

**Cheveley Parish Council**  
c/o 59 West Street, Isleham, Ely, Cambridgeshire, CB7 5SD

**MINUTES**

Cheveley Parish Council Full Council Meeting on  
**Tuesday 11<sup>th</sup> August 2020 at 7.30pm**  
held online via Zoom meeting platform.

**Present:** Alison Day, Claire Elbrow (Chairman), 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 no 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).

**44/20/21 Apologies and approvals for absence**  
Cllr Richard Fullerton (personal).

**45/20/21 Declarations of Pecuniary and Non-Pecuniary Interests**  
Cllrs Hadlow and Noble declared a non-pecuniary interest in item 54/20/21 Cemetery Matters – both Councillors' property is adjacent to the cemetery.

**46/20/21 Open Forum for Public Participation (10 mins)**  
None.

**47/20/21 Approve Minutes of the meeting held on 14<sup>th</sup> July 2020 (to be signed at a later date).**  
The minutes of the meeting held on 14<sup>th</sup> July were approved as true record.

**48/20/21 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. 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.
  3. Work on the telephone boxes should be started shortly now that the handyman has returned to work. UPDATE: work had now started on the telephone box at Pump Green.
  4. The Annual Governance and Accountability Return (AGAR) for 2019-20 was submitted to PKF Littlejohn before the deadline of 31<sup>st</sup> July. Sections 1 and 2 of the AGAR are displayed on the PC's website and notice boards in order to satisfy legislation regarding the right of members of the public to inspect the unaudited accounts.
  5. Phoenix Cycle Works – all vouchers had been given away within a short time of advertising on Facebook and the website.
  6. Cllr Thomas had walked the Public Rights of Way and had reported that there were no issues.
  7. Fields in Trust have written to confirm the PC's Direct Debit for membership fees and to thank the PC for its support.

Other matters reported at the meeting: -

- There are 3 vouchers left for Phoenix Cycle Works and these will be given out in North Ward.
- It was confirmed that only one pew was to be purchased and retained in the former URC building.

- (b) Insurance – to note reply from the PC's insurers re: public liability insurance – NOTED. Copies of Public Liability Insurance certificates of groups regularly using the recreation ground will be obtained. A copy of the fish and chip vendor's insurance had not yet been received and this will be followed up by the Clerk.

**49/20/21 Reports from District and County Councillors (Written)**

District Cllr Alan Sharp reported the following: -

- Results from the Bus Services, Cycling and Walking Routes Survey are still awaited due to officers being diverted to work on Covid-19 services.
- Full Council had voted unanimously to ban the release of lanterns from all ECDC-owned land. Town and Parish Councils and other organisations will shortly be asked to do the same. (County Cllr Mathew Shuter said he would put the same motion forward at a future County Council meeting).

- There are currently approximately 10 planning appeals in progress in Woodditton Ward including an appeal against the refusal of the holiday park development in Ashley.
- Waste recycling depot in Newmarket – there are issues around cross-county funding of this site if it were to re-open, as it is in West Suffolk Council's area. However, residents of East Cambs District Council (ECDC) would also use it but with ECDC unable to make a financial contribution to help run and maintain the site.

County Cllr Mathew Shuter reported the following: -

- Speeding on Duchess Drive – a resident had complained to Cllr Shuter about this. Cllr Day gave an update on speed reduction measures currently being implemented in the whole of North Ward, including Duchess Drive.
- Recycling Centres – these are now running on an appointment only basis so that social distancing can be maintained.
- Weatherby Crossing Inquiry – this has been delayed due to the coronavirus pandemic.
- Covid-19 – there is a very low number of cases in Cambridgeshire. Track and Trace across the County is working well with a tracking success rate of over 80%. This is now operating from a local level which is proving much more effective.

Cllr Shuter left the meeting.

#### 50/20/21 Planning Applications & Planning Matters

- (a) 20/00825/DEM Side Hill Stud, Ashley Road, Newmarket – demolition of redundant/derelict building – NOTED with no comments.
- (b) PREAPP/00094/20 – CONFIDENTIAL: this item was deferred to the end of the meeting.
- (c) Report on ECDC planning decisions & Tree Works Applications – NOTED.

#### 51/20/21 Finance – Payments for consideration and approval this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Aug 20	DD	£50.40	£42.00
(2)	Staff costs Jul 20	SO	£1,483.05	
(3)	Clerk expenses Jul 20	101296	£50.85	
(4)	Eon Street Lighting Aug 20	DD	£41.84	£39.85
(5)	McGregor Services – Jul 20	101297	£717.60	£598.00
(6)	ECDC play area inspection – Jul 20	DD	£30.00	£25.00
(7)	Green Cloud Hosting – Aug 20	DD	£47.88	£39.90
(8)	MHH – payroll services Jul 20	DD	£27.60	£23.00
(9)	ICO – data protection renewal fee	DD	£40.00	
(10)	BT – telephone/internet Jul-Oct 20	DD	£71.97	
(11)	LGS Services – internal audit	101298	£186.00	£155.00
(12)	Cartridge Save – black cartridge	101299	£46.31	£38.59
(13)	KJ Architects - tenders & documents	101300	£3,144.99	£2,620.83
(14)	MAGPAS – donation	101301	£100.00	
(15)	Fenland Leisure – play equip. repairs	101302	£2,410.35	£2,008.63
	<b>Total payments for the month</b>		<b>£8,448.84</b>	

Cheque no. 101295 void due to an error when writing.

- (b) To note monies received: none.

#### 52/20/21 Administration

- (a) To consider increase in working from home payments – this item was considered by the Chairman to be confidential and therefore deferred to the end of the meeting.
- (b) To note internal auditor's report for the year ended 31<sup>st</sup> March 2020 – NOTED.

#### 53/20/21 Community/Community Groups

- (a) Purchase of former URC building: -
1. Update on purchase process – report (written) from the Clerk. – NOTED. The vendor had accepted the terms of sale put forward by the PC and the purchase process is continuing.
  2. Report (verbal) from Extra-Ordinary Meeting, Thursday 6<sup>th</sup> August – the PC had agreed to appoint A Poole Builders whose tender was the lowest and who had been recommended by Keith Johns of KJ Architects. It had also been agreed to appoint Mr Johns to oversee the project. Funding options will now be investigated and applications made.
  3. Tenders for repairs and renovations – three tenders had been received and discussed confidentially at the Extra-Ordinary Meeting held on 6<sup>th</sup> August. Please refer to the minutes of

that meeting for more details. In response to the query regarding the cost of repairing the retaining wall, Mr Johns had responded to say he had discussed this at length with the contractor who had confirmed the price quoted and method of construction. A contingency would be in place for any unexpected expense which cannot be foreseen. The Chairman thanked Mr Johns for the work he had put into this process.

4. Purchase contract for signing – it was agreed to allow time for Councillors to read through the contract before signing as it had only been circulated on the day of the meeting. Any comments should be made to the Clerk before this Friday and the contract will then be signed early the following week and sent back to the solicitor – AGREED. A completion date of 31<sup>st</sup> August will be put forward – AGREED.
5. Financial report (written) re: finances relating to repairs and renovations- NOTED. It was agreed to look at funding options before considering a loan to fund the project. Cllr Elbow and the Clerk will begin this process next week with a view to calling on interested residents for help if multiple applications are required.
6. To consider updated Terms of Reference for management committee – considered and AGREED. It is hoped that a meeting with residents who have expressed an interest in running and managing the hall can be arranged for late August, early September. It was proposed by Cllr Hadlow that the building be called Cheveley Parish Hall and the proposal was seconded by Cllr Elbow and agreed by all. The management team will be known as Cheveley Parish Hall Management Team.

- (b) Update on North Ward speed reduction measures – Cllr Day said that some of the new measures had still not been implemented and that this had led to some negative feedback on the scheme from residents. However, once the scheme is completed and the Moveable Vehicle Activated Signs (MVAS) are in place, this should have a significant impact on driver behaviour and speeding. Cllr Day is chasing the Highways Department to complete the work.

Cllr Marvin said that a new Dutch-style roundabout had been installed near the hospital in Cambridge, the first of its kind in the UK. More information is available on the PC's website.

- (c) Covid-19 – update on current guidance in relation to PC business – local councils are still being strongly advised to keep meetings online.

#### **54/20/21 Cemetery Matters**

- (a) To consider update of cemetery regulations – following a request from a non-resident asking to purchase a grave space in the cemetery, it was proposed by Cllr Hadlow to update the cemetery regulations to allow those with a qualifying connection to the parish to be permitted to be interred in the cemetery at the discretion of the PC. A qualifying connection is being born, baptised or married in the parish, or having an immediate family member (parent, son or daughter) interred in the cemetery. Non-residents will be charged three times the rate of residents in line with standard practice across the country. The proposal was seconded by Cllr Elbow and Councillors voted unanimously in favour – CARRIED.

Cllr Marvin raised the issue of increased planting in graves since the cemetery is designated as a lawn cemetery. This situation will be monitored.

- (b) To consider response re: purchase of burial space for non-resident (JUL 20: 35/20/21(c)) – under the new cemetery regulations, it was AGREED to allow the purchase of a grave space given the applicant's qualifying connection to the parish.
- (c) Preparation of wildflower meadow (phase 2) – control of weeds and rotovating – it was agreed to have the second part of the meadow sprayed off within the next two weeks and rotavated about a month later. The Garden of Rest area will also be sprayed for weeds and the existing part of the wildflower meadow will be cut in early autumn.

#### **55/20/21 Correspondence for information**

- (a) Extinction Rebellion re: management of verges in relation to biodiversity – NOTED.
- (b) Resident re: replacement of gravestone. (To be dealt with by the Parochial Church Council) – NOTED.
- (c) Marie Curie re: thanks for donation – NOTED.

#### **56/20/21 Date of Next Meeting & Matters for Future Consideration.** 8<sup>th</sup> September.

**Motion to exclude members of the public and press in respect of confidential information which is prejudicial to the public interest – RESOLVED.**

District Cllr Alan Sharp left the meeting.

The Chairman returned to items 50/20/21 (b) – Pre-application and 52/20/21 (a) Working from Home Payments.

- 50/20/21** PREAPP/00094/20 – it was agreed that the PC would object to this if it were to come forward as a full planning application. Cllr James Hadlow will put together a response to forward to the Planning Officer.  
(b)
- 52/20/21** To consider increase in working from home payments – it was agreed to consider this when undertaking the Clerk's appraisal in September.  
(a)

The meeting was closed at 9.11pm.

Statutory powers relating to this month's payments:

- (1) 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) LGA 1972, s.137
- (15) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6);