

Cheveley Parish Council

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Chairman: Cllr Sallie Thomas. Vice-Chair: Cllr James Hadlow. Clerk: Mrs Marilyn Strand.

MINUTES

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

Present: Alison Day, Richard Fullerton, Jane Gibson, James Hadlow (Vice-Chair), Sheila Marvin, Brent Noble, Sallie Thomas (Chairman) and Sue Willows. Clerk: Mrs Marilyn Strand.
District Cllr Alan Sharp was also in attendance.

There were 4 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).

101/20/21 Election of Chairman (following the resignation of Cllr Claire Elbow).

Cllr Hadlow nominated Cllr Thomas to the office of Chairman and the nomination was seconded by Cllr Willows and AGREED. Cllr Thomas accepted the position. The declaration of acceptance of office form will be signed before the next meeting.

102/20/21 Election of Vice-Chair.

Cllr Thomas nominated Cllr Hadlow to the office of Vice-Chair and the nomination was seconded by Cllr Day and AGREED. Cllr Hadlow accepted the position.

103/20/21 Councillor Vacancy – Co-option (South Ward)

Mr Rob Treanor had applied to be co-opted onto the PC and explained that he wished to contribute to the community by serving on the PC as a Councillor. Mr Treanor left the meeting whilst Councillors discussed his application. Cllr James Hadlow proposed that Mr Treanor be co-opted onto the PC and the proposal was seconded by Cllr Day and AGREED unanimously. Mr Treanor returned to the meeting but will begin his term from January once he has been able to sign his Declaration of Acceptance of Office form. Councillors warmly welcomed Mr Treanor to the PC.

104/20/21 Apologies and approvals for absence

County Cllr Mathew Shuter had sent his apologies for the meeting.

105/20/21 Declarations of Pecuniary and Non-Pecuniary Interests

All Councillors declared a non-pecuniary interest in item 110/20/21 (f) – planning application for change of use of former United Reformed Church. No comments will be put forward as this application had been made by the PC.

106/20/21 Open Forum for Public Participation (10 mins)

A resident raised the issue of the drains along the High Street and thanked Cllr Fullerton and County Cllr Shuter for their work on this so far. However, the issue is not yet resolved and there has also been flooding by Hobbs Warren and outside the old MoD site. The drains and gutters need to be cleared/unblocked and the PC was asked to put pressure on CCC and Anglian Water to resolve the issues.

Cllr Fullerton said there had been some investigation work carried out today and he will ask County Cllr Shuter to confirm what work has already been done. Cllr Hadlow said that a ditch running along the High Street was full of water and needed unblocking and this will be reported to CCC. District Cllr Sharp will update County Cllr Shuter.

A resident who had made a complaint against two Councillors wished it to be recorded that he was dismayed by the PC's response to the complaint, and upset by the way the complaint had been handled, as it had first been made back in March. He said that despite this, he wished to move on from here and hoped that this was now possible.

Both residents congratulated Cllrs Thomas and Hadlow on their appointments as Chairman and Vice-Chair, and gave a warm welcome to Mr Treanor.

107/20/21 Approve Minutes of the meeting held on 10th November 2020 (to be signed at a later date).

The minutes of the meeting held on 20th November were approved as a true record.

108/20/21 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.

1. The website is continually monitored and updated in regard to the coronavirus pandemic. Other community updates are uploaded regularly – Neighbourhood Watch, meeting Round-Ups, minutes and other public notices. If Councillors notice any errors or out-of-date information, please could they inform the Clerk as soon as possible to help keep the website up-to-date.
2. A letter to Lucy Frazer MP regarding 217 High Street was sent on 24th November. No reply has yet been received.
3. Resignation of Councillor – notices advertising the vacancy have been displayed on the PC's website and notice boards. ECDC will determine whether the vacancy can be filled by co-option and inform the Clerk accordingly. UPDATE: ECDC has confirmed that the vacancy can be filled by co-option. The PC's website and notice boards will be updated with the relevant notices. We now have 2 vacancies for co-option.
4. Seed for the wildflower meadow has been received ready for sowing at the end of November.

Other matters reported at the meeting: - none.

109/20/21 Reports from District and County Councillors (Written)

District Cllr Alan Sharp reported the following: -

- ECDC's report on the Bus, Cycling and Walking Routes Review has now been finalised and sent to the Combined Authority.
- ECDC's accounts for the financial year end 31st March 2020 have now been audited and signed off with a clean bill of health.

110/20/21 Planning Applications & Planning Matters

(a) 20/01434/FUL 34 High Street – proposed single-storey extension – NOTED with no comments.

(b) 20/01432/FUL Tanners, 18 Newmarket Road – proposed erection of 2 bedroomed single-storey dwelling for aged relative on current tennis court – NOTED with the following comments: -

The parish council objects to the proposed development for the following reasons:

- Dangerous drive entrance - the drive exits onto a dangerous stretch of road close to a busy junction which has had a number of accidents recently. Having two properties using the same small entrance will pose a danger to road users and occupants on a busy road.
- Damage to appearance of the village - The proposed backfill will harm the character of the village by creating a much more urbanised appearance. That section of the village is characterised by good spacing between houses and open countryside to the rear. Building in the proposed location will create an overly dense feel and unnecessary urbanisation.
- Drainage - drainage is a serious issue in this location. The proposed property will cause extra runoff and will be liable to flooding itself due to the drainage channels for the village running close by.

(c) 20/10506/FUL 11 Newmarket Road – single-storey rear extension – NOTED with no comments.

(d) 20/01526/FUL 5 Isinglass Close, Newmarket – single-storey front and side extension – NOTED with no comments.

(e) 20/01541/FUL Glebe Stud, Park Road – demolition of stud worker's detached dwelling and construction of replacement detached owner's dwelling – NOTED with no comments (the new dwelling will be well shielded by a number of trees).

(f) 20/01509/FUL United Reformed Church, High Street – change of use of United Reformed Church building to a Parish Hall for community use – NOTED.

(g) 20/01281/FUL Acorn Cottage, 1 Church Terrace – partial alteration and rear side and two storey extension AMENDMENT: a change of proposed roof materials. Roof materials will match the existing – NOTED with the following comments:

- The Parish Council does not object to the principle of an extension and is pleased to see that the proposed roofing materials have been changed to match the existing roof and are, therefore, in keeping with the surrounding area. However, the proposed front-facing windows are very much out of keeping with the style of the original cottage. The PC would like to see these windows match the existing cottage so that the extension blends in better into its surroundings and enhances the Conservation Area.

(h) 19/01190/FUL Site between 117 & 119 Duchess Drive, Newmarket: **Appeal dismissed** – NOTED.

(i) Report on ECDC planning decisions & Tree Works Applications – NOTED.

111/20/21 Finance – Payments for consideration and approval this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Dec 20	DD	£50.40	£42.00
(2)	Staff costs Nov 20	SO	£1,500.00	
(3)	Staff costs – difference for new pay scale	101337	£35.23	
(4)	Clerk expenses Nov 20	101337	£31.05	
(5)	Eon Street Lighting Dec 20	DD	£40.49	£38.56
(6)	McGregor Services – Nov 20	101338	£969.60	£808.00
(7)	ECDC play area inspection – Nov 20	DD	£30.00	£25.00
(8)	Green Cloud Hosting – Dec 20	DD	£47.88	£39.90
(9)	MHH – payroll services Nov 20	DD	£27.60	£23.00
(10)	Seton – road repair kit	101339	£35.99	£29.99
(11)	Boston Seeds	101340	£644.02	£536.68
(12)	KJ Architects – works stage G.	101341	£990.00	£825.00
(13)	Tony Poole Builders – 1 st payment.	101342	£20,000.00	
	Total payments for the month		£24,402.26	

(b) To approve final draft budget and set precept for 2021-22: the budget was AGREED without further amendment. It was also AGREED not to raise the precept but to keep it at £80,000.00 for 2021-22.

(c) To consider additional signatories for PC accounts – it was agreed that Cllrs Willows and Thomas will be added as signatories on all PC accounts.

112/20/21 Administration

(a) December newsletter – to approve draft for printing and distribution – approved with amendments to the layout. It was AGREED to print and distribute the newsletter at a cost of approximately £400.00 +VAT.

(b) To consider grounds maintenance contract for 2021-22 – the PC's current contractor McGregor Services had confirmed no price increase for 2021-22 and it was AGREED to continue with the contract for a further year. The Clerk will enquire as to whether the price freeze could continue for a full three-year contract.

(c) Christmas and New Year holiday period – 24th December to 4th January: the office will be closed during this period. Cllr Day will deal with any urgent enquiries.

113/20/21 Community/Community Groups

(a) Cheveley Parish Hall: -

1. Update on loan and s106 applications – the PC's s106 funding application had been approved and will be used to fund the render on the outside of the building. The Ministry for Housing, Communities and Local Government has a backlog of loan approvals to work through and has not yet processed the PC's loan application.
2. Update on repairs and renovations project (verbal) – a site meeting is due to be held on Tuesday 15th December and the minutes of this will be circulated as soon as they are available to Councillors and the Management Team. Some decoration work is starting following the restoration of the ceiling in the main chapel after woodworm treatment had been carried out. It was agreed that the Clerk will send out a weekly email with an update on the progress of the renovations.
3. To consider matters arising since building work commenced: neighbour's trees against retaining wall (written report) – it was AGREED to accept the neighbouring property owner's offer to pay 50% towards the cost of rebuilding the wall. The offer was made on the understanding that the PC would seek a further quotation and this will be obtained as soon as possible. It was also agreed to make it clear that other renovation work, including the render and windows, should continue as planned and not be delayed by work to the wall. Colour of outside render (email from KJ Architects): it was agreed that the colour of the outside of the building should remain like-for-

like to avoid a lengthy delay as planning permission would need to be obtained for a change of appearance. However, there is scope to change the colour at a future time.

4. Report (written) from the Clerk re: extension of building works contract – NOTED.
5. To consider quotations from Tony Poole for kitchen, heating, fire & intruder alarms, automated entrance, CCTV, WiFi and disabled toilet alarm – under sections 10.3 and 11.1(iv) of the PC's Financial Regulations, the PC can accept quotations for these items as an extension to its contract with Tony Poole Builders and comparative quotations do not have to be obtained. Cllr Hadlow proposed that a ceiling amount of £160,000 be set over the project as a whole so that these extras can go ahead as and when they fit into the builder's schedule of works. This ceiling amount will be closely monitored and items will be prioritised as necessary by the PC. As part of this proposal, Cllr Hadlow proposed that the PC asks local stud owners for donations towards the cost of the renovations. Councillors voted 7 in favour and 1 against and the proposal was CARRIED. Cllrs Hadlow and Thomas will liaise with the Chairman of the Management Team, Mr Richard Jackson, on drafting a letter to go out to local stud owners.

The Chairman returned to this item at the end of the meeting to ratify the decision to use Financial Regulations (please see below).

A member of the public was given permission to speak. They said they were worried that the PC's decision to go out to the studs for funding for this project would put in jeopardy future funding for the pavilion project. However, Cllr Day said that many grant funding sources, which are currently unavailable due to the coronavirus pandemic, would become available again in time and would be suitable for funding the renovation of the pavilion.

6. Proposal to delegate power to a committee of Councillors for project decision making between PC meetings – it was AGREED that the Chairman and Vice-Chair can make minor decisions between meetings in order to avoid delaying the project.
 7. To note minutes of Cheveley Parish Hall Management Team (CPHMT) Meeting, 12th November and to consider actions – NOTED.
 8. To appoint a Parish Councillor representative to the Management Team following Claire Elbrow's resignation from the PC – Cllr Jane Gibson will join the Team – AGREED.
- (b) Update on drain cover on High Street (at the junction of Park Road) – Cllr Fullerton/District Cllr Sharp/ County Cllr Mathew Shuter – this had already been covered under public participation, above.
 - (c) To consider request from Newmarket Town Council for a 5% contribution (£1,000) towards the cost of the Weatherby Crossing Inquiry – it was proposed to give the £1,000 contribution under section 137 of the Local Government Act 1972. Councillors voted 6 in favour with 2 abstentions and the proposal was CARRIED.
 - (d) Public Right of Way no. 3 - proposal to ask local contractors/tree surgeons for wood chippings to spread over footpath – AGREED. Cllr Fullerton will liaise with a local contractor and then spread the chippings himself. Cllr Fullerton was thanked for his time on this.
 - (e) To consider quotation for street sign at Oak Tree Corner – Cllr Fullerton proposed to accept a quotation for £179.00 +VAT for a sign to read 'Oak Tree Corner' to be placed next to the Oak Lane sign on existing posts. The sign would be black font on white background. However, Councillors disagreed with the proposed colour and necessity of the sign and a vote was taken. Councillors voted 1 in favour, 4 against with 3 abstentions and the proposal was NOT CARRIED. It was noted that Cllr Fullerton disagreed with the claim that the original sign had been damaged and therefore had needed to be removed.
 - (f) To consider request for donation from Newmarket & District Swimming Club – it was agreed not to give a donation.
 - (g) To consider request for donation from SERV Suffolk & Cambridgeshire – it was proposed to give a donation of £100. Councillors voted 6 in favour, 1 against with 1 abstention and the proposal was CARRIED. The donation will be made under the Local Government Act 1972, s.137.
 - (h) Covid-19 – update on current guidance in relation to PC business & local volunteer support group – none.

114/20/21 Correspondence for Information

- (a) CCC re: This Land development company – NOTED.

115/20/21 Date of Next Meeting & Matters for Future Consideration.
12th January 2021.

BACS payments.

The Chair returned to item 113/20/21 (a)(5) – Financial Regulations – it was AGREED to use Regulations 10.3 (duty to obtain value for money) and 11.1(iv) (extension of existing contract) to proceed with the quotations for the items listed.

The meeting was closed at 9:41pm.

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.
- (10) Road Traffic Regulation Act 1984, s.57(1)(b).
- (11) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6); Local Authorities' Cemeteries Order 1977
- (12-13) LGA 1972, s.133