

Cheveley Parish Council
c/o 59 West Street, Isleham, Ely, Cambridgeshire, CB7 5SD.
Tel: 01638 780835

MINUTES

Cheveley Parish Council Full Council Meeting on
Tuesday 14th July 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 was also in attendance.

There were 3 members of the public present.
The meeting was opened at 7:35pm.

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).

26/20/21 Apologies and approvals for absence

District Cllr Amy Starkey and County Cllr Mathew Shuter had sent their apologies for the meeting.

27/20/21 Declarations of Pecuniary and Non-Pecuniary Interests

Cllr Hadlow declared a non-pecuniary interest in item 32/20/21(b) – planning application at Acorn Cottage, 1 Church Lane.

Cllr Day declared a non-pecuniary interest in item 32/20/21(a) – planning application at 68 Ashley Road, Newmarket.

28/20/21 Open Forum for Public Participation (10 mins)

None.

29/20/21 Approve Minutes of the meeting held on 9th June 2020 (to be signed at a later date). The minutes of the meeting held on 9th June were approved as a true record.

30/20/21 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. The mandate for the Nat West has now been updated – Cllrs Day, Elbrow, Gibson and Thomas are now signatories on the account. An update to the HSBC mandate is still in progress.
 2. 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.
 3. Work on the telephone boxes has been delayed as the handyman is currently on leave for personal reasons.
 4. Public Rights of Way numbers 1 & 2 – nettles and long grass were cut back by the PC's contractor week beginning 22nd June. At the meeting, Cllr Marvin said that responsibility for the maintenance of Public Rights of Way lies with landowners and not the PC. Although the PC had cut the paths, landowners should be reminded of their responsibilities.
 5. The Clerk attended the SLCC Cambs branch AGM on the 12th June. Topics included NALC advice on holding remote meetings, an update from ECDC on Test, Track & Trace in the county and updates from community partners Care Network & FreEly.
 6. In line with some relaxation in Covid 19 rules, Cllr Marvin has put out the tray and grills on the remaining barbecue outside the pavilion.
 7. Some errors on the history pages of the PC's website have been corrected. Councillors should please notify the Clerk if they spot other errors within these pages.
 8. SLCC membership fees - £142 CPC, £60 Stetchworth PC (to be agreed) and £55 Principal Membership fee to be paid by Clerk = £257.

Other matters reported at the meeting: -
See point 4 above.

31/20/21 Reports from District and County Councillors (Written)

District Cllr Alan Sharp reported the following: -

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- Cllr Sharp will put forward a motion at this week's Full Council meeting to ban the release of balloons and lanterns from ECDC land, and to contact Town and Parish Councils to ask them to do the same. Balloons and lanterns are extremely dangerous to wildlife, horses and cattle and Cllr Sharp had received several emails regarding this issue.
- Update on 217 High Street – see item 32/20/21(h) below.

32/20/21 Planning Applications & Planning Matters

- (a) 20/00704/FUL The Chines, 68 Ashley Road, Newmarket – proposed rear extension and associated internal alterations – NOTED no comments.
- (b) 20/00679/FUL Acorn Cottage, 1 Church Terrace – demolish existing rear single-storey extension and construct two-storey rear extension – NOTED. Cllr Hadlow proposed the following response: -
- The PC does not object to an extension but has reservations regarding the current design due to the effect on the Conservation Area in the location proposed. As raised by the Conservation Officer, the current proposal would be visible from Church Lane and would form a key focal point looking down the lane from St Mary's church. The design is not sympathetic to the integrity and appearance of the existing terrace or nearby buildings. The PC recommends modifications to the design so that the new build blends better and enhances the Conservation Area. The existing hedge along the eastern boundary should be protected because it provides some screening to surrounding properties.
- It was AGREED to send this response to ECDC.
- (c) 20/00716/FUL 108 Ashley Road, Newmarket – single-storey rear extension to form an annexe to existing dwelling – NOTED with no comments.
- The following two items were deferred to the end of the meeting.
- (d) PREAPP/00062/20 – CONFIDENTIAL: NOTED with no comments.
- (e) PREAPP/00075/20 – CONFIDENTIAL – NOTED. The PC would object to this application if it were to come forward as a full planning application.
- (f) 20/00583/RMA land rear of 19 Meadow Lane, Newmarket – reserved matters for landscaping for erection of 3 detached dwellings, garages and parking along with improved access approved under 15/01102/OUT – NOTED with no comments.
- (g) Appeal Decision: 19/01393/FUL 47a High Street – proposed single-storey two-bedroomed bungalow, single garage and access. **Appeal dismissed.** NOTED.
A member of the public thanked the PC for their support in objecting to this application.
- (h) Update on 217 High Street re: planning enforcement – District Cllr Alan Sharp said that a planning enforcement officer had been out to the site three times but had not managed to find anyone there to speak to. Work at the site seems to have stopped for now and an officer will be visiting again later this week. Cllr Fullerton asked if any action would be taken against the property owner for taking down trees during the nesting season. Cllr Sharp said that it would be difficult to prove that any nests were actually destroyed but that he would keep pushing for action on this.
- (i) Update on the Neighbourhood Plan – work is continuing on the Plan which is almost complete. Cllrs Day, Fullerton and Hadlow will meet together in a month's time to review and finalise it ready for submission to ECDC. Neighbourhood Plan referendums cannot take place until May 2021 due to the Coronavirus pandemic however, the aim is to continue with the PC's timeline in terms of submitting the Plan to ECDC in September/October this year. Cllr Fullerton proposed to carry out a further survey of residents regarding the final Neighbourhood Plan later this year and this was agreed in principle.
- (j) To note street trading licence application for mobile fish and chip vendor – NOTED. It was agreed to ask the PC's insurers to clarify the position on groups and traders using the recreation ground.
- (k) Report on ECDC planning decisions & Tree Works Applications – NOTED. The planning application at Site south of 122-124 Ashley Road for two stud workers' dwellings had been approved despite the PC's objection.

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33/20/21 Finance – Payments for consideration and approval this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Jul 20	DD	£50.40	£42.00
(2)	Staff costs Jun 20	SO	£1,483.05	
(3)	Salary adjustment	101287	£5.56	
(4)	Clerk expenses Jun 20	101287	£31.05	
(5)	HMRC PAYE/NIC Q1	101288	£930.53	
(6)	Eon Street Lighting Jul 20	DD	£40.49	£38.56
(7)	McGregor Services – Jun 20	101289	£1,387.20	£1,156.00
(8)	Green Cloud Hosting – Jul 20	DD	£47.88	£39.90
(9)	MHH – payroll services Jun 20	DD	£27.60	£23.00
(10)	AF Poole (Builders) – scaffold tower	101290	£420.00	£350.00
(11)	KJ Architects – measured survey	101291	£660.00	£550.00
(12)	Cartridge Save – cyan cartridge	101292	£21.67	£18.06
(13)	SLCC membership – see Clerk’s report	101293	£257.00	
(14)	Fields in Trust membership	DD	£65.00	
(15)	Marie Curie (donation)	101294	£100.00	
	Total payments for the month		£5,527.43	

Cheque number 101282 to Cartridge Save for £40.97 lost in post and replaced with cheque number 101286 on 19th June in liaison with Cllrs Day and Gibson.

- (b) To note monies received:
- Southgate of Newmarket £400 – burial fees.
 - ECDC £60 – refund of playground inspection fees March/April.
- NOTED.
- (c) To approve and sign the Annual Governance Statement for 2019/20 – approved. The Governance Statement will be signed by the Chairman and the Clerk at a later date.
- (d) To approve and sign the Annual Accounting Statements for 2019/20 – approved. The Accounting Statements will be signed by the Chairman at a later date.
- (e) Proposed Q1 accounts and bank reconciliation – AGREED. Copies of the bank statements had been sent to Cllr Marvin to be checked against the cash and investment report.

34/20/21 Community/Community Groups

- (a) Purchase of former URC building: -
1. Update on purchase process – report (written) from the Clerk – NOTED. The asbestos survey had now been received; no asbestos containing material had been identified in the building. The vendor has offered to contribute 50% of the cost of woodworm treatment in the chapel roof. The Clerk and Cllrs Elbrow and Thomas are negotiating for some of the contents to be left in the building – tables, chairs, curtains, light fittings. A further update was given at the meeting: the pews, lectern and organ will be removed shortly. Cllr Fullerton proposed that the PC purchases at least one of the pews to keep in the reception area as a reminder of the building’s history and this was agreed. The Clerk will put this to the vendor’s agent.
 2. To note measured survey from KJ Architects – NOTED.
 3. To note quotations to carry out survey and/or treatment of woodworm in roof space – NOTED. A decision on this will be deferred pending builders’ estimates for repairs and renovations.
 4. To note tender specification and procurement regulations re: repairs and renovations – NOTED. KJ Architects had sent the specification to four builders and tenders will be considered in August.
 5. Proposal to finalise contracts for the purchase and to transfer funds to the PC’s solicitor for release on completion – it was proposed by Cllr Hadlow that the PC confirms purchase of the building at the offer price of £149k, and to progress to signing of contracts subject to conditions. The proposal was seconded by Cllr Noble and AGREED. It was also AGREED to release funds for the purchase price to the PC’s solicitor ready for completion.
 6. Proposal to hold Extra-Ordinary meeting on Thursday 6th August to consider builders’ estimates – AGREED subject to Keith John’s availability to attend.
 7. To consider Terms of Reference for management committee – NOTED. Councillors were asked to put forward any suggested changes to the Clerk. The Terms of Reference will then be reconsidered at a future meeting.
 8. To consider positioning document submitted by Mr Richard Jackson (resident) – the Chairman thanked Mr Jackson for his work on this and the document was NOTED. Points raised by Mr

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Jackson included management of the repairs and renovations, future use and management of the hall and naming and marketing of the facility.

The Clerk advised Councillors that VAT may not be reclaimable on the repairs and renovations and that more information on this would be available at the next meeting.

- (b) Proposal to provide vouchers for Phoenix Cycle Works sessions to children from 8-16 years up to £500 in total (1 session = £8) – Cllr Elbrow proposed and Cllr Marvin seconded – AGREED. Cllrs Elbrow and Willows will have vouchers for distribution in South and North Wards and the scheme will be advertised on the PC's Facebook page and website, and in the Newmarket Journal. A member of Cheveley Sports Club also offered to promote the scheme.
It was also agreed to reconsider the bus pass scheme and to advertise this in time for the summer holidays.
- (c) Update on progress of LHI speed reduction work in North Ward – Cllrs Day, Gibson & Willows: the raised table on Ashley Road had been completed as well as some of the lining and signing work. The gateways and VAS removal should be completed shortly and Cllr Day will chase CCC on this.
- (d) To consider request for donation from MAGPAS Air Ambulance – Cllr Hadlow proposed a donation of £100 and the proposal was seconded by Cllr Noble and AGREED.
- (e) Covid-19 – update on current guidance in relation to PC business – none.

35/20/21 Cemetery Matters

- (a) Memorials – to consider quotation for repairs – a quotation from John Mingay for £400 was accepted and AGREED. The cost may rise by £150 if a hoist is required. Only one quotation had been obtained due to other stonemasons being closed due to the Coronavirus pandemic.
- (b) Report from the Clerk (written) on current availability of grave/memorial spaces – NOTED.
- (c) To consider request from non-resident to purchase a burial space alongside family members – this falls outside of the PC's policy. It was therefore proposed by Cllr Hadlow to offer the lady the opportunity to have her ashes interred into her mother's grave and the proposal was seconded by Cllr Thomas. Councillors voted 8 in favour and 1 against and the proposal was CARRIED. The matter will be discussed again at the next meeting if this is not acceptable.
- (d) Cycling – concerns had been raised by residents because children were riding bicycles up and down the path. It was agreed to put up a 'No Cycling' sign on the notice board to try to deter this.

36/20/21 Correspondence for information

- (a) Emails from residents re: wildflower meadow and cemetery – three residents had written in to compliment the PC on the attractiveness of the cemetery – NOTED.
- (b) Planning Inspectorate re: postponement of inquiry into closure of Weatherby Crossing to September, and relating correspondence from Matt Hancock MP – NOTED.

37/20/21 Complaints against the Parish Council

- (a) To consider complaint from two residents made regarding a conversation held after the PC meeting held on 10th March 2020 – it had been agreed in April that this matter would be discussed at the next meeting to be held in the Community Room rather than via an online meeting platform. This item was therefore deferred to a future meeting.

38/20/21 Date of Next Meeting & Matters for Future Consideration.

Extra-Ordinary Meeting – date to be agreed.
Ordinary Meeting 11th August.

The meeting was adjourned at 9:30pm and re-opened at 9:45pm to consider confidential items 32/20/21 (d) and (e).

The meeting was closed at 9:50pm

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Statutory powers relating to this month's payments:

- (1) LGA 1972, s.142.
- (2-5) 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.
- (8-9) LGA 1972, s.111.
- (10-11) LGA 1972, s.133.
- (12-13) LGA 1972, s.111.
- (14) Public Health Act 1936, s.87 – England.
- (15) LGA 1972, s.137.

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