

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 8th October 2019 at 7.30pm
at the Community Room, Cheveley Primary School, Park Road.

Present: Alison Day, Claire Elbrow, Richard Fullerton, Jane Gibson, James Hadlow, Sheila Marvin, Brent Noble and Sallie Thomas (Vice-Chair).

District Cllr Alan Sharp was also in attendance.

There was one member of the public present.
The meeting was opened at 7:30pm.

71/19/20 Apologies and approvals for absence

Cllr Sue Willows (personal).

County Cllr Mathew Shuter had also sent his apologies for the meeting.

72/19/20 Councillor Vacancies.

No applications for co-option had been received.

73/19/20 Declarations of Pecuniary and Non-Pecuniary Interests

Cllr Hadlow declared a non-pecuniary interest in item 81/19/20 (f) – Christmas Tree Festival.

74/19/20 Open Forum for Public Participation (10 mins)

None.

75/19/20 Approve and sign Minutes of the PC meeting held on 10th September 2019 – approved as a true record and signed by the Chairman.

76/19/20 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. Bank signatories – HSBC, Nat West and The Cambridge Building Society in progress. Barclays – see agenda item 79/19/20 (d).
2. Green Cloud Hosting reduced last month's invoice by one email address in place of issuing a credit note.
3. Cyber Security Awareness Course – this is being set up by CAPALC for Cllr Marvin and the Clerk to complete.
4. Posters advertising the litter pick on 27th October have been placed on notice boards and the website. The event will also be advertised on Facebook.
5. The Annual Return for 2018/19 was put on the website by the deadline of 30th September and will be available on there for a minimum of 5 years, in accordance with legislation.

Other matters reported at the meeting: -

- Repairs had been carried out to one of the taps at the cemetery.
- Access Protection Markings in Spurling Close/Somerset Court – these have to be applied for by individual households and cost £120 (funding is available for Blue Badge holders on a waiting list system). Applications must be made online. More information is available on CCC's website.
- Dog bin for Spurling Close/Somerset Court – a post can be purchased from Glasdon and they will issue a refund for the lamp adaptor kit. Permission is required from Sanctuary Housing to erect the bin on a piece of amenity grass and Cllr Marvin will follow this up.

(b) Report from the Clerk from SLCC Regional Roadshow and SLCC Branch Meeting – NOTED.

(c) Report from Community Association AGM: Cllr Marvin reported that the Community Association is cautiously optimistic regarding its finances going forward.

- (d) Update from Parish Forum held on 30th September: Cllrs Elbrow & Marvin – this item was deferred to the November meeting.

77/19/20 Reports from District and County Councillors (Verbal)

District Cllr Amy Starkey had sent her apologies for the meeting. Cllr Alan Sharp reported the following: -

- Around 50 members of Extinction Rebellion are expected to attend the next Full Council meeting to present a petition to ECDC on climate change. The meeting will also include motions on diversity and transgender issues.

78/19/20 Planning Applications & Planning Matters

- (a) 19/01190/FUL Site between 117 & 119 Duchess Drive, Newmarket – erection of single detached dwelling. For information only – previous comments reiterated. This application had now been refused.
- (b) 19/00775/OUT 108 Centre Drive, Newmarket – proposed new dwelling/chalet bungalow or similar size and scale to existing dwelling – NOTED with no comments.
- (c) 19/01216/FUL 117 Centre Drive, Newmarket – first floor extension to front of house – NOTED with no comments.
- (d) Glebe Stud, High Street – erection of American barn, horse walker and associated hard landscaping – NOTED with no comments.
- (e) 19/01244/FUL The Shieling, 33 Newmarket Road – demolition of existing dwelling and erect new dwelling – NOTED with no comments.
- (f) 19/00767/OUM Home Office Bungalows, Little Green – outline planning application for residential development of circa 22 dwellings following demolition of 6 bungalows with all matters reserved except access – review of updated plans. Cllr Hadlow had contacted Cheffins and who said that a bat survey is now necessary on the site as bats had been discovered in one of the bungalows. It is likely, therefore, that the application will be withdrawn and resubmitted later this year, or early next year.
- (g) Hanson Aggregates, 42 Station Road, Kennett – to note objection letter sent on behalf of CPC – NOTED.
- (h) Neighbourhood Plan – further review of draft plan – Cllrs Hadlow and Day had met and discussed minor amendments to the draft and this will now be sent to the PC's Planning Consultant for review. It was agreed to keep the language and tone of the document simple so that it can be clearly understood by everyone, regardless of their knowledge of the planning system. Once the draft is approved, statutory public consultations will be held with the aim of holding a referendum in the spring next year.
- (i) Report on ECDC planning decisions & Tree Works Applications – NOTED.

79/19/20 Finance – Payments for consideration and approval this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
	(1) Twin Dots – website support Oct 19	SO	£50.40	£42.00
	(2) Staff costs Sep 19	SO	£1,349.85	
	(3) Clerk expenses Sep 19	101217	£44.55	
	(4) Eon Street Lighting Oct 19	DD	£42.45	£40.43
	(5) McGregor Services – Sep 19	101218	£933.60	£778.00
	(6) ECDC Play area inspection Sep 19	DD	£30.00	£25.00
	(7) Green Cloud Hosting – Oct 19	DD	£47.88	£39.90
	(8) MHH – payroll services Sep 19	DD	£26.70	£22.25
	(9) SLCC – Regional Training Seminar	101219	£72.00	£60.00
	(10) Fenland Leisure – Miram removal	101220	£2,535.62	£2,113.02
	(11) Rialtas – annual software support	101221	£145.20	£121.00
	(12) Boston Seeds – wildflower meadow	101222	£502.00	£418.33
	(13) Dorans Plumbing – cemetery taps	101223	£52.00	
	<u>Total payments for the month</u>		<u>£5,832.25</u>	

It was also agreed to pay HMRC £774.73 – chq no: 101224 for the Q2 PAYE/NIC contributions.

- (b) To note monies received: -
- ECDC re: precept 2nd instalment - £40,000.
 - Burial fees - £390.00

NOTED.

- (c) Budget Proposal 2020/21 – this was deferred to the November meeting. The Clerk will send out the budget proposal to Councillors as soon as possible.
- (d) Closure of Barclays savings account and consideration of savings options – the account had been closed by Barclays despite Cllr Thomas visiting the branch to confirm the PC wanted to keep it open. The Clerk will investigate alternative savings options for consideration at the next meeting.
- (e) Recoverable VAT on Charity Expenses – it was proposed to write to HMRC stating that, as Sole Managing Trustee of the Charity, the PC would like to reclaim VAT on its expenditure on behalf of the Charity during the financial year 2018-2019 – AGREED.

80/19/20 Administration.

- (a) Clerk's appraisal: CONFIDENTIAL – it was AGREED to defer this item to the end of the meeting.
- (b) Model Financial Regulations – to review and adopt updated regulations for 2019 – AGREED and adopted.
- (c) To agree and adopt Website Accessibility Policy in line with current legislation – AGREED and adopted.
- (d) Sale of PC laptop – the laptop will be advertised on notice boards and Social Media for £90 or near offer and will not be sold for less than £75 – AGREED.
- (e) To consider attendees to ECDC's Code of Conduct training, Tuesday 26th November – Cllr Marvin and the Clerk will attend.

81/19/20 Community/Community Groups

- (a) Proposed handyman tasks following asset and playground inspections – AGREED as follows: broken tile on bus shelter outside pub; repaint telephone box on Broomstick Corner; repaint metal scrolls and post on village sign to prevent rust; adventure trail (playground) – tighten end rail; seesaw (playground) – tighten centre plate; clean road signs on Park Road; remove ivy from bus shelter on Broad Green. Cllrs Fullerton and Marvin will clean and tidy the telephone boxes at Pump Green and Broomstick Corner, respectively.
Cllr Noble will clean the War Memorial.
K & M Lighting will be asked to cut back overgrown vegetation at the top of the street light near European Antennas.
It was proposed to appoint a second handyman on a self-employed basis (Mr Roger Evans, also handyman for Stetchworth PC) and this was AGREED. Mr Evans has public liability insurance and has agreed to the PC's risk assessments and other health & safety policies.
- (b) Social Media: to consider policy on sharing to local group pages – following negative comments made on a post which the PC had shared on the community Facebook page, it was AGREED that all future PC information/updates will be shared only to the PC's own Facebook page.
- (c) Local Highways Improvement: to consider draft proposal from Skanska – the proposals were presented to Councillors and AGREED. Cllr Day said the proposals represented a good compromise given the condition and location of the roads. Skanska will now put the proposals forward to CCC Highways for approval and costings.
- (d) Vote of thanks for Tree Warden and vacancy – David Cudby had stepped down as the PC's Tree Warden after many years' service and a letter will be sent to Mr Cudby thanking him for his service. It was agreed that it would no longer be necessary to appoint a Tree Warden now that regular tree surveys are being carried out.
- (e) Cambridgeshire Constabulary – invitation to information event re: community safety, Thursday 7th November – no one is available to attend.
- (f) To consider purchase of a Christmas tree for the Christmas Tree Festival, 7th to 15th December: cost £100 – AGREED.

82/19/20 Cemetery Matters

- (a) To consider quotation from Cemetery Development Services for memorial stability testing – it was agreed not to take this forward at present. Cllrs Hadlow and Thomas will bring to the PC's attention any memorials showing signs of wear and tear and which may need attention for safety reasons.
- (b) Wildflower Meadow: advice from McGregor Services was noted. Cllr Hadlow said that the wildflower meadow could take around 5 years to fully establish and that a budget of at least £500 per year was needed in order to achieve this. Cllr Hadlow proposed to spray off the lower section in mid-October and harrow and rotavate in mid-November. Seeds can then be sown in this area by the end of November and the ground rolled flat in December. The upper section will be sprayed off in March, left over the summer and then treated in the same way as the lower section next autumn – AGREED.
- (c) To amend cemetery regulations re: The Social Fund (Children's Funeral Fund for England) Regulations 2019 no.1064 – amended and AGREED. Fees for burial/memorial expenses for children under the age of 18 will now be claimed from the Fund and will not be charged directly to the families.

Cllr Hadlow has submitted the tree works application for removal and planting of trees. A working party from Bayer will be carrying out works in the cemetery on Friday 1st November.

83/19/20 Date of Next Meeting & Matters for Future Consideration.

12th November; 10th December.

80/19/20 It was AGREED to exclude the Public and Press. (Public Bodies (Admission to Meetings) Act 1960, s. 1(2)) before discussing this item.

(a)

The meeting was closed to the public and press at 9:15pm.

Clerk's appraisal – Cllrs Elbow and Day had carried out the Clerk's appraisal on Friday 13th September. It was AGREED to raise the Clerk's annual leave entitlement to 25 days plus 8 Bank Holidays plus 2 Statutory Days per annum (pro rata) following 5 years continuous service as a Clerk. It was also AGREED to increase the Clerk's working hours from 20 per week to 22. Both changes will come into effect from 1st November 2019 and the Clerk's contract will be updated accordingly.

The meeting was closed at 9:25pm.

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.
- (5-6) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6); Local Authorities' Cemeteries Order 1977.
- (7-9) LGA 1972, s.111
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- (13) LGA 1972, s.111