

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 December 2019 at 7.30pm
at the Community Room, Cheveley Primary School, Park Road.

Present: Alison Day, Claire Elbrow (Chairman), Jane Gibson, Sheila Marvin, Brent Noble, Sallie Thomas (Vice-Chair) and Sue Willows. Clerk: Mrs Marilyn Strand.
District Cllr Amy Starkey.

There was 1 member of the public present.
The meeting was opened at 7:35pm.

97/19/20 Apologies and approvals for absence

Cllr Richard Fullerton (personal); Cllr James Hadlow (work commitments).

98/19/20 Councillor Vacancies.

There had been no applications for co-option. The vacancies will continue to be advertised.

99/19/20 Declarations of Pecuniary and Non-Pecuniary Interests

Cllr Noble declared a non-pecuniary interest in item 104/19/20 (g) – tree works.

100/19/20 Open Forum for Public Participation (10 mins)

Celia Bruce thanked the PC for donating a Christmas tree for this year's Christmas Tree Festival. A previous long-standing Councillor, Ted Rolfe, had recently passed away. His work for the PC on behalf of the community was acknowledged by Councillors.

101/19/20 Approve and sign Minutes of the PC meeting held on 12th November 2019 – AGREED and signed by the Chairman.

102/19/20 Matters Arising including reports from the Clerk, Councillors and volunteers (for information only)

- (a) To note report from the Clerk (written) of work in progress and actions completed – NOTED as follows: -
1. Bank signatories – HSBC and Nat West mandate forms will be re-submitted once the signed minutes of the November meeting are available.
 2. Barclays bank account – £79,885.16 from this account has now been paid into the HSBC account. This will be transferred to the Unity Trust savings account once it has been opened (application in progress).
 3. Dog bin, Spurling Close – Glasdon has exchanged the lamp adaptor kit for a ground post and the PC's account is now in credit by £11.82. The bin will be installed by the handyman.
 4. CAPALC AGM – apologies were sent on behalf of the PC.
 5. The Local Bus Services consultation has been advertised on the PC's website and Facebook page.
 6. Pest Control Services attended to the moles in the cemetery week beginning 25th November.
 7. A note of thanks was sent to Bayer for their work in the cemetery.
 8. The PC's precept request has been submitted to ECDC.
 9. The new street lights near the Oak Lane development have been reported to CCC as being on 24/7.
 10. A faulty street light on church lane was reported to K&M Lighting and the no-through road sign, also on Church Lane, was reported to CCC as it is obscured by a tree and also needs to be cleaned. A further no through route sign has also been requested to be added to the street name sign to try to deter large vehicles from entering the lane and then having to turn around to exit, causing damage to verges and driveways in the process.
 11. The Clerk met with two residents to discuss potential planning issues – more information will be given confidentially at the meeting.
 12. The PC's VAT claim for 2018-19 for expenditure on behalf of the Charity was submitted, with a covering letter, on 11th November and a refund is awaited.

13. The Planned Projects page on the PC's website has been updated. Please let the Clerk know of any other website updates that are needed.
14. The street lighting inventory has been updated with UK Power Networks following the loss of one light on Oak Lane. This should mean a slight reduction in the bills from Eon.
15. The Clerk will be on annual leave on Thursday 12th and Friday 13th December, and over the Christmas and New Year period finishing on Monday 23rd December and re-starting on Thursday 2nd January 2020.
16. A separate minute book has been set up for the Annual Parish Meeting minutes, agendas and reports as per the Internal Auditor's mid-year report.

Other matters reported at the meeting: -

- K & M Lighting carried out an annual inspection and clean of all PC-owned streetlights, and confirmed there are no further issues at present.
- Cllr Marvin has cleaned and tidied the telephone box at Broomstick Corner. Permission was given for additional shelving to be added.

It was agreed that the Clerk would update Councillors on item 11 confidentially at the end of the meeting.

- (b) Report from Code of Conduct training, 26th November, ECDC – Cllr Marvin and the Clerk had attended. In answer to questions from Cllr Marvin, the following had been confirmed: -
 - The PC's Code of Conduct is up to date. The model Code of Conduct is due to be updated in July 2020.
 - It was suggested that Councillors would need to declare an interest in matters relating to the Charity. Councillors would then need to apply to the Clerk for a dispensation to allow business to be carried out at meetings. The Clerk will investigate further and make arrangements for this as necessary.
- (c) To note report from Cllr Marvin (written) from the Parish Forum, 30th September 2019 – NOTED. District Cllr Amy Starkey was thanked for a thoroughly enjoyable evening. The Jockey Club has agreed to pay for defibrillator training and this will be discussed and arranged at the next Parish Forum meeting in January. Cllr Marvin will liaise with the Conservation Officer at ECDC regarding the Buildings of Local Interest Register in relation to the parish.

103/19/20 Reports from District and County Councillors (Verbal)

Cllr Amy Starkey reported the following: -

- Waste disposal and recycling site on Depot Road - District Cllrs Sharp and Starkey are liaising with West Suffolk Council and Suffolk County Council in an effort to have this site re-opened. The final decision rests with Suffolk County Council.
- Newmarket Town Council will co-opt a new member at its meeting next week.
- Wetherby Rail Crossing – Cllrs Sharp and Starkey will be campaigning to keep this open ahead of a public inquiry in July 2020.

104/19/20 Planning Applications & Planning Matters

- (a) 19/01556/OUT 33a Duchess Drive, Newmarket – proposed new single-storey dwelling with all matters reserved – NOTED with the following comments: The PC objects to this application for the following reasons: -
 - The proposed dwelling is back-fill and approval of this application would set a precedent for further back-fill development on this site.
 - Increase in the number of vehicles using the already inadequate access onto a busy road.
- (b) 19/01143/FUL & 19/01142/LBC Glebe House, High Street – erection of a single-storey rear extension to form garden room, together with minor internal and external alterations – NOTED with no comments.
- (c) 19/01606/HRN Cheveley Bridleway 3 – H1 mixed hedge: remove 235m to allow ditch re-installment works to be undertaken; mature trees are being retained – NOTED with no comments.
- (d) 19/01393/FUL 47a High Street – proposed single-storey two-bedroom bungalow, single garage and access. AMENDMENT: widening of access to 5m for first 10m following highways concerns – NOTED This application had been refused by ECDC since this agenda was published.
- (e) 19/01473/FUL Fittocks House, 176 High Street – retrospective installation of a horse walker. AMENDMENT: relocation of a horse walker and changes to the proposal to read 'retrospective installation of a horse walker' – NOTED with no comments.
- (f) Working with local Parish Councils against over-development – a meeting with interested parishes will be arranged for January.

- (g) Report on ECDC planning decisions & Tree Works Applications – NOTED.

105/19/20 Finance – Payments for consideration and approval this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Dec 19	SO	£50.40	£42.00
(2)	Staff costs Nov 19	SO	£1,483.04	
(3)	Clerk expenses Nov 19	101230	£49.95	
(4)	Eon Street Lighting Dec 19	DD	£41.34	£39.37
(5)	McGregor Services – Nov 19	101231	£204.00	£170.00
(6)	ECDC Play area inspection Nov 19	DD	£30.00	£25.00
(7)	Green Cloud Hosting – Dec 19	DD	£47.88	£39.90
(8)	MHH – payroll services Nov 19	DD	£26.70	£22.25
(9)	Citizens Advice Rural Cambs - donation	101232	£200.00	
(10)	PPPL PRS Music Licence	101233	£219.25	£182.71
(11)	Royal British Legion Poppy Appeal	101234	£100.00	
(12)	Mick George Skips	101235	£180.00	£150.00
(13)	Cartridge Save – black ink cartridge	101236	£38.77	£32.31
(14)	SLCC – Regional Training Seminar	101237	£90.00	£75.00
	Total payments for the month		£2,761.33	

It was also agreed to pay the Community Association (meeting room hire) £112.00 – chq no.101238.

- (b) Budget Proposal 2020/21 – final draft – AGREED without further amendment.

106/19/20 Administration.

- (a) To consider Clerk's attendance at the SLCC Practitioner's Conference 2020, cost £299 – AGREED. Stetchworth PC will be asked to contribute one third of the cost.
- (b) CCC consultation on draft Climate Change & Environment Strategy and Action Plan – NOTED.
- (c) December Newsletter – it was agreed to publish a newsletter in the new year. Items will include the pavilion, the recreation wall, cemetery news, the Neighbourhood Plan, the Local Highways Initiative, village tidy up days and an update on bus and cycle track tickets.

107/19/20 Community/Community Groups

- (a) Verge cutting – Cllr Fullerton has been liaising with CCC Highways regarding damage to verges in the parish from heavy vehicles avoiding oncoming traffic. Damage is also being done by hedge cutters however, it was agreed not to write to landowners regarding this.
- (b) Parking issues at school drop off and pick up times – the PC has now been able to re-open the lower car park at the recreation ground which should ease the situation. The PCSO may be able to make a visit to the area at school drop off and pick up times to try to deter bad parking.
- (c) Planting of daffodils at various locations – it was agreed to defer this to next year as the bulbs would need more time to flower.
- (d) Handyman maintenance – work on previously allocated jobs has already started. It was agreed to ask the handyman to look at the gravestones in the cemetery and also to clear the gutters at the pavilion.
- (e) Date of Annual Parish Meeting 2020 – Tuesday 21st April.

108/19/20 Cemetery Matters

- (a) To agree delegated power for the Clerk for urgent expenditure on gravestones – under the PC's Financial Regulations, the Clerk can spend up to £500 on urgent works and this was considered sufficient. The handyman will look at the memorials that need attention.
- (b) Memorials risk assessments – update: District Cllr Amy Starkey has a risk assessment for this and will send it to the Chairman as a template.
- (c) To consider quotation from RH Landscapes & Maintenance Services Ltd to fell 3 trees following permission granted by ECDC, cost £450 +VAT – AGREED. A working party will plant the new trees on Saturday 21st December.

109/19/20 Correspondence for Information

- (a) Peter Cresswell re: question to ECDC re: closure of the waste disposal and recycling site in Depot Road, Newmarket – NOTED.

110/19/20 Date of Next Meeting & Matters for Future Consideration.

14th January 2020.

Neighbourhood Plan.
Local Highways Initiative.

It was agreed to return to item 102/19/20 (a) – Clerk’s report, point 11.

102/19/20 It was AGREED to exclude the Public and Press. (Public Bodies (Admission to Meetings) Act 1960, (a) 11 s. 1(2)) before discussing this item.

The Clerk had discussed planning issues with two residents who have concerns regarding their boundary as well as an environmental health issue. The residents do not wish these issues to be raised publicly, and no action needs to be taken by the PC.

The meeting was closed at 8:40pm.

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.
- (7-8) LGA 1972, s.111
- (9) LGA 1972, s.142
- (10) LGA 1972, s.111
- (11) LGA 1972, s.137
- (12-14) LGA 1972, s.111