

# 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](mailto:celbrow@cheveley-pc.gov.uk)  
email: [sthomas@cheveley-pc.gov.uk](mailto:sthomas@cheveley-pc.gov.uk)  
email: [clerk@cheveley-pc.gov.uk](mailto:clerk@cheveley-pc.gov.uk)  
Website: [www.cheveley-pc.gov.uk](http://www.cheveley-pc.gov.uk)

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

## MINUTES

Cheveley Parish Council Full Council Meeting on  
**Tuesday 10<sup>th</sup> March 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, Brent Noble, Sallie Thomas (Vice-Chair) and Sue Willows. Clerk: Mrs Marilyn Strand.  
District Cllr Alan Sharp was also in attendance.

There were 5 members of the public present.  
The meeting was opened at 7:30pm.

### 143/19/20 Apologies and approvals for absence

Cllr James Hadlow (work commitments).  
County Cllr Mathew Shuter had also sent his apologies for the meeting.

### 144/19/20 Councillor Vacancies.

There had been no applications received for the two vacant positions.

### 145/19/20 Declarations of Pecuniary and Non-Pecuniary Interests

None.

### 146/19/20 Open Forum for Public Participation (10 mins)

None.

### 147/19/20 Approve and sign Minutes

- (a) PC meeting held on 11<sup>th</sup> February 2020 – AGREED and signed by the Chairman.
- (b) Extra-Ordinary PC meeting held on 28<sup>th</sup> February 2020 – AGREED and signed by the Chairman with the following amendment: -  
Item 141/19/20 final paragraph '~~Consideration~~ Revelation of the purchase price....'.

### 148/19/20 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 The Nat West mandates are still in progress.
  2. Cllr Thomas met with the handyman to look at outstanding jobs. He is unable to help with unstable memorials in the cemetery and this will be discussed on the main agenda.
  3. ECDC's Bus Service Review consultation will be advertised on the PC's website and Fb page from Monday 9<sup>th</sup> March when it is due to be delivered to residents.
  4. The PC's comments on the planning application at site between 117 & 119 Duchess Drive, Newmarket, were reiterated to the Planning Inspector reviewing the Appeal.
  5. ECDC – expressions of interest for projects for inclusion on the CiL infrastructure list: it was confirmed at the Local Council's Conference that Cheveley did not have sufficient development to warrant a project for this list.
  6. The PC's response to CAPALC's consultation on incorporation was sent in before the deadline.
  7. The Community Room has been booked for the APM on Tuesday 28<sup>th</sup> April. Invitations to Community Groups were emailed out on 20<sup>th</sup> February. One response has been received so far.
  8. The Earmarked Reserves have been updated to reflect decisions made at the February meeting re: speed reduction measure in North & South Ward.
  9. Cllrs Elbrow and Thomas are meeting with representatives from Duchess Park (Newmarket) Management Committee on Monday 9<sup>th</sup> March to discuss maintenance of the playground on Meadow Lane. UPDATE: Representatives from DPNMC have been invited to the PC's April meeting to address Councillors.

Other matters reported at the meeting: - none.

#### 149/19/20 Reports from District and County Councillors (Verbal)

District Cllr Alan Sharp reported the following: -

- The Bus Services, Cycling & Walking Routes Consultation is now being delivered across the district via Royal Mail. Completed consultations can be left in drop-boxes at Cheveley Post Office and The New Wellington pub. Drop-in sessions for residents have also been planned and one of these will take place in Cheveley on Monday 30<sup>th</sup> March, 5pm–7pm at the Community Room, Park Road. The PC will advertise this on its website and Facebook pages.
- The freeze on ECDC's portion of the precept for 2020/21 was approved by Full Council at its meeting on 27<sup>th</sup> February.
- Citizens Advice Rural Cambs (CARC) – ECDC plans to employ 4 new members of staff to take these services in-house following its decision not to continue grant funding for CARC.
- Recycling Centre, Newmarket – talks continue between ECDC, Newmarket TC and West Suffolk DC regarding the possible reopening of this site.

#### 150/19/20 Planning Applications & Planning Matters

- (a) 20/00167/FUL Pump Green House, 160 High Street – proposed construction of oak cart lodge – NOTED with no comments.
- (b) 20/00207/FUL 15 Park Road – proposed part single/part two-storey side/front extension – NOTED with no comments.
- (c) 20/00171/FUL 3 Isinglass Close, Newmarket – two-storey rear extension – NOTED with no comments.
- (d) 19/01069/FUL Site south of 122-124 Ashley Road, Newmarket – erection of two stud worker dwellings – AMENDMENT: surface water details. The PC will reiterate its previous objection to this application.
- (e) 20/00259/FUL 93 Duchess Drive, Newmarket – side extension and additional first-floor and internal alterations to remodel the existing building – NOTED with no comments.
- (f) To note appeal to the Secretary of State re: 19/01393/FUL 47a High Street – proposed single-storey two-bedroom bungalow, single garage and access – NOTED.
- (g) Neighbourhood Plan – feedback on draft from PC's planning consultant: Cllrs Day, Fullerton and Hadlow will review the feedback and report back to a future meeting.
- (h) Update on Kennett Action Group – Cllr Fullerton will invite members of the Group to the April meeting where they can address Councillors and put forward a case for a donation from the PC towards their costs.
- (i) Report on ECDC planning decisions & Tree Works Applications – NOTED.

#### 151/19/20 Finance – Payments for consideration and approval this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Mar 20	SO	£50.40	£42.00
(2)	Staff costs Feb 20	SO	£1,483.04	
(3)	Clerk expenses Feb 20	101258	£109.80	
(4)	Eon Street Lighting Mar 20	DD	£39.14	£37.28
(5)	McGregor Services – Feb 20	101264	£408.00	£340.00
(6)	ECDC Play area inspection Feb 20	DD	£30.00	£25.00
(7)	Green Cloud Hosting – Mar 20	DD	£47.88	£39.90
(8)	MHH – payroll services Feb 20	DD	£26.70	£22.25
(9)	Fire & Safety Solutions Ltd	101259	£220.80	£184.00
(10)	SLCC Practitioners' Conference	101260	£339.00	£299.00
(11)	CAPALC affiliation & DPO fees 2020/21	101261	£566.82	
(12)	Glasdon UK – dog sack dispenser	101262	£140.73	£117.28
(13)	KJ Architects – URC visit, report, meeting	101263	£756.00	£630.00
(14)	URC building hire (EOM)	101265	£15.00	
	<b>Total payments for the month</b>		<b>£4,233.31</b>	

- (b) To note monies received: -
- Ivett & Reed (memorial fee) - £100.00.
  - Stetchworth PC re: SLCC Practitioners' Conference - £100.00.

NOTED.

**152/19/20 Administration.**

- (a) Policy Review Calendar & review of:
- Email Protocol – agreed with no amendments.
  - Grant Awarding Policy – agreed with an amendment to add 'Cheveley Parish' where there is currently only 'Cheveley'. The Policy will also be updated to state that groups receiving grants from the PC are expected to send a report to the next Annual Parish Meeting.
  - Lone Worker Policy – agreed with an amendment to remove the line 'Always inform the Chairman as to when you are leaving the fixed base....'

**153/19/20 Community/Community Groups**

- (a) Local Highways Improvement Scheme:
1. Update on current scheme – including public consultation on raised table, Ashley Road – Cllrs Day, Gibson and Willows had met with a representative from Skanska to look at possible locations for the MVAS units. A Memorandum of Understanding between the PC and CCC was signed by Cllr Day. The work is expected to be carried out in late spring, early summer.
  2. To consider projects for 2021/22 – closing date for applications: 31<sup>st</sup> May 2020 – Councillors were asked to bring suggestions for projects to the April meeting.
- (b) Funding request from Bottisham Village College re: 'Big Sing Choir Festival' – Cllr Noble proposed to donate £50 towards the Festival and the proposal was seconded by Cllr Fullerton and AGREED.
- (c) To consider quotation from handyman for re-painting the telephone boxes and village sign - £450.00 (excluding paint) – AGREED. The telephone boxes will be painted in 'Royal Mail' red.
- (d) McCalmont Cup & draft Annual Parish Meeting agenda – nominations had been received and a recipient will be chosen at the April meeting.
- (e) Proposal from Cheveley Sports Club to introduce a 'Young Volunteer of the Year' Award – the award would recognise a young person under the age of 24 who had made a significant contribution to their community through volunteering. Councillors agreed that this would be a good idea and were asked to bring ideas of what the award could be called to the next meeting.
- (f) Tree and bulb planting schemes – Cllr Hadlow will be asked to put a tree planting scheme together for the parish. Cllr Fullerton will put together a bulb planting scheme for discussion at the May meeting.
- (g) Former URC building:
1. To note Cheveley Primary School pupil forecasts. – update from CCC – NOTED. The statement from CCC which had been read out at the Extra-Ordinary Meeting was confirmed as accurate. School pupil numbers are predicted to remain fairly stable for the next five years.
  2. To note Cheveley Primary School Governors' letter to Carter Jonas and response – NOTED. The Diocese of Ely Multi-Academy Trust (DEMAT) had been offered first refusal on the purchase of the former URC in December but had confirmed at that time they were unable to proceed.
  3. Update on PC bid to purchase the former URC building – the PC had submitted a bid of £149,000 for the purchase of the building and this had been accepted by the vendor. Cllr Fullerton was thanked for putting together an excellent bid document outlining the PC's intentions for the building as a community hub.
  4. Proposal to delegate power to act on behalf of the PC in all matters relating to the purchase of the former URC building to Cllrs Elbrow and Thomas and the Clerk, including expenditure up to £5,000.00 – Councillors voted 7 in favour and 1 against and the proposal was CARRIED. It was agreed to instruct Fairhurst, Menuhin & Co as the PC's solicitor for the purchase. Surveys will be carried out as soon as possible.
- (h) To consider buildings or structures for the Buildings of Local Interest Register – Cllrs Elbrow and Hadlow will compile a list of possible buildings.
- (i) To consider grant application from Cheveley Women's Institute – the WI had applied for £500 towards the costs of speakers, demonstrations and hall hire and this was AGREED. The WI is actively trying to increase their membership and Cllrs Gibson and Willows will help to promote the group in North Ward as residents there do not receive the parish magazine.

**154/19/20 Cemetery Matters**

- (a) Weed killing – remainder of wild flower meadow: it was agreed to weed kill the remaining half of the wildflower meadow towards the end of March.
- (b) Memorials: update on repairs – quotations will be obtained from specialist contractors.

**155/19/20 Correspondence for Information**

- (a) ECDC re: funding of Citizens Advice Rural Cambs (CARC) – NOTED.

**156/19/20 Date of Next Meeting & Matters for Future Consideration.**

Tuesday 14<sup>th</sup> April.

Annual Parish Meeting – Tuesday 28<sup>th</sup> April.

Annual Meeting of the Parish Council – Tuesday 12<sup>th</sup> May.

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) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6); Local Authorities' Cemeteries Order 1977.
- (6-12) LGA 1972, s.111
- (13) LGA 1972, s.133
- (14) LGA1972, s.111