

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

MINUTES

Cheveley Parish Council Full Council Meeting on
Tuesday 8th September 2020 at 7.30pm
held online via Zoom meeting platform.

Present: 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 2 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).

57/20/21 Apologies and approvals for absence
Cllr Alison Day (personal).

58/20/21 Declarations of Pecuniary and Non-Pecuniary Interests
Cllr James Hadlow declared a non-pecuniary interest in item 66/20/21(d) – purchase of two Christmas trees for the Christmas Tree Festival as he is a church warden.
Cllr Hadlow also declared a non-pecuniary interest in item 66/20/21(e) – purchase of a light shield on Church Lane as he lives near to the light.

59/20/21 Open Forum for Public Participation (10 mins)
None.

60/20/21 Approve Minutes (to be signed at a later date).
(a) To approve the minutes of the Extra-Ordinary meeting held on 6th August 2020 – approved as a true record.
(b) To approve the minutes of the Ordinary meeting held on 11th August 2020 – approved as a true record with the following amendments: -
Item 48/20/21 Matters Arising – ‘Other matters reported at the meeting’ added: *It was confirmed that only one pew was to be purchased and retained in the former URC building.*

61/20/21 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 both telephone boxes has been completed and the books can be returned – Cllr Fullerton to update further.
4. Cemetery regulations update – memorial contractors and undertakers have been sent the new regulations and the PC’s website has been updated. The new regulations will also be posted on the notice board in the cemetery.
5. The public enquiry into the Weatherby Crossing Public Right of Way (postponed from 28th July) will now open at 10am on 14th October.
6. This year’s payment from CCC for verge cutting has not yet been received and this is being followed up.

Other matters reported at the meeting: -

- Cllr Fullerton expressed his disappointment that only one pew had been purchased to be retained in the former URC building.
- 7. Book exchanges at Pump Green and Broomstick Corner – both have been painted inside and out. Cllr Marvin thanked Ridgeon’s for donating a much-needed shelf for the Broomstick Corner book exchange and resident Dave Joyner for installing the shelf. Thanks also to Cllr Fullerton who hauled all the books in and out of the exchanges. The Chairman thanked Cllr Marvin for her work on this project moving, sorting and returning books.
- Access Protection Markings, Spurling Close/Somerset Court – at a meeting between Cllr Marvin and CCC Highways, it was agreed that all dropped kerbs at driveways and pedestrian access

routes would be marked, which would ease residents' access around the area. The work will be carried out when other similar work is done in the area to reduce the cost to the PC. Following on from this visit, Cllr Marvin and the Highways officer also visited Oak Lane where residents have requested a speed limit reduction. A Local Highways Improvement grant application is in progress and will be submitted shortly.

- Cllr Hadlow had met with a resident and her daughter to discuss biodiversity projects they would like to implement in the parish. They will start with bird/bat boxes in the recreation ground and cemetery, and planters under the Cheveley village signs which can be adopted by groups of youngsters and planted with wildlife friendly plants. Cllr Hadlow will oversee these. They will also be able to get involved with sowing the second half of the wildflower meadow in the cemetery.

62/20/21 Reports from District and County Councillors (Written)

District Cllr Alan Sharp reported the following: -

- Government White Paper on Planning – Richard Kay (Strategic Planning Manager) is due to give a briefing to District Councillors (DCs) on what this means for planning in the future.
- The results of the Walking, Cycling and Bus Services Review will be presented to DCs this week – more information to follow.
- ECDC's Equality, Diversity and Inclusion Policy will be discussed by the Finance & Assets Committee this month – more information to follow.
- 217 High Street – Planning Enforcement have said that a prosecution cannot be brought against the owner of this property following removal of several trees during the bird nesting season because of a lack of evidence. Cllr Fullerton will investigate further and update at the next meeting.
- Cllr Fullerton stated that the manhole cover at the junction of High Street and Park Road gets lifted up when there is heavy rain. This had been reported to Highways who had inspected the cover and concluded that no further action was necessary. However, although the cover is intact, a heavier one is needed to prevent the problem recurring each time it rains heavily. Cllr Fullerton will follow this up. Cllr Sharp will report this to County Cllr Shuter.

63/20/21 Planning Applications & Planning Matters

- (a) 20/01031/FUL Post Office & Stores, 213 High Street – change of use of first floor to residential – retrospective – NOTED with no comments.
- (b) PREAPP/00105/20 – CONFIDENTIAL. This item was deferred to the end of the meeting.
- (c) 19/01142/DISA Glebe House, High Street – to discharge conditions 3 (sample panel), 4 (external & internal mortar/plaster/render), 5 (sash windows & French doors) and 7 (roof lantern) of decision dated 31.12.2019. Erection of a single-storey rear extension to form garden room together with minor internal and external alterations – NOTED with no comments.
- (d) Appeal decision: 19/01058/FUL Brook Stud, High Street – two purpose-built container homes to serve the accommodation requirements of staff working at Brook Stud. **Appeal dismissed.** NOTED.
- (e) Update on the Neighbourhood Plan – the draft has been finalised and is being checked before being submitted to ECDC. Once the Plan is lodged with ECDC it has to be acknowledged by Planning Officers in the event that a planning application is submitted for a large development. It is planned to hold a referendum on the Plan in May 2021.
- (f) Report on ECDC planning decisions & Tree Works Applications – none received

64/20/21 Finance – Payments for consideration and approval this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Sep 20	DD	£50.40	£42.00
(2)	Staff costs Aug 20	SO	£1,483.05	
(3)	Clerk expenses Aug 20	101304	£42.75	
(4)	Eon Street Lighting Sep 20	DD	£41.84	£39.85
(5)	McGregor Services – Aug 20	101305	£612.00	£510.00
(6)	ECDC play area inspection – Aug 20	DD	£30.00	£25.00
(7)	Green Cloud Hosting – Sep 20	DD	£47.88	£39.90
(8)	MHH – payroll services Aug 20	DD	£27.60	£23.00
(9)	Witham Oil & Paint (telephone boxes)	101306	£64.49	£53.74
(10)	Eurooffice – paper/stationery	101307	£37.10	£30.92
(11)	Petty Cash top-up	101308	£240.79	
(12)	Twin Dots – website hosting 2020/21	101309	£84.00	£70.00
(13)	KJ Architects – stage D & RIBA	101310	£574.80	£479.00
(14)	United Reform Church – pew	101311	£61.00	
	Total payments for the month		£3,397.70	

Cheque no. 101503 had been written to Fairhurst, Menuhin & Company for £151,240.80 for the purchase of the former URC building, solicitor's fees and searches – AGREED at a previous meeting (JUL: 34/20/21(a)(5)).

An underpayment to HMRC for NIC contributions had been identified. It was therefore AGREED to raise cheque no. 101313 for £721.73 in order to pay the outstanding amount as soon as possible. Cheque no. 101312 is void due to a writing error.

(b) To note monies received:

- Stetchworth Parish Council (Clerk's SLCC membership) - £60.00.
- Marilyn Strand (Clerk's SLCC membership) - £55.00.
- DAC Beachcroft Claims Solutions Group (recreation ground wall damage) - £1,856.38.
- ECDC Covid-19 Business Grant - £10,000 (see Clerk's report for more details).

NOTED.

65/20/21 Administration

(a) Asset inspections – this item was deferred to the October meeting.

(b) To consider quotations for the PC's insurance (renewal due 1st October 2020) – quotations were considered from three insurance providers including the PC's current provider. It was proposed by Cllr Elbrow to accept the quotation from BHIB Councils for £1,251.12 for one year and this was AGREED.

(c) Invitation to the Ellesmere Centre AGM, Wednesday 23rd September, 7pm at the Centre – Cllrs Elbrow and Fullerton will attend.

(d) To consider membership of Cambridgeshire ACRE – cost, £57.00. Cllr Elbrow proposed that the PC renew its membership of Cambs ACRE in light of the purchase of the former URC building. The proposal was seconded by Cllr Hadlow. Councillors voted 6 in favour and 2 against and the proposal was CARRIED.

66/20/21 Community/Community Groups

(a) Purchase of former URC building: -

1. Update on purchase process – report (written) from the Clerk – NOTED. A meeting will be held this Friday at the URC so that members of the Management Team can be shown around. Interested Councillors are also welcome to attend. A pre-contract meeting between the architect, builder and PC will be held immediately afterwards and Cllrs Elbrow and Thomas and the Clerk will attend this. Matters regarding colour of render, windows etc. will be discussed with the architect. Exchange of contracts is due to take place next week with completion two weeks later. The school is unable to vacate the car park and use the recreation ground instead for the duration of the building works and the builder will be informed of this. The PC will require copies of the school's risk assessments for children using the car park to access school.
2. Financial report (written) re: finances relating to repairs and renovations – NOTED.
3. To consider methods of funding for renovation project – report from the Clerk NOTED. There are one or two funders which might be appropriate for this project however, many funders are only giving money to Covid-19 recovery related projects at present. It was agreed to draft a letter to studs and other employers in the area to ask for donations; Cllr Thomas will draft this.

4. Update from meeting of Management Team, Thursday 3rd September – the meeting had been very positive. Four residents at the meeting are interested in being on the team and a fifth, who couldn't make the meeting for personal reasons, is also interested. Cllrs Elbrow and Thomas are interested in being PC representatives on the Team.
5. To consider draft Business Plan – Cllr Elbrow – this is more a Statement of Intent at this stage. Councillors should email Cllr Elbrow by this Friday with any comments, amendments or suggestions so that the document can be finalised and used in funding applications.
6. To note information from the PC's solicitor re: lease of car park to CCC – CONFIDENTIAL: This item was deferred to the end of the meeting.

(b) Update on North Ward speed reduction measures – Cllrs Day and Willows had met with a representative from CCC today to discuss what needs to be completed and where the Movable Vehicle Activated Signs could be placed. Cllr Willows updated members at the meeting that it might also be possible to have yellow lines painted on McCalmont Way near the junction with Ashley Road to prevent vehicles parking too close to this junction.

Cllr Elbrow said that the 'Welcome to Newmarket' signs on the new gateways on Ashley Road gave a false impression that you are entering Newmarket at that point when, in fact, you are still in Cheveley parish. However, it was stated by Cllrs Day, Gibson and Willows that those living in Ashley Road consider themselves as living in Newmarket, with Newmarket addresses, despite the road being part of the parish of Cheveley. It was suggested that the new signs should simply say 'slow down' but it was agreed that they would remain as they are.

(c) To consider wreath and donation to the Royal British Legion for Remembrance Sunday – it was AGREED to make a donation of £100 which includes purchase of a wreath.

(d) To consider purchase of two Christmas trees for St Mary's Christmas Tree Festival 2020 – it was proposed by Cllr Fullerton to purchase trees up to a value of £200. Councillors voted 7 in favour and 1 against and the proposal was CARRIED.

(e) To consider request from resident for a shield for street light on Church Lane – cost £70.00 +VAT – AGREED.

(f) Covid-19 – update on current guidance in relation to PC business – none.

67/20/21 Correspondence for information

(a) MAGPAS re: thank you for donation – NOTED.

(b) Anglian Water re: strategic water network programme – NOTED.

68/20/21 Date of Next Meeting & Matters for Future Consideration.

13th October.

Budget.

The meeting was adjourned at 9:15pm, pending consideration of confidential items, to allow residents to remain in attendance for the meeting of Cheveley Pavilion and Recreation Ground Charity which is held immediately following the PC meeting.

The meeting was re-opened at 9:29pm and confidential items were considered without the public in attendance.

63/20/21 PREAPP/00105/20 – CONFIDENTIAL.

It was agreed that the PC would object to this if it were to come forward as a full planning application. The PC's response and comments will be sent to the planning officer.

66/20/21 Purchase of former URC building: -

(a)(6) 6. To note information from the PC's solicitor re: lease of car park to CCC – NOTED.

The meeting was closed at 9:48pm.

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.
- (6-11) LGA 1972, s.111.
- (12) LGA 1972, s.142.
- (13-14) LGA 1972, s.133

