

Cheveley Parish Council

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

Chair: Claire Elbrow
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MINUTES

Cheveley Parish Council Full Council Meeting on
Tuesday 12th November 2019 at 7.30pm
at the Community Room, Cheveley Primary School, Park Road.

Present: Alison Day, Claire Elbrow (Chairman), Richard Fullerton, Jane Gibson, Sheila Marvin, Brent Noble, Sallie Thomas (Vice-Chair) and Sue Willows. Clerk: Mrs Marilyn Strand.
District Cllr Alan Sharp joined the meeting at 8:30pm.

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

84/19/20 Apologies and approvals for absence

Cllr James Hadlow (work commitments). District Cllr Amy Starkey had also sent her apologies for the meeting.

85/19/20 Councillor Vacancies.

There are currently two vacancies for co-option.

86/19/20 Declarations of Pecuniary and Non-Pecuniary Interests

Cllr Willows declared a non-pecuniary interest in item 91/19/20 (b) – Planning (20 Centre Drive).

87/19/20 Open Forum for Public Participation (10 mins)

None.

88/19/20 Approve and sign Minutes of the PC meeting held on 8th October 2019 – approved as a true record with the following amendment:

Item 81/19/20 (a): Cllrs Fullerton and Marvin will clean and tidy the telephone boxes at Pump Green *and Broomstick Corner respectively*.

89/19/20 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 – Nat West and Cambridge Building Society in progress. HSBC – see agenda.
2. Cyber Security Awareness Course – this has been set up by CAPALC, and Cllr Marvin and the Clerk have started the course. The course has to be completed within 12 months.
3. The litter picking equipment was collected from and returned to ECDC before and after the litter pick on the 27th. Some leftover equipment may still need to be returned. Two young people are currently litter picking in the parish for their Duke of Edinburgh Awards and have borrowed the PC's equipment and PPE for this.
4. The Model Financial Regulations and Website Accessibility Policies have been updated on the website.
5. Barclays bank account – the claim for funds to be returned has been submitted.
6. A letter was sent on behalf of the PC to David Cudby, thanking him for his service as Tree Warden.
7. The cemetery regulations and fees were amended as agreed at the last meeting and have been sent out to all undertakers and memorial providers. The new regulations and fees have also been uploaded to the PC's website.
8. The Employer's liability insurance certificate has been updated online and in the pavilion.
9. A wreath will be laid on behalf of the PC on Remembrance Sunday by Cllr Noble.
10. Following the agreed increase in the Clerk's weekly working hours from 20 to 22, staff costs will rise from £1,349.85 to £1,483.04 per month.

Other matters reported at the meeting: -

- War Memorial – Cllr Noble had jet-washed the memorial but a specialist clean might be needed to bring it back to its original colour.
- Cllr Elbrow thanked Cllr Noble for presenting a wreath on behalf of the Parish Council at the Remembrance Day Service on Sunday 10th November.
- Cemetery memorials – Cllrs Hadlow and Thomas will carry out a risk assessment of all memorials in the closed part of the cemetery in accordance with the Institute of Cemetery & Crematorium Management's (ICCM) Memorial Policy. Any issues arising from the assessment will be reported to a future meeting for appropriate action to be taken.
- Dog bin on Spurling Close – Cllr Marvin said that residents and the Scheme representative had agreed the bin should be placed on the grass between the grit bin and lamp post no. L5UBF. A soft-ground post will be ordered and the lamp fixing kit sent back for a refund.
- The street light outside Cobham Antenna Systems, which had been shielded by trees, had now been removed as part of the development at Oak Lane. This can therefore be taken off the PC's asset register. The street lights which have been placed near to the development are currently on 24 hours a day and this will be reported to CCC.
- The street lights maintenance contract is due for renewal in December.

- (b) Update from Parish Forum held on 30th September – Cllrs Elbrow & Marvin (OCT 19: 76/19/20(d)) – this item was deferred to a future meeting.

90/19/20 Reports from District and County Councillors (Verbal)

District Cllr Alan Sharp reported the following: -

- At the last Full Council meeting, ECDC had received a petition with over 800 signatures asking them to declare a climate change emergency for the district, which they duly did. The Operational Services Committee has been tasked with developing an action plan (in conjunction with ECDC's trading company and other principal councils), looking at ways in which to save energy and reduce waste.
- ECDC adopted its Corporate Plan for 2019-2023 and this will be circulated to Councillors in due course.
- Local Plan – ECDC regains its 5-year land supply on 1st April 2020. It has therefore been decided not to do any further work on the Plan at present, but to keep it under review. A new Local Plan costs between £500k and £750k to complete.
- Bus services review – ECDC has set up a working group to look at what their response to this should be.
- Cycleways – a few years ago, parishes in the south of the district put forward suggestions as to where these could be placed. ECDC is now looking at ways to implement the suggestions and will be consulting with Parish Councils again in the near future.
- The planning application for 41 houses in Dullingham was approved despite objections put forward by residents and Dullingham Parish Council. District Cllr Sharp had spoken against the application at the planning committee meeting where it was heard.

91/19/20 Planning Applications & Planning Matters

- (a) 19/01393/FUL 47a High Street – proposed single-storey two-bedroom bungalow, single garage and access – NOTED with the following comments: The PC objects to this application for the following reasons: -

- Similarities to the previous application on this site – 18/01714/FUL (refused).
- Principle of development and impact on the character of the village.
- Impact on residential amenity.
- Landscape character and impact on trees.
- Highways, vehicular access and refuse collection.

Cllr Hadlow had drafted a letter of objection expanding each of these points and this was AGREED.

- (b) 19/01387/FUL 20 Centre Drive, Newmarket – first floor rear and side extension to roof – NOTED with the following comments: The PC objects to this application for the following reasons: -

- The proposed extension will cause a significant loss of sunlight to the neighbouring conservatory.
- The height of the extension would make the dwelling at this address overbearing within its location.
- The property already overlooks the neighbouring garden due to the angle at which it stands and the proposed extension would create an increased sense of overlooking.

- (c) 19/01333/FUL Long Hill, Moulton Road, Newmarket – erection of a paddle tennis court – NOTED with no comments.
- (d) Pre-application advice – CONFIDENTIAL – it was AGREED to defer this item to the end of the meeting.
- (e) 19/01473/FUL Fittocks House, 176 High Street – proposed installation of a horse walker – NOTED with no comments.
- (f) 19/01290/FUL Glebe Stud, Park Road – erection of American barn, horse walker and associated hard landscaping. AMENDMENT: showing all of the access to the site – NOTED with no comments.
- (g) 19/00767/OUM Home Office Bungalows, Little Green – update: Cheffins had confirmed that the development is on hold due to the presence of bats in one of the existing dwellings. If the developer can mitigate the need for a full survey, the proposal could be re-submitted within the next two months. However, if a full survey is required, the proposed development could be delayed until April 2020.
- (h) Definitive Map & Statement for the Parish of Newmarket – Modification Order re: public footpath between Cricket Field Road and Granary Road, Newmarket – NOTED. It was agreed to send a letter to the Planning Inspector (Rights of Way Section) in support of this proposal.
- (i) Neighbourhood Plan – update on draft plan – the final draft will be available at the December meeting for consideration.
- (j) Report on ECDC planning decisions & Tree Works Applications – NOTED.

92/19/20 Finance – Payments for consideration and approval this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Nov 19	SO	£50.40	£42.00
(2)	Staff costs Oct 19	SO	£1,349.85	
(3)	HMRC Q2 PAYE/NIC	101224	£774.73	
(4)	Clerk expenses Oct 19	101225	£69.30	
(5)	Eon Street Lighting Nov 19	DD	£43.87	£41.78
(6)	McGregor Services – Oct 19	101226	£963.60	£803.00
(7)	ECDC Play area inspection Oct 19	DD	£30.00	£25.00
(8)	Green Cloud Hosting – Nov 19	DD	£47.88	£39.90
(9)	MHH – payroll services Oct 19	DD	£26.70	£22.25
(10)	Tools First – oil for cemetery notice board	Petty cash	£21.08	£17.57
(11)	BT – telephone & broadband	DD	£157.86	
(12)	Wave – cemetery water Jul – Oct 19	DD	£14.90	
(13)	Christmas Tree re: church festival.	101228	£100.00	
(14)	Collaboration 23 Construction – rec wall	101229	£6,000.00	
	Total payments for the month		£9650.17	

Cheque no. 101228 was not signed as an invoice had not yet been received.

- (b) To note monies received: -
- ECDC CIL contributions - £12,833.18.
 - HMRC VAT refund Q2 - £1,737.73.
- NOTED.
- (c) Proposed Q2 accounts and bank reconciliation – NOTED.
- (d) Budget Proposal 2020/21 – the proposal was discussed and a final draft will be presented at the December meeting for approval. It was AGREED that the Clerk’s training budget be delegated to the Clerk so that training sessions could be booked without having to wait for a meeting for agreement. Training will be booked in line with the budget and will be agreed by two Councillors and reported at the next available meeting.
- Cllr Noble proposed that the precept be reduced by £5k to £75k and the proposal was seconded by Cllr Marvin. Cllrs voted 3 in favour and 5 against and the proposal was NOT CARRIED. It was therefore AGREED to leave the precept at £80k for the financial year 2020-2021. Councillors will consider reducing the precept by £10k in 2021-2022 if the pavilion project has not been started.

- (e) To consider options for deposit account to replace Barclays current account – it was AGREED to open a savings account with Unity Trust Bank as this would be covered by the Financial Services Compensation Scheme (FSCS).

93/19/20 Administration.

- (a) To agree bank signatories for the PC's bank accounts – Cllr Willows will not be a signatory on the PC's bank accounts as previously recorded. It was therefore AGREED that the following people will be signatories on the HSBC and Cambridge Building Society accounts: - Mrs Marilyn Strand, Cllr Alison Day and Cllr Jane Gibson. Cllrs Claire Elbrow and Sallie Thomas will remain as signatories.
- (b) To consider attendees to the CAPALC AGM, Wednesday 4th December, 7pm, Somersham – no one is available to attend.
- (c) To put forward ideas for the December newsletter – these can be sent to Cllr Elbrow.
- (d) CAPALC – motion to incorporate & invitation for motions from Member Councils – Cllrs agreed to support the motion to incorporate. No other motions were put forward.

94/19/20 Community/Community Groups

- (a) Update on Local Highways Improvement Scheme – a final budget is awaited from Skanska and this should be available for the December meeting.
- (b) Correspondence from Lucy Frazer QC MP re: local bus services consultation – NOTED. This will be advertised on the PC's website and Facebook page.
- (c) To consider request from Citizens Advice (Rural Cambs) for a donation – it was AGREED to make a donation of £200.
- (d) Buildings of Local Interest Register – the recreation ground wall is already on the register. Other buildings of local interest will be put forward to ECDC's Conservation Officer for registration. Cheveley's development area will also be discussed with the Conservation Officer.

95/19/20 Cemetery Matters

- (a) Moles nuisance – it was AGREED to call out Pest Control Services. It was also AGREED that in future, the Clerk will call out Pest Control Services without waiting for the next meeting so that moles can be dealt with in a timely manner (with the agreement of two Councillors).

Cllr Hadlow had asked for a note of thanks to be sent to his colleagues at Bayer for the work they had carried out in the cemetery on 1st November as part of their service to the community, and this was agreed. The group had cleared a very large amount of rubbish from the bottom of the cemetery, and a neighbouring resident had also helped and then burnt the rubbish.

96/19/20 Date of Next Meeting & Matters for Future Consideration.

10th December 2019; 14th January 2020.
Street light maintenance contract.

It was agreed to return to item 91/19/20 (d).

91/19/20 It was AGREED to exclude the Public and Press. (Public Bodies (Admission to Meetings) Act 1960, s. 1(2)) before discussing this item.

- (d) Pre-application planning advice – the PC had no objections to the plans as long as the trees were retained as proposed.

The meeting was closed at 9:20pm.

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.
- (6-7) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6); Local Authorities' Cemeteries Order 1977.
- (8-12) LGA 1972, s.111
- (13) LGA 1972, s.144
- (14) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6).