

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

**MINUTES**

Cheveley Parish Council Full Council Meeting on  
**Tuesday 13<sup>th</sup> October 2020 at 7.30pm**  
held online via Zoom meeting platform.

**Present:** Claire Elbrow (Chairman), Alison Day, 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 7:30pm.

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).

**74/20/21 Apologies and approvals for absence**  
None.

**75/20/21 Declarations of Pecuniary and Non-Pecuniary Interests**  
Cllr Hadlow declared a non-pecuniary interest in item 84/20/21(b) Cemetery Tree Works (lives next door to the cemetery).

**76/20/21 Open Forum for Public Participation (10 mins)**  
Ten-year-old Matilda Malagueira-Cockman, a pupil at Cheveley Primary School and resident of the parish, presented Councillors with her idea to improve the parish with planters in various locations. Matilda said that 6 half barrel planters would be needed initially and these would be placed at various locations around the parish. The cost of the barrels, compost and plants (pansies for the winter) would be around £220.00 which the PC was asked to fund to get the project started. In future, local businesses would be asked for donations of spare plants to keep the project going. Matilda had already gathered together some volunteers to help with planting and watering. In addition, bat boxes and nesting boxes had been made by resident Alan Seager and donated free to the project. It was hoped that planting could get underway in the half term holiday.  
Councillors agreed that this is a great opportunity for children to get involved, get outside, take pride in their community and connect with nature, and they thanked Matilda for all the work that had gone into researching and preparing this.

**77/20/21 Approve Minutes (to be signed at a later date).**

- (a) To approve minutes of the Ordinary meeting held on 8<sup>th</sup> September 2020 – approved as a true record with the following amendments: -  
Item 62/20/21 final bullet point: '**Cllr Fullerton stated that the** manhole cover at the junction of High Street and Park Road ~~—cover~~ gets lifted up when there is heavy rain.....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**’.  
Item 66/20/21 (b) '**Cllr Willows updated members** that it might also be possible to have yellow lines....’
- (b) To approve minutes of the Extra-Ordinary meeting held on 6<sup>th</sup> October 2020 – approved as a true record with the following amendments: -  
Meeting date: ~~Thursday~~ **Tuesday** 6<sup>th</sup> October.  
Item 72/20/21 (d) Cllr Elbrow proposed to take out a loan for £120,000 which would cover all building costs covered by the tender....as well as the cost of **potential extras** such as the kitchen.....’

**78/20/21 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 – Hands, Face, Space campaign pictures have also been added.
  3. This year's payment from CCC for verge cutting has now been received.

4. The PC's Local Highways Improvement application for a speed limit reduction/entrance gates on Oak Lane was submitted on 15<sup>th</sup> September and an acknowledgement has been received.
5. Insurance – the PC's policy has been renewed with BHIB and the URC building and contents has been added.
6. The shield for street light PC01 on Church Lane was fitted by K&M Lighting Services on 30<sup>th</sup> September.
7. Mr Roger Evans (handyman) has provided an updated certificate of public liability insurance which runs until 13<sup>th</sup> September 2021.
8. The Clerk attended the SLCC branch meeting (held online) on 2<sup>nd</sup> October. The guest speaker was Julian Ayres of South Cambs District Council who spoke about the Lifeline for the Elderly scheme.
9. The PC's website needed to be updated to comply with Accessibility Regulations and the deadline for this was 23<sup>rd</sup> September 2020. Unfortunately, the deadline was not met however, Twin Dots were instructed (under the Clerk's delegated powers and in liaison with Cllrs Elbrow and Thomas) to update the website which is now compliant. (See item 82/20/21(c) below.)
10. The PC's thanks go to Janice, Shirley and Ken in North Ward who organised and carried out their own Autumn litter pick, something which they regularly do.

Other matters reported at the meeting: -

- Notice board on Meadow Lane – the door has been blown back on itself by the wind and needs to be repaired.
- Sunflower competition winners – the competition was judged by height and the winners were: Sophie and Samuel Fitsall (aged 12 and 9) in the junior section and Jane Rabagliati in the adult section. Cllr Brent Noble will fund vouchers from a local business for the winners.

- (b) Report (verbal) from Ellesmere Centre AGM – Cllr Fullerton said that it had been well worth attending this meeting to get an idea of how the Trustees organise and run the Ellesmere Centre. Although the Centre is much bigger than Cheveley's newly acquired Parish Hall, there were some very useful pieces of information gleaned which could be applied in Cheveley.

#### **79/20/21 Reports from District and County Councillors (Written)**

District Cllr Alan Sharp reported the following: -

- The Combined Authority for Cambridgeshire & Peterborough is to trial Demand Responsive Transport which might suit rural areas where is no bus route. However, at present, there is no funding available to roll this out in East Cambridgeshire.
- Consultations are underway on ECDC's Equality & Diversity Policy and its Supplementary Planning Document covering 'climate change'.
- Drain cover on High Street – both Cllr Sharp and Cllr Fullerton had spoken to Bob Rossiter at Highways regarding the drain cover which lifts under heavy rainfall. Cllr Sharp will follow this up again by email tomorrow to find out what action is going to be taken to resolve this issue.
- Cllr Day said that blocked drains in Ashley Road, Centre Drive and Duchess Drive had been reported to Highways in July but they had still not been cleared. Cllr Sharp will follow this up with Highways.

#### **80/20/21 Planning Applications & Planning Matters**

- (a) 20/01236/TRE 3 Church Lane – T1: Thuja plicata: reduce lateral branches overhanging boundary line back to the boundary line, reducing by 2.5m or to suitable pruning points where possible, leaving large main scaffold limb in situ – NOTED. The PC, which owns the tree, has some concerns over the proposed work and will put forward the following comments to the Trees Officer: -

- Cheveley Parish council has concerns over the proposed scale in reduction of the canopy. Trimming 2.5m on one side (the west facing side overhanging 3 Church Lane) would potentially leave the tree unbalanced and harm its overall visual appearance. We therefore object to the proposed reduction of 2.5m. We would however, permit a light trim of up to 50cm on the west facing side on the condition that both adjacent sides (north and south facing) are also trimmed to the same degree so as to balance the tree and retain its natural appearance. This should be carried out at the same time by a qualified tree surgeon.

AGREED.

- (b) 20/01159/7/FUL 93 Duchess Drive, Newmarket – demolish existing property and construct replacement dwelling – NOTED with the following comments: -
- From previous applications on this site which have been turned down or withdrawn, it is believed the applicant now hopes, in demolishing and rebuilding the existing dwelling, to create access onto adjacent land for further development in the future. The Parish Council believes this would

be detrimental to the area, particularly given the number of additional vehicles entering and exiting from this location onto Duchess Drive and therefore objects to this application.

AGREED.

- (c) 20/01123/FUL 9 Newmarket Road – replacement of old conservatory/orangery – NOTED with no comments.
- (d) Update on 217 High Street – Cllr Fullerton is continuing to investigate the possibility of bringing a prosecution against the property owner for the destruction of the trees, and is looking for a legal precedence for this. An update will be given at the November meeting.
- (e) Report on ECDC planning decisions & Tree Works Applications – NOTED.
- (f) Government White Paper on Planning for the Future – the proposals set out in the Paper would have a far-reaching effect on the way that planning applications are determined in future, and on the PC's role in the planning process. It was agreed to approach neighbouring parishes to determine whether a joint response could be made to this consultation and Cllr Fullerton will contact them.

**81/20/21 Finance** – Payments for consideration and approval this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Oct 20	DD	£50.40	£42.00
(2)	Staff costs Sep 20	SO	£1,483.05	
(3)	HMRC – PAYE/NIC Q2	101314	£933.33	
(4)	Clerk expenses Sep 20	101315	£59.40	
(5)	Eon Street Lighting Oct 20	DD	£40.49	£38.56
(6)	McGregor Services – Sep 20	101316	£1,153.20	£961.00
(7)	ECDC play area inspection – Sep 20	DD	£30.00	£25.00
(8)	Green Cloud Hosting – Oct 20	DD	£47.88	£39.90
(9)	MHH – payroll services Sep 20	DD	£27.60	£23.00
(10)	BHIB Ins. premium 2020-21	101317	£1,251.12	
(11)	BHIB Ins. premium 2020-21 – Parish Hall	101318	£517.44	
(12)	SLCC – National Conference (online)	101319	£30.00	£25.00
(13)	Rialtas – financial software support (annual)	101320	£148.80	£124.00
(14)	Cambridgeshire ACRE – subscription	101321	£57.00	
(15)	Cartridge Save – printer cartridges	101322	£87.08	£72.57
(16)	Roger Evans – telephone boxes & sign	101323	£475.00	
(17)	KJ Architects – work stage E completed.	101324	£960.00	£800.00
(18)	K&M Lighting Services – light shield	101325	£78.00	£65.00
(19)	Phoenix Cycleworks – vouchers	101326	£352.00	
(20)	Christmas Trees	101327	£200.00	
(21)	Royal British Legion – Remembrance Day	101328	£100.00	
(22)	Twin Dots – website accessibility	101329	£302.40	£252.00
(23)	ECDC – planning application, Parish Hall	101330	£231.00	
	<b><u>Total payments for the month</u></b>		<b><u>£8,615.19</u></b>	

- (b) To note monies received:
  - ECDC – precept 2 of 2 £40,000.00.
  - CCC re: verge cutting contribution - £473.83.
 NOTED.
- (c) Proposed Q2 accounts and bank reconciliation – NOTED. Queries raised were clarified by the Clerk and will be corrected as necessary.

**82/20/21 Administration**

- (a) Asset inspections – this item was deferred to the next meeting.
- (b) Draft Budget 2021-22 – NOTED. Councillors were asked to send comments to the Clerk so that a second draft can be presented at the next meeting.

It was proposed by Cllr Hadlow that £28,000 be transferred from the PC's General Reserve into the Earmarked Reserve for 'Future Projects' (Cheveley Parish Hall repairs and renovations). The proposal was seconded by Cllr Noble and AGREED.

- (c) Website accessibility – Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 – Twin Dots had tested the PC’s website against the accessibility criteria set out in the Regulations and made updates as necessary. All future posts and documents uploaded to the website must comply with the new regulations.

### **83/20/21 Community/Community Groups**

- (a) Purchase of former URC building: - the building is now known as Cheveley Parish Hall.
1. Completion of purchase – report from the Clerk (written) and final completion statement – NOTED. Fire & Safety Solutions Ltd will be asked to look at the fire alarm as soon as possible as this is currently preventing the electricity from being switched back on.
  2. Report (verbal) from Extra-Ordinary Meeting, 6<sup>th</sup> October – the Clerk reported the decisions made at this meeting. It was agreed that the PC will use s106 funds (Community Facilities) to fund the repairs and renovations of the Parish Hall, as set out in the financial report presented at the meeting on the 6<sup>th</sup> October.
  3. Community funding – it was agreed to delegate this to the Management Team.
  4. Update on repairs and renovations project – Keith Johns had provided quotations to replace the kitchen, install a new heating system, provide an automatic entry system for disabled access on the main doors and install a security system. It was agreed to defer discussion of these to the Management Team (see item 5).
  5. Proposal to formalise Management Team members and arrange first meeting – the Team will be made up of the following members: Rowena Berridge, Chris Emmerson, Jaquilyn Hascombe-Brook, Richard Jackson and Phil Nutt (residents) and Cllrs Claire Elbrow and Sallie Thomas as PC representatives. It was agreed that one of the first matters that should be investigated by the Management Team are the ‘extras’ to the repairs and renovations contract as listed in item 4.

During this item, Cllr Thomas took the Chair whilst Cllr Elbrow was experiencing technical difficulties. Cllr Elbrow resumed the Chair once these issues had been resolved

- (b) Update on North Ward speed reduction measures – Cllr Day said that most of the work had now been completed. Regarding the Moveable Vehicle Activated Sign (MVAS) – this will require a volunteer to move the unit around the parish for maximum effect on speeding vehicles. District Cllr Sharp will put Cllr Day in touch with the volunteers who move similar signs in a neighbouring parish to find out what is involved.
- (c) PC Newsletter – it was agreed to prepare and publish a newsletter by December. The newsletter will focus on the acquisition of the former URC building (now known as Cheveley Parish Hall) and the repairs and renovations project. It is possible the newsletter could be distributed with The Link which would cut down on distribution costs.
- (d) Coach Lane footpath (Broad Green end) – a resident had reported that overgrown hedges were obstructing the footpath meaning pedestrians having to walk in the road. Cllr Thomas had spoken to adjacent landowners who had agreed to cut back the hedges as soon as possible.
- (e) Proposal to ban the release of helium balloons and sky lanterns from PC owned land following ECDC’s decision to do so – proposed by Cllr Elbrow and seconded by Cllr Day and AGREED.
- (f) Covid-19 – update on current guidance in relation to PC business – none.

Cllr Sharp left the meeting after this item.

### **84/20/21 Cemetery Matters**

- (a) Proposal to purchase seeds for second phase of wildflower meadow – the area has now been cleared ready for sowing. It was proposed to purchase seeds at a cost of £502 + VAT to sow in late November – AGREED. The area will be harrowed at the end of October.

Following the presentation by resident Matilda Malagueira (see item 76/20/21 above), it was proposed to support the project for flower planters in the village with funding of £220 – AGREED (Cllr Fullerton abstained from the vote).

- (b) Tree works – it was agreed to obtain the advice of a tree surgeon regarding two plum trees which were damaged in recent high winds.

### **85/20/21 Date of Next Meeting & Matters for Future Consideration**

10<sup>th</sup> November.

The meeting was adjourned at 9:35pm pending consideration of confidential items to allow residents to remain in attendance for the meeting of Cheveley Pavilion & Recreation Ground Charity, which is held immediately following the PC meeting.

The meeting was re-convened at 9:47pm and confidential items were considered without the public in attendance.

**86/20/21 Complaints against the Parish Council – CONFIDENTIAL**

This item was discussed and then deferred to the next PC meeting due to be held on 10<sup>th</sup> November. It was proposed by Cllr Fullerton that representatives of the Parish Council should meet with those making the complaints on the 12<sup>th</sup> November to inform them of the outcome of the PC's consideration of this matter. The proposal was seconded by Cllr Noble and AGREED (Cllr Marvin abstained from the vote).

The Clerk left the meeting after this item.

**87/20/21 Staffing Matters – CONFIDENTIAL**

It was proposed to increase the Clerk's salary in line with NALC pay scales (1<sup>st</sup> April 2020) and this was AGREED.

It was proposed to increase working from home payments (from October onwards) in line with national recommendations – AGREED.

The meeting was closed at 10:22pm.

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.
- (6-7) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6); Local Authorities' Cemeteries Order 1977.
- (8-16) LGA 1972, s.111.
- (17) LGA 1972, s.133.
- (18) Parish Councils Act 1957, s.3; Highways Act 1980, s.301.
- (19) LGA 1972, s.137.
- (20) LGA 1972, s.144
- (21) LGA 1972, s.137.
- (22) LGA 1972, s.142
- (23) LGA 1972, s.133.