by the PC’s planning consultant. Councillors were asked to provide feedback on the objectives and policies contained within the Plan to Cllr Fullerton.
- (g) Report on ECDC planning decisions & Tree Works Applications – NOTED.

65/19/20 Finance – Payments for consideration and approval this month – AGREED.

| (a) | Ref: Payee/Item | Chq. No. | Total | Excl. VAT |
|------|--|----------|------------------|-----------|
| (1) | Twin Dots – website support Sep 19 | SO | £50.40 | £42.00 |
| (2) | Twin Dots – domain name & hosting (annual) | 101209 | £101.99 | £84.99 |
| (3) | Staff costs Aug 19 | SO | £1,349.85 | |
| (4) | Clerk expenses Aug 19 | 101210 | £40.50 | |
| (5) | Eon Street Lighting Sep 19 | DD | £43.87 | £41.78 |
| (6) | McGregor Services – Aug 19 (re-issue) | 101211 | £1,467.60 | |
| (7) | McGregor Services – Sep 19 | 101214 | £477.60 | £398.00 |
| (8) | ECDC Play area inspection Aug 19 | DD | £30.00 | £25.00 |
| (9) | Green Cloud Hosting – Sep 19 | DD | £43.09 | £35.91 |
| (10) | MHH – payroll services Aug 19 | DD | £26.70 | £22.25 |
| (11) | Zurich Municipal – insurance premium | 101212 | £2,238.59 | |
| (12) | Cartridge Save – black ink cartridge | 101213 | £39.26 | £32.72 |
| (13) | TBM - laptop | 101215 | £801.60 | £668.00 |
| (14) | Phoenix Cycleworks – vouchers | 101216 | £90.00 | |
| | Total payments for the month | | £6,801.05 | |

Cheque no: 101203 to McGregor Services for August has been stopped and cheque no. 101214 raised as a replacement – cheque lost by recipient.

66/19/20 Administration.

- (a) To note response from Cambridgeshire ACRE re: VAT on Charity expenditure – NOTED.
- (b) Social Media – Councillor Comments: CONFIDENTIAL – this item was moved to the end of the meeting.
- (c) Assets – completion of inspections and any necessary action following to be taken: a few minor issues had been raised and these will be dealt with by the handyman.
- (d) To consider Cyber Security Awareness Course (online) – cost £35.86 per person – it was AGREED that Cllr Marvin and the Clerk will complete this course.
- (e) Model Financial Regulations – to review and adopt updated regulations for 2019 – this item was deferred to the October meeting pending further consideration.
- (f) To consider attendees to the Community Room AGM and Committee Meeting, Tuesday 17th September – Cllr Marvin will attend.

67/19/20 Community/Community Groups

- (a) Dog bin, Spurling Close – response from CCC re: street light attachment policy: CCC had confirmed that dog waste bins cannot be attached to their street lights for health and safety reasons. It was agreed to purchase a post for the bin. Cllr Marvin will liaise with the scheme manager to agree the position of the bin.
- (b) Autumn Litter Pick – Sunday 27th October: to agree list of jobs to be undertaken – it was agreed that this event would focus entirely on litter picking. Two residents who regularly litter-pick the Ashley Road were given a vote of thanks by Councillors.
- (c) Hedge on bridleway adjacent to the British Legion – it was agreed that the removal of the hedge would pose no danger to horses using the bridleway and no further action is required.
- (d) To consider request from Spurling Close/Somerset Court Centre Manager for ‘no parking’ lines to be painted at each dropped kerb within the two closes – it was agreed to speak to Highways to see if this is possible outside of the Local Highways Improvement Scheme.
- (e) Update on Local Highways Improvement – a meeting had taken place with a representative from Skanska to discuss the findings of the police following their assessment of the road traffic surveys:
 - Duchess Drive – the police want hard measures to progress to a 30mph speed limit for example, buildouts, speed cushions or speed tables. Buildouts might not be an option due to the frequency and close proximity of driveways. Speed tables are a more effective traffic calming measure but residents might object, especially if one is located outside their property.
 - Ashley Road – the police have no objections to moving the 30mph speed limit east to the other side of Centre Drive, but will not support extending the 30mph limit to where the existing 40mph commences. This is because the traffic survey showed vehicles travelling at an average speed of 55mph meaning that the road gives the perception that the speed limit is higher. This point is being argued by the PC.
 - Centre Drive – the police have no objections to a 20mph speed limit.

68/19/20 Cemetery Matters

- (a) Cut and harrow of wildflower meadow and purchase of seed – it was AGREED to purchase seed for the wildflower meadow at a cost of up to £500 +VAT. It was also agreed to ask McGregor Services to cut and harrow the area, and to trim the rear boundary.
- (b) Tree works application to remove 3 and plant 8 trees – Cllr Hadlow is progressing the application.
- (c) Health & Safety re: headstones – it was agreed to obtain quotations to carry out a survey of the headstones in both the old and new parts of the cemetery.
- (d) Cemetery taps – a plumber had confirmed that the taps are in good working order and it was therefore agreed not to change them at present.

69/19/20 Correspondence for Information

- (a) MAGPAS re: thank you for donation – NOTED.
- (b) ECDC re: Safety Advisory Committee – NOTED.

70/19/20 Date of Next Meeting & Matters for Future Consideration.

8th October; 12th November, 10th December.

66/19/20 Confidential Matters

- (b) It was AGREED to exclude the public from the meeting to consider a complaint against a Councillor. Following a complaint against a Councillor for a comment made on Social Media, Cllrs were reminded that comments made online in a personal capacity might reflect on the PC if perceived by residents to be made by a Councillor. The Clerk said that all comments made in a personal capacity should be marked as 'personal' and that care should be taken with the language and tone used.

The meeting was closed at 9:10pm

Statutory powers relating to this month's payments:

- (1-2) Local Government Act (LGA) 1972, s.142
- (3-4) LGA 1972, s.112
- (5) Parish Councils Act 1957, s.3; Highways Act 1980, s.301.
- (6-8) 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) LGA 1972, s.137;