

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 12th May 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 Cllr Alan Sharp and County Cllr Mathew Shuter were also in attendance.

There were 2 members of the public present.
The meeting was opened at 7:33pm.

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).

Under the above Regulations, there is no requirement for the PC to hold an Annual Meeting. Appointments which are required to be made at the annual meeting (Election of Chair) continue until the next annual meeting or until such time as that authority may determine.

1/20/21 Apologies and approvals for absence

Cllr James Hadlow had informed the Clerk that he would be joining the meeting late for personal reasons.

2/20/21 Declarations of Pecuniary and Non-Pecuniary Interests

None.

3/20/21 Open Forum for Public Participation (10 mins)

A member of the public raised the issue of horse riders using footpaths and asked if the PC would remind residents via its Facebook page that this is not acceptable. It is very difficult on a narrow footpath for pedestrians and riders to pass by each other and particularly difficult for those on foot when confronted with horses.

4/20/21 Approve Minutes (to be signed at a later date).

(a) PC Meeting held on 14th April 2020. The minutes of the meeting held on 14th April were approved as a true record with the following amendment: -

Item 166/19/20(b)(1) '.... Cllr Marvin asked ~~what the difference between the two surveys is and whether the dilapidation survey was suitable as these usually apply to tenanted properties?~~ This will be independently established....'

(b) Extra-Ordinary PC meeting held on 30th April 2020. The minutes of the Extra-Ordinary meeting held on 30th April were agreed as a true record.

Due to the coronavirus pandemic, original copies of both sets of minutes approved at this meeting will be signed at a later date.

5/20/21 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. The Clerk continues to attend conference calls from ECDC once per week to discuss the volunteer network across the district during the coronavirus crisis. The calls have included guests from Care Network, Age UK and the Cambridgeshire Constabulary. Lucy Frazer MP has been asked to join a call in the near future.
3. The Clerk and Cllr Day attended CAPALC's HR/Coronavirus Webinar – more information was sent to Councillors by email on 23rd April.
4. Information on the PC's Covid-19 support page on the website has been verified and updated where necessary. Calls were made to all local businesses mentioned on the page and links to

external websites were checked to ensure they are working. A link to the updated page was shared on the PC's Facebook page.

5. Information regarding the Newmarket Neighbours in Need initiative has been uploaded to the PC's website.
6. The Grant Awarding Policy and application form has been updated and uploaded to the website.
7. Sunflower competition – the seeds are now available from Cllrs Elbrow (South Ward) and Cllr Sue Willows (North Ward). A poster will be shared to the PC's Facebook page and website advertising the competition.
8. The Internal Audit has been booked for Thursday 2nd July. This will be conducted remotely if current restrictions on movement remain in place.
9. The year-end accounts and Annual Governance & Accountability Return have been prepared ready for signing at the July meeting. The deadline for submission this year has been extended to 31st July.
10. The MHH Partnership is raising its fee for payroll services by 75p to £23.00 per month from May.
11. The handyman will start work on painting the telephone boxes within the next couple of weeks. An account has been set up with Witham Oil & Paint and the 'Post-Box' red paint has been purchased.
12. Asset inspection area lists will be distributed to Councillors at the June meeting so that asset checks can take place over July/August.

Other matters reported at the meeting: -

- A branch has fallen from a tree in the wooded area of the recreation ground and a local resident will be asked to take it down if the wood is useful to him.
- The PC's website has been updated with new headline pictures.
- A letter has been written to HSBC requesting an update to the Standing Order for the Clerk's salary due to income tax changes.
- The sunflower growing competition will be advertised in the Press Report as well as on the PC's website and notice boards.
- The bollards to the lower car park had been raised for security reasons. One of the bollards at the entrance to the recreation ground needs replacing. The Chairman thanked Cllrs Fullerton and Marvin for their continued commitment in looking after the recreation ground and pavilion.

Cllr Willows joined the meeting at 7:38pm.

6/20/21 Reports from District and County Councillors (Written)

County Cllr Mathew Shuter reported the following: -

- Cllr Shuter praised the efforts of County officers who had been helping out in the effort to support services during the Covid-19 pandemic. Cambridgeshire is one of the least affected areas and hospitals in the county have not had issues with PPE shortages. However, some nursing homes had had issues and CCC has put together a taskforce of officers to help where it is needed.
- Improvements to the A1307 have now been completed. Highways are filling as many potholes as possible whilst the roads are still quiet. Residents should report any potholes they see via the online reporting system.
- Recycling Centres have now re-opened across the county with social distancing measures in place.
- Funding has been agreed to remodel the junction on the A1303 at the Dullingham/Swaffham Bulbeck cross roads. Work will start later this year.
- Wetherby Crossing – CCC is aware that Newmarket TC has applied to defend the footpath that runs over the crossing and will give support where possible.
- Verges – these are now being cut according to Plantlife's recommendations in order to conserve biodiversity. All safety requirements are still being met.

District Cllr Sharp reported the following: -

- In answer to a question from a member of the public, Cllr Sharp confirmed there is a Village Halls fund which the PC might be able to apply for in relation to the pavilion. Cllr Sharp will send further details to the Clerk.
- Bus Services Review – the deadline for responses is 31st May.
- ECDC now has a 6-year housing land supply and therefore development envelopes around settlements have been restored. A single-issue review of the Local Plan will be carried out to look at housing supply.
- The next Full Council meeting will go ahead using an online meeting platform. Two Planning Committee meetings had taken place online and other main policy committees should also be able to meet in the near future.
- ECDC had collected green waste throughout the coronavirus crisis. However, there had been some confusion amongst residents because both South Cambs District and Cambridge City Councils had stopped their collections for eight weeks. These had now been resumed.

- Wetherby Crossing – District Cllrs Sharp and Starkey are liaising with Newmarket TC regarding this. The public inquiry is due to begin on 28th July.
- Discussions are ongoing between Cllrs Sharp and Starkey, Newmarket TC and West Suffolk councils regarding the re-opening of the recycling centre on Depot Road.

7/20/21 Planning Applications & Planning Matters

- (a) 20/00446/VAR 89 Duchess Drive, Newmarket – to vary condition 1 of previously approved 19/00199/FUL single-storey side extension incorporating the existing garage. New attached garage to the front of elevation approved 09/04/2019 – NOTED with no comments.
- (b) 20/00550/FUL 69 Duchess Drive, Newmarket – single-storey rear extension to form garden room. Replacement and alteration of master bedroom and dining room windows and alterations to existing external materials – NOTED with no comments.
- (c) Report (written) from Cllr Fullerton re: Kennett Action Group and proposals – NOTED. The Kennett Action Group is considering calling for a judicial review into the decision by ECDC to grant planning permission for Kennett Garden Village, a development of 500 homes on 40 acres of land north of Kennett railway station which is owned by ECDC's trading company. County Cllr Mathew Shuter asked to speak and the Chairman gave permission. Cllr Shuter said that he had warned other parishes not to get involved financially with a judicial review which would be very expensive and extremely unlikely to succeed. He said that other councils, including the County Council, had trading companies in a similar position and that no conflict of interest exists. Cllr Shuter did, however, think that an alliance of parishes who can work together against future unwanted development would be worth considering as developers will continue to challenge ECDC's housing land supply.
1. To consider making a financial contribution towards mounting a judicial review – It was proposed by Cllr Thomas and seconded by Cllr Marvin that no financial contribution would be made by Cheveley PC to the Kennett Action Group towards the cost of a judicial review. Councillors voted 6 in favour and 3 against and the proposal was CARRIED.
 2. To consider co-forming a local alliance of parishes who can work together against unwanted development – it was agreed by all that Cllr Fullerton should continue to engage with other parishes that had responded in order to pool talent and help fight future development that was opposed to the character of the parish.

The Chairman thanked Cllr Fullerton for the large amount of work he had done with regard to this issue.

Cllr Hadlow joined the meeting at 8:04pm during this item.

- (d) Neighbourhood Plan – update: Cllrs Day, Fullerton and Hadlow had met online to discuss feedback received from the PC's planning consultant. Changes and improvements have been agreed and the Plan should be ready to go out to referendum by the autumn.
- (e) Report on ECDC planning decisions & Tree Works Applications – NOTED.

8/20/21 Finance – Payments for consideration and approval this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support May 20	DD	£50.40	£42.00
(2)	Staff costs Apr 20	SO	£1,441.09	
(3)	Salary adjustment	101274	£26.36	
(4)	Clerk expenses Apr 20	101275	£10.80	
(5)	Eon Street Lighting May 20	DD	£40.49	£38.56
(6)	McGregor Services – Apr 20	101276	£1,071.60	£893.00
(7)	ECDC Play area inspection Apr 20	DD	£30.00	£25.00
(8)	Green Cloud Hosting – May 20	DD	£47.88	£39.90
(9)	MHH – payroll services Apr 20	DD	£26.70	£22.25
(10)	Wave – cemetery water Jam-Apr 20	DD	£11.92	
(11)	BT – telephone/broadband	DD	£12.22	
(12)	Play Safety Ltd – annual inspections	101277	£120.00	£100.00
(13)	Eurooffice – stationery	101278	£32.18	£26.81
(14)	KJ Architects – URC survey	101279	£420.00	£350.00
(15)	Andrew Firebrace – URC survey	101280	£510.00	£425.00
(16)	Cheveley Women's Institute	101281	£500.00	
(17)	Cartridge Save – printer ink	101282	£40.97	£34.14
(18)	Witham Oil & Paint – telephone box paint	101283	£51.91	£43.26
	Total payments for the month		£4,444.52	

- (b) To note monies received:
- HMRC VAT refund Q3-Q4 - £2,553.54
 - ECDC Precept 1 of 2 - £40,000.00

NOTED.

9/20/21 Administration.

- (a) For adoption: final draft protocol for marking the death of a senior member of state – AGREED with one minor amendment and ADOPTED.
- (b) Allocation of responsibilities for PC projects: -
- Planning, North & South Wards – Cllrs Fullerton, Gibson, Hadlow & Willows.
 - Neighbourhood Plan – Cllrs Day, Fullerton & Hadlow.
 - Highways – Cllr Day & the Clerk.
 - Public Rights of Way – Cllr Marvin.
 - Cemetery – Cllrs Hadlow & Thomas.
 - Completion of minor projects re: The Community Plan 2016 – Cllr Elbow.
 - Speedwatch – North Ward – Cllrs Day, Gibson & Willows. South Ward co-ordinator Celia Bruce.
 - Former URC building – Cllrs Elbow & Thomas.
 - Press Report – Cllr Thomas.
 - Trees, biodiversity – Cllr Hadlow.
 - Newsletter – Cllr Elbow.
 - Financial review (bank statements) – Cllr Marvin.

10/20/21 Community/Community Groups

- (a) Purchase of former URC building: -
1. Update on purchase process – a written report with details of solicitors' queries and answers was NOTED. Cllr Marvin raised the issue of the roof space and it was agreed that this should be looked at before contracts are signed. It was agreed to pay for scaffolding so that a builder can look into the roof space at the same time as preparing an estimate for repairs.
 2. To consider fee estimate from KJ Architects for project management of improvements/repairs – it was proposed to accept the fee estimate parts A to E as follows: -
 - A – Carry out measured survey £550.00.
 - B – Prepare construction drawings as necessary and a detailed specification based on the condition survey £1,650.00.
 - C – Prepare tender documentation including a pricing document and seek tenders from selected contractors £950.00.
 - D – Check tender returns and make recommendations on appointment. Carry out value engineering as necessary if required £380.00.
 - E – Hold a pre-contract meeting, obtain contracts and prepare and appoint contractor on the PC's behalf £350.00 plus cost of any contracts obtained.

Councillors voted 7 in favour and 2 against and the proposal was CARRIED.

It was also agreed to advertise for interested residents to form a management committee to look at funding options for the renovations as well as to run the facility in the future. The Clerk and Cllr Thomas will collate responses.

County Cllr Shuter left the meeting.

- (b) Bottisham Big Sing Choir Festival 2021 – the Festival was cancelled this year due to coronavirus. The school will be asked to apply for a donation again next year if the Festival is to be rearranged.

11/20/21 Cemetery Matters

- (a) Memorials – update on repairs: the graves have been marked up and a contractor is due to come and inspect them and provide a quotation. Other contractors are closed at present due to coronavirus however, comparable quotations will be obtained when possible.
- (b) Wildflower meadow – harrowing. It was AGREED to have the meadow cut and harrowed at a cost of £130 +VAT. Cllr Hadlow said that the first phase of the meadow is now blooming and that he is keeping the weeds down.

A resident had asked if he could place two bee hives in the bottom right-hand corner of the cemetery away from the public and out of view on the other side of the ditch. The resident will take full responsibility for the hives and a sign will be erected with his contact details in case of any issues. It was agreed that they could be placed in the cemetery and that this would be a good addition in terms of biodiversity. However, before the hives can be placed in the cemetery, a copy of the resident's insurance policy will need to be provided to the PC for its records.

12/20/21 Correspondence for Information

- (a) Fields in Trust re: cancellation of AGM – NOTED.

(b) Cheveley Women's Institute re: thank you for grant – NOTED.

13/20/21 Date of Next Meeting & Matters for Future Consideration.

Meeting dates for the ensuing year to be agreed - Second Tuesday of the month as follows: - 9th June, 14th July, 11th August, 8th September, 13th October, 10th November and 8th December 2020 and 12th January, 9th February, 9th March, 13th April and 11th May 2021.

Neighbourhood Plan – July.

The meeting was closed at 9pm.

Statutory powers relating to this month's payments:

- (1) LGA 1972, s.142
- (2-4) LGA 1972, s.112
- (5) Parish Councils Act 1957, s.3; Highways Act 1980, s.301
- (6) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6); Local Authorities' Cemeteries Order 1977.
- (7-13) LGA 1972, s.111