

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 9th June 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 6 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).

14/20/21 Apologies and approvals for absence
None.

15/20/21 Declarations of Pecuniary and Non-Pecuniary Interests
Cllr Gibson declared a non-pecuniary interest in item 20/20/21(c) - planning application at 71 Centre Drive.
Cllr Thomas declared a non-pecuniary interest in item 20/20/21(e) – planning appeal, Brook Stud.
Cllr Noble joined the meeting at 7:32pm.

16/20/21 Open Forum for Public Participation (10 mins)
None.

17/20/21 Approve Minutes of the meeting held on 12th May 2020 (to be signed at a later date). The minutes of the meeting held on 12th May were approved as a true record.

18/20/21 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 attended a CAPALC drop-in session via Zoom on 14th May. The session was mainly dominated by the coronavirus crisis with Clerks sharing their experiences with Zoom meetings and other aspects of the job during lock down. It was helpful to pick up tips from others on subjects such as how meetings can be conducted online, changes to the year-end audit procedure and legislation/guidance updates.
3. Updates continue to be made to the PC's website in regard to local and national information on the coronavirus pandemic to ensure this remains up to date and in line with government advice.
4. Posts on the PC's Facebook page this month: information on the sunflower growing competition; alerts to updated information on the PC's website; a reminder not to ride horses on public rights of way which are not bridleways and a link to ECDC's website regarding the Local Authority Discretionary Grant Fund for businesses experiencing difficulty in the current economic crisis.
5. A set of keys for the URC has been obtained and given to KJ Architects so that the building can be accessed as necessary for the measured survey and builders' estimates.
6. McGregor Services carried out a cut and harrow of the wildflower meadow week beginning 25th May.
7. The handyman will be starting work on the telephone boxes. Cllr Fullerton will help with moving the books to the pavilion.
8. A booking form for the Community Room for future meetings has been submitted however, no confirmation of the booking has been received from the school as yet.
9. LHI application for Oak Lane/Little Green – awaiting advice from Highways – updated on CCC advice - put on next meeting and ask Ruth for advice on 30mph speed limit.

10. The Clerk has successfully completed the Cybsafe Certification in Security Awareness course online (via CAPALC). Continuing Professional Development points equal 20 so far this year and therefore qualifies the Clerk for Principal membership of the Society of Local Council Clerks.
11. District Cllr Alan Sharp had confirmed that the PC was not eligible to apply to the Village Halls Fund following a question from a resident at the May meeting.

Other matters reported at the meeting: -

- Permission had been granted for the reduction of two Lime trees to 6 metres in height at Fittocks House, 176 High Street. This was due to soil instability following the failure of the retaining wall at the front of the property.
- Resident, Richard Jackson, had kindly produced a positioning document in relation to the purchase and use of the URC. Mr Jackson was thanked by the Chairman. The document will be given further consideration at the July meeting.
- The Headteacher of Cheveley Primary School had registered her interest in being part of the management committee for the URC.
- Cllr Marvin thanked Cllrs Day, Gibson and Willows, and particularly Cllr Gibson's husband, for their help in distributing ECDC's community magazine to all households in North Ward. Most properties in South Ward had also received a copy, with more to be delivered over the coming days.

19/20/21 Reports from District and County Councillors (Written)

County Cllr Mathew Shuter reported the following: -

- Recycling Centres are all now open and running smoothly. Anyone with a van or trailer has to book a time-slot in advance.
- CCC will be managing local lockdowns going forward, although there has been a very low rate of coronavirus in the county.

District Cllr Alan Sharp reported the following: -

- The Walking, Cycling and Bus Routes consultation has now closed and the data is being analysed. ECDC has been given resources to improve safety and Cllr Sharp will look into this regarding the area at Little Green where there is no footpath.
- There had been a high number of planning application refusals being taken to appeal – five in the Woodditton Ward over the last week. This might indicate that developers are challenging ECDC's housing land supply.

20/20/21 Planning Applications & Planning Matters

- (a) 19/00767/OUM Home Office Bungalows, Little Green - outline planning application for residential development for circa 22 dwellings following demolition of 6 bungalows with all matters reserved except access. AMENDMENT: changes to the Masterplan and an amended Flood Risk Assessment – NOTED with no comments.
- (b) 20/00601/FUL 114 High Street – first floor extension to existing bungalow – NOTED with no comments.
- (c) 20/00594/FUL 71 Centre Drive, Newmarket – single-storey rear flat roof extension to match the depth of the neighbouring property – NOTED with no comments.
- (d) 20/00550/FUL 69 Duchess Drive, Newmarket – proposed alterations and additions to form garden room, en-suite and new dormer window to master bedroom and dining room, and alterations to existing external materials (change of description to be noted) – NOTED.
- (e) Appeal to the Secretary of State – 19/01058/FUL Brook Stud, two purpose-built container homes to serve the accommodations requirements of staff working at Brook Stud – NOTED with no comments.
- (f) Removal of trees and potential planning application at 217 High Street – trees had been cleared from the site and the roof of the dwelling had been removed and this had been reported to ECDC planning enforcement today. Cllr Hadlow had spoken to the resident and informed him that he would need planning permission to demolish the property, if this was his intention. The property is over 300 years old and it was agreed that it should be added to the Buildings of Local Interest Register. District Cllr Alan Sharp said that he would follow this up with the planning department and Conservation Officer tomorrow as a matter of urgency. It was also reported by a resident that a lot of vegetation on a strip of land running behind the local shop had been cut back.
- (g) Report on ECDC planning decisions & Tree Works Applications – no decisions or tree work applications received.

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

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
	(1) Twin Dots – website support Jun 20	DD	£50.40	£42.00
	(2) Staff costs May 20	SO	£1,483.05	
	(3) Salary adjustment	101284	£5.36	
	(4) Clerk expenses May 20	101284	£36.90	
	(5) Eon Street Lighting Jun 20	DD	£41.84	£39.85
	(6) McGregor Services – May 20	101285	£1,095.60	£913.00
	(7) ECDC Play area inspection May 20	DD	£30.00	£25.00
	(8) Green Cloud Hosting – Jun 20	DD	£47.88	£39.90
	(9) MHH – payroll services May 20	DD	£27.60	£23.00
	<u>Total payments for the month</u>		<u>£2,818.63</u>	

(b) To note monies received – none.

22/20/21 Administration.

(a) Asset inspections – all areas were allocated as per the previous year and Councillors were asked to complete the checks by the end of August.

23/20/21 Community/Community Groups

(a) Purchase of former URC building: -

1. Update on purchase process – report (written) from the Clerk – NOTED. The findings of the asbestos survey had still not been received. The Clerk will check with the school as to whether they have Public Liability Insurance in place regarding the car park. The building was first built as a barn and later used as a chapel and this will be clarified to the vendor's solicitor.
2. Report from KJ Architects re: survey of roof space – NOTED. Wood worm had been discovered in the roof space of the older part of the building. Cllr Marvin proposed to have a specialist survey of the area undertaken and had researched companies which might be able to carry this out (in one case, free of charge). It was agreed that Cllrs Elbow and Thomas and the Clerk will look into this further with a view to having a survey carried out as soon as possible.

(b) To consider resident request to cut back foliage/undergrowth on Public Rights of Way – it was AGREED to ask the PC's grounds maintenance contractors to cut back nettles and long grass on footpath numbers 1 and 2. Hedges and trees along the footpaths cannot be cut until after the bird-nesting season unless causing an obstruction.

(c) Covid-19 – update on current guidance in relation to PC business: -

- ECDC's Planning Committee had resumed site visits (with social distancing).
- The PC's website had been updated with the latest information from Public Health England.
- Recreation grounds – these may be allowed to fully open by mid-July. The PC may have to consider a cleaning schedule for the play equipment.

(d) Marie Curie request for donation – Cllr Fullerton proposed a donation of £100 and the proposal was seconded by Cllr Hadlow. Councillors voted 8 in favour and 1 against and the proposal was CARRIED.

24/20/21 Cemetery Matters

(a) Memorials – update on repairs: Mr John Mingay has inspected the memorials but a quotation for repairs has not yet been received. Both Hibbitts and Mildenhall Monumentals are still closed according to their websites.

Wildflower meadow – Cllr Hadlow will send a photo of the meadow to the Newmarket Journal.

25/20/21 Date of Next Meeting & Matters for Future Consideration.

14th July.

URC positioning document – Richard Jackson.
Management Committee of URC/Terms of Reference
Tree planting scheme (August)

The meeting was closed at 8:41pm

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.
- (7-9) LGA 1972, s.111