

Cheveley Parish Council

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

Chair: Claire Elbrow
Vice Chair: Sallie Thomas
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MINUTES

Cheveley Parish Council Full Council Meeting on
Tuesday 11th February 2020 at 7.30pm
at the Community Room, Cheveley Primary School, Park Road.

Present: Alison Day, Claire Elbrow (Chairman), Richard Fullerton, Jane Gibson, Sheila Marvin and Sallie Thomas (Vice-Chair). Clerk: Mrs Marilyn Strand.
District Cllr Alan Sharp was also in attendance.

There were 4 members of the public present.
The meeting was opened at 7:30pm.

125/19/20 Apologies and approvals for absence

Cllr Hadlow (work commitments); Cllrs Noble & Willows (personal).

126/19/20 Councillor Vacancies.

There are two vacancies on the PC for co-option; no applications had been received.

127/19/20 Declarations of Pecuniary and Non-Pecuniary Interests

None.

128/19/20 Open Forum for Public Participation (10 mins)

A member of the public had attended the meeting to make the PC aware that the URC building had come onto the property market, and to ask if the PC would consider purchasing the building to use as a Community Hub. The advantages of the building were pointed out as being: it is in the centre of the village and adjacent to the school; an area with a high footfall and an ideal spot for users. It has car parking and is 'ready to go' for use by the community. Running costs would be manageable. The resident also said that if the building was not kept in the community, it would be another loss to the community. This is an opportunity for the PC to purchase an affordable building in an excellent location which could reinvigorate the village and enable the school to continue to use the car park.

Cllr Marvin joined the meeting at 7:32pm during this item.

129/19/20 Approve and sign Minutes of the PC meeting held on 14th January 2020 – AGREED and signed by the Chairman with the following amendments: -

Item 118/19/20 (e) Neighbourhood Plan: update on draft – this is being reviewed. ~~by Cllr Day in liaison with the PC's planning consultant.~~

130/19/20 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 added three new signatories but removed two existing signatories and this is currently being corrected. The Nat West mandate is still in progress.
 2. The new Unity Trust bank account has been credited with £80,000 from the HSBC account.
 3. The telephone & broadband contract is being switched from BT to Vodafone and the new contract should start on Tuesday 18th February. The new monthly charge will be £23.95 compared with £52.49 currently being paid – UPDATE: BT has subsequently matched the offer price from Vodafone; therefore, the phone line and broadband will continue to be supplied by BT.
 4. Councillors' updated Register of Interests forms have been sent to ECDC and will be updated on the PC's website.
 5. The dog bin was due to be installed on Spurling Close week beginning 3rd February – UPDATE: the bin has been installed and is functional. ECDC has been asked to add it to their bin emptying round.

Other matters reported at the meeting: -

- The application for 'H' markings in Spurling Close has been submitted to CCC by Cllr Marvin.
- There are several handyman jobs outstanding and these will be followed up.

- Two matters concerning the pavilion were reported and these are recorded in the Charity's meeting minutes.

131/19/20 Reports from District and County Councillors (Verbal)

Cllr Sharp reported the following: -

- Bus Services Review Working Group – the consultation on cycling, walking and bus routes is due to be delivered to each household around the 9th March and will run until the 19th April. The survey can be completed and left in the drop-box at Cheveley post office, or filled in online. A further drop-box in North Ward is to be identified. The PC will advertise the consultation via its website and Facebook page.
- It has been proposed that the ECDC portion of Council Tax be frozen again this year. If agreed, this would be the 7th year in a row that ECDC's share has remained the same.
- The Police and Crime Panel is proposing to increase their portion of Council Tax by £10 per Band D property in order to help facilitate the government's promise to employ 20,000 more police officers.
- Work has begun on the former Ministry of Defence site in Ely. A number of houses have been completed and are on the market. There will be 92 new dwellings, 15 of which will be affordable. A planning application for 60 dwellings on the site next door (with 30% of these being affordable) should be submitted within the set time limit.

132/19/20 Planning Applications & Planning Matters

- 20/00080/FUL Glebe Stud, Park Road – creation of internal track – NOTED with no comments.
- 20/00035/LBC Glebe House, High Street – removal of clay plain tiles from single-storey ancillary accommodation and replacement with natural slates – NOTED with no comments.
- 19/01244/FUL The Shieling, 33 Newmarket Road – demolition of existing dwelling and erect new dwelling AMENDMENT: reduce height of garage by 1.5m and alterations to the external appearance of the garage. For Information Only – NOTED.
- TPO/E/13/19 53 High Street – T1 & T2 Sycamore – located on garden boundary rear of 53 on northern boundary – NOTED with no comments.
- 19/01758/FUM Site to East of 80 Mill Road, Ashley – erection of new stud farm – NOTED.
- To note further correspondence from ECDC re: refusal of 19/01058/FUL Brook Stud – NOTED. District Cllr Sharp was asked if planning consent can be enforced. He will make enquiries and report back.
- To note Appeal to Secretary of State re: 19/01190/FUL site between 117 & 119 Duchess Drive, Newmarket – erection of single detached dwelling – NOTED. The PC's original comments on this application will be reiterated.
- Report on ECDC planning decisions & Tree Works Applications – NOTED.

133/19/20 Finance – Payments for consideration and approval this month – AGREED.

| (a) | Ref: Payee/Item | Chq. No. | Total | Excl. VAT |
|------|---------------------------------------|----------|------------------|-----------|
| (1) | Twin Dots – website support Feb 20 | SO | £50.40 | £42.00 |
| (2) | Twin Dots – domain name renewal | 101250 | £120.00 | £100.00 |
| (3) | Staff costs Jan 20 | SO | £1,483.04 | |
| (4) | Clerk expenses Jan 20 | 101251 | £31.05 | |
| (5) | Eon Street Lighting Feb 20 | DD | £41.84 | £39.85 |
| (6) | McGregor Services – Jan 20 | 101252 | £96.00 | £80.00 |
| (7) | ECDC Play area inspection Jan 20 | DD | £30.00 | £25.00 |
| (8) | Green Cloud Hosting – Feb 20 | DD | £47.88 | £39.90 |
| (9) | MHH – payroll services Jan 20 | DD | £26.70 | £22.25 |
| (10) | BT – telephone & broadband | DD | £157.89 | |
| (11) | Wave – cemetery water | DD | £12.07 | |
| (12) | RH Landscapes – cemetery tree works | 101253 | £540.00 | £450.00 |
| (13) | KJ Architects – pavilion drawings | 101254 | £2,657.24 | £2214.37 |
| (14) | LGS Services – mid-year audit | 101255 | £150.00 | £125.00 |
| (15) | Fairhurst Menuhin & Co (Deed re: rec) | 101256 | £351.60 | £294.00 |
| | Total payments for the month | | £5,795.71 | |

Cheque no: 101257 for Petty Cash replaces cheque no: 101245 written at January meeting - £228.57.

- (b) To note monies received: -
- Cambridge Building Society interest (Jan-Dec 2019) - £201.22
- NOTED.

134/19/20 Administration.

- (a) Protocol for the death of a Senior Member of State – to note correspondence from CCC – NOTED. To consider expenditure – it was proposed that a website page template be set up in advance by Twin Dots. This would take approximately 1.5 hours at £84.00 +VAT per hour and this was AGREED.
- (b) ECDC request for expressions of interest for projects for inclusion on the CiL Infrastructure List – NOTED. More information on this will be available at the Parish Council Conference on 2nd March.
- (c) CAPALC consultation on Incorporation – the following points were AGREED: -
- CAPALC to become a non-profit, incorporated body in the form of a company limited by guarantee;
 - £1.00 of the affiliation fee paid by the PC will be ringfenced as the PC's maximum liability for any claims being awarded against CAPALC;
 - Clerks of member councils to be eligible to become directors as well as Councillors;
 - In the event of CAPALC being wound up, any assets to be transferred to another organisation with similar aims.
- No further comments were put forward.
- (d) To consider attendees to the East Cambs Parish Council Conference, Monday 2nd March, Littleport – the Clerk will attend.
- (e) To note Internal Auditor mid-year report – NOTED.
Cllr Marvin will agree and sign the bank statements each quarter in line with the PC's Financial Regulations.
- (f) Annual Parish Meeting date – it was agreed that this will now take place on Tuesday 28th April and not the 21st as previously agreed.

135/19/20 Community/Community Groups

- (a) Local Highways Improvement Scheme: -
1. To consider costs for speed reduction measures in North Ward – the PC had earmarked £30k for this project however, the costs overall had come in at £38,2217.10. CCC's contribution to this would be £6,172.00 meaning a shortfall of £2,055.10. It was proposed by Cllr Day that the budget for this project be raised by the amount of the shortfall. Cllrs voted 5 in favour and 1 against and the proposal was CARRIED.
- NOTE: The PC directs that an exception to the Contract Procurement Rules (as set out in the PC's Procurement Policy) be made regarding this project. The PC justifies this exception because of the specialist nature of the work, and because the work may only be carried out under the authority and management of Cambridgeshire County Council.
2. To note CCC consultation on speed limit changes in Centre Drive, Isinglass Close, McCalmont Way, Ashely Road and Duchess Drive – NOTED.
 3. To note correspondence from resident re: speeding on Duchess Drive – NOTED. The matters raised are already being addressed under the speed reduction measures project.
- (b) To consider correspondence from a resident re: parking issues on McCalmont Way, Newmarket – this had been raised with Skanska who are dealing with the speed reduction measures in the area. It is possible that the road markings could be extended and refreshed in order to alleviate the problem.
- (c) Proposal to set aside £2k to have static flashing speed signs in South Ward taken down to allow use of Moveable Vehicle Activated Signs (MVAS) – Cllr Day. This would pay for the removal of the two static signs so that the new MVAS units could be used in both wards. Cllr Day proposed that £2k be earmarked for this work and this was AGREED.
- (d) To consider correspondence from Duchess Park Newmarket Management Company re: maintenance of playground on Duchess Park – Cllrs Elbow and Thomas will meet with representatives to discuss this further. It was noted that the area is very usable by all residents of North Ward although the land is owned by residents of Duchess Park and is not common land.
- (e) Tree planting scheme – correspondence from resident and David Cudby (former Tree Warden) – the PC plans to create a planting scheme and will need volunteers to help put the scheme into action. However,

it was agreed to delay any tree planting in the recreation ground until a firm decision had been made regarding the pavilion.

- (f) To consider hedge-cutting on Public Right of Way #1, cost £260 +VAT – AGREED.

136/19/20 Cemetery Matters

- (a) To agree Memorial Management Policy – AGREED.

137/19/20 Date of Next Meeting & Matters for Future Consideration.

10th March; 14th April; APM 28th

Neighbourhood Plan.

Ditch on pathway next to British Legion.

The meeting was closed at 8:27pm.

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.
- (6-7) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6); Local Authorities' Cemeteries Order 1977.
- (8-11) LGA 1972, s.111
- (13) LGA 1972, s.133; Charities Act 2011, ss.298-303.
- (14) LGA 1972, s.111
- (15) LGA 1972, s.111 & s.139(1); Charities Act 2011, ss.208-303