

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 14th April 2020 at 7.30pm
held online via Zoom meeting platform.

Present: Alison Day, Claire Elbrow (Chairman), Richard Fullerton, Jane Gibson, James Hadlow, Sheila Marvin, Brent Noble, Sallie Thomas (Vice-Chair) and Sue Willows. Clerk: Mrs Marilyn Strand. District Cllrs Alan Sharp and Amy Starkey were also in attendance.

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

Under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting was held remotely using an online meeting platform. The meeting was open to the public (including the press).

157/19/20 Apologies and approvals for absence
None.

158/19/20 Declarations of Pecuniary and Non-Pecuniary Interests
Cllr Noble declared a non-pecuniary interest in item 166/19/20 (e) re: McCalmont Cup

159/19/20 Open Forum for Public Participation (10 mins)
None.

160/19/20 Approve Minutes of the meeting held on 10th March 2020 (to be signed at a later date).
The minutes of the meeting held on 10th March were approved as a true record. Due to the coronavirus pandemic, the original copy of the minutes will be signed at a later date.

161/19/20 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. NALC has produced a legal topic note on the Coronavirus legislation which allows to us hold meetings remotely (under certain conditions), forego the Annual Meeting of the Parish Council (including election of Chairman) and to publish agendas on the website only. Legislation relating to the timing of posting agendas remains unchanged. There is nothing in the legislation to permit Annual Parish Meetings to meet remotely and therefore it is expected that these should not take place.
 2. Bank signatories – HSBC and The Nat West mandates are still in progress.
 3. The Email Protocol and Lone Worker Policy have been updated on the website.
 4. Funding for Bottisham Village College for Big Sing Choir Festival – the school is now closed due to coronavirus and it is not clear whether the Festival went ahead before the closure.
 5. All community groups have been informed that this year's APM has been cancelled due to the coronavirus crisis.
 6. The Duchess Park (Newmarket) Management Committee will be invited to the next meeting we hold at the Community Room regarding discussion of the maintenance of the play equipment on Meadow Lane. They have been informed of this.
 7. The Kennett Action Group will also be invited to the next meeting we hold at the Community Room. UPDATE: report from RF for next meeting.
 8. The Clerk has attended two conference calls from ECDC to discuss the volunteer network across the district during the coronavirus crisis. The calls may continue each week throughout the crisis depending on how the situation unfolds. The calls have been useful in hearing what other parishes are doing and how any issues are being overcome.

9. The PC has received a complaint from a resident against two Councillors. Because of the current situation, this will be discussed at the next meeting we hold at the Community Room.
10. The Clerk and Cllr Day attended CAPALC's HR/Coronavirus Webinar – more information will be sent to Councillors by email.

Other matters reported at the meeting:
None.

- (b) To note report from the Clerk from SLCC Practitioners' Conference, February 2020 – NOTED.

162/19/20 Reports from District and County Councillors (Written)

District Cllrs Amy Starkey and Alan Sharp had circulated a written report before the meeting and the Chairman thanked them for this. A summary of the report is as follows: -

- Coronavirus – a response to the challenges faced by this crisis is being coordinated through the Local Resilience Forum (LRF) led by Cambridgeshire County Council and implemented by the District Council at local level.
- In light of the coronavirus crisis, ECDC has cancelled all Council and Committee meetings for the foreseeable future, although new legislation allows meetings to be held remotely. All staff that can work from home are doing so.
- Bus Services, Walking & Cycle Routes Survey – the deadline for responses has been extended to 31st May.
- £100k Homes – the first homes to be built under the £100k Homes Project are being delivered in East Cambs (Fordham).
- Newmarket TC has set up a helpline to support the most vulnerable members of the community during the coronavirus pandemic, and is working with a number of partners, including the Jockey Club. Newmarket TC is also acting as a hub for volunteers and is working with partner organisations to deliver appropriate help where needed.
- Rail improvements – funding has been secured by Newmarket Rail Group to complete a Preliminary Outlines Strategic Business Case regarding improvements to the Cambridge to Ipswich line.

Cllr Starkey asked the PC to share information regarding help available during the coronavirus pandemic via all available channels.

In response to a question from Cllr Fullerton, District Cllr Starkey said that Newmarket TC had taken a lot of calls from residents requesting help and that volunteers would now start to be called upon to deliver services. Cllr Starkey said that residents who are vulnerable at all times, not just during the coronavirus pandemic, were also being identified. Families, including vulnerable children, are being provided with meals from the Jockey Club in conjunction with Newmarket Day Centre.

Cllr Hadlow said that approximately 9 calls for help had been received and dealt with in Cheveley parish.

163/19/20 Planning Applications & Planning Matters

- (a) No applications received – NOTED.
- (b) Report on ECDC planning decisions & Tree Works Applications - NOTED.

164/19/20 Finance – Payments for consideration and approval this month – AGREED.

(a)	Ref:	Payee/Item	Chq. No.	Total	Excl. VAT
	(1)	Fairhurst Menuhin – searches (URC) PAID	101266	£523.52	£436.27
	(2)	Twin Dots – website support Apr 20	DD	£50.40	£42.00
	(3)	Twin Dots – website update	101267	£151.20	£126.00
	(4)	Staff costs Mar 20	SO	£1,483.04	
	(5)	Clerk expenses Mar 20	101268	£10.80	
	(6)	Eon Street Lighting Apr 20	DD	£41.84	£39.85
	(7)	McGregor Services – Mar 20	101269	£813.60	£678.00
	(8)	ECDC Play area inspection Mar 20	DD	£30.00	£25.00
	(9)	Green Cloud Hosting – Apr 20	DD	£47.88	£39.90
	(10)	MHH – payroll services Mar 20	DD	£26.70	£22.25
	(11)	R. Evans (handyman)	101270	£107.00	
	(12)	CAPALC – HR/Coronavirus webinar	101271	£40.00	
	(13)	Strutt & Parker re: Neighbourhood Plan	101272	£600.00	£500.00
	(14)	K & M Lighting – street lights maint. contract	101273	£243.00	£202.50
		Total payments for the month		£4,168.98	

- (b) To note monies received: - none.

- (c) Proposed Q4 accounts and bank reconciliations – NOTED.
- (d) To note correspondence from PKF Littlejohn re: external audit 2019/20 – NOTED. The year-end audit for 2019-20 has been put back by 2 months due to the coronavirus pandemic.

165/19/20 Administration.

- (a) Proposal to update Grant Awarding Policy to allow the PC to donate to national charities (report from the Clerk) – the following clause was updated and AGREED (update in italics):
“Applications WILL NOT be considered from:
 - National Charities, *except where there is a clear, direct benefit to inhabitants of the parish of Cheveley and where it can be shown that funds given by the PC are not upwardly funded, but are utilised locally. Applications will be assessed on an individual basis”.*
- (b) Draft protocol for marking the death of a senior member of state – Councillors were asked to send any comments or amendments to the Clerk and Cllr Day by Tuesday 28th April so that the final protocol can be formally adopted at the May meeting.

166/19/20 Community/Community Groups

- (a) Local Highways Improvement Scheme:
 1. To note that the speed reduction scheme is on hold due to the Coronavirus pandemic – NOTED.
 2. To consider projects for 2021/22 – it was proposed that a scheme to improve road safety at Hobbs Warren and Little Green be put forward and this was AGREED. The application will include an extension to the 30mph speed limit to encompass Hobbs Warren, and white gates with ‘Cheveley’ signage on the entrance to the village. CCC Highways will be asked to advise on the area near Little Green as to an appropriate course of action to mitigate safety concerns in this area. The road is very narrow and there is no footpath for pedestrians. The Clerk will liaise with Cllrs Marvin and Thomas on the application.
- (b) Purchase of former URC building: -
 1. Update on purchase process – a structural survey and dilapidation survey may be carried out this week. Cllr Marvin asked whether the dilapidation survey was suitable as these usually apply to tenanted properties. This will be independently established before going ahead. The PC’s solicitor is continuing to progress the purchase to the contract stage and searches are being carried out.
 2. To note Heads of Terms – NOTED.
 3. Financial report re: purchase price and expenses – NOTED. It was agreed that s106 funds will be applied for in relation to improvements to the pavilion – AGREED.
- (c) To consider grant application from Cheveley Women’s Institute – an application for a grant of £500 had been considered and agreed at the March meeting. However, the PC’s Grant Awarding Policy excluded the WI from receiving funds as they are part of a national charity. Councillors agreed to amend the Policy (see item 165/19/20(a) above) to allow the grant to be considered again at this meeting. Councillors voted all in favour and the grant of £500 was AGREED.
- (d) Proposal to purchase Sunflower seeds for growing competition – Cllr Elbow said it would cost approximately £12 to purchase seeds and set up a growing competition. The competition will be for the tallest sunflower and be judged by Cllr Elbow. A prize will be provided by Cllrs Elbow and Noble – AGREED.
- (e) To note cancellation of Annual Parish Meeting and consider deferment of McCalmont Cup presentation – NOTED. Presentation of the McCalmont Cup will be deferred until the next face-to-face meeting – AGREED.

167/19/20 Cemetery Matters

- (a) Memorials – update on repairs: repairs are on hold due to the coronavirus pandemic.

168/19/20 Correspondence for Information

- (a) Residents re: purchase of former URC building – NOTED. Both residents had written to congratulate the PC on the purchase of the former URC building.
- (b) Resident re: speed reduction measures, McCalmont Way – NOTED. A response will be sent outlining the PC’s speed reduction project for North Ward which is currently on hold due to the coronavirus pandemic.

(c) Unity Trust Bank & Cambridge Building Society re: interest rate change – NOTED.

169/19/20 Date of Next Meeting & Matters for Future Consideration.
12th May.

Neighbourhood Plan.

The meeting was closed at 8:44pm.

Statutory powers relating to this month's payments:

- (1) Local Government Act (LGA) 1972, s.133
- (2-3) LGA 1972, s.142
- (4-5) LGA 1972, s.112
- (6) Parish Councils Act 1957, s.3; Highways Act 1980, s.301.
- (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) Town & Country Planning Act 1990, s.61F(1)(2); Planning and Compulsory Purchase Act 2004, s.38C(2).
- (14) Parish Councils Act 1957, s.3; Highways Act 1980, s.301.