

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

MINUTES

Cheveley Parish Council Full Council Meeting on
Tuesday 10th November 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 and County Cllr Mathew Shuter were 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).

88/20/21 Apologies and approvals for absence
None.

89/20/21 Declarations of Pecuniary and Non-Pecuniary Interests
Cllr Elbrow declared a pecuniary interest in item 94/20/21 (b) – planning at Freshwinds, 47 High Street (lives in a nearby property).

90/20/21 Open Forum for Public Participation (10 mins)
A member of the public referred to Item 97/20/21(c) – update on drain cover. He said that the drain cover is close to his property and that the cover pops open every time there is more than average rainfall. This, he said, is an accident waiting to happen as far as road users and pedestrians are concerned, particularly as the school is nearby. He asked if a full inspection could be made of the drain system down to Broomstick Corner to ascertain whether there is a blockage contributing to the problem. County Cllr Mathew Shuter said he would take it up with Highways who are likely to be responsible for drainage.

Another member of the public referred to Item 100/20/21 – complaints against the PC. He said that he was very disappointed that it had taken since March this year for the PC to deal with the complaints, although he understood some of the reasons for this. He also questioned why the matter would be discussed confidentially and said that it should be discussed openly for transparency reasons. Another member of the public agreed with his comments.

91/20/21 Approve Minutes of the meeting held on 13th October 2020 (to be signed at a later date).
The minutes of the meeting held on 13th October were approved as a true record.

92/20/21 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 – the government's 'Stay Home' message will replace the current Hands, Face, Space campaign.
3. Sunflower Competition – the winners have now received their prizes – each received a £10 WH Smith voucher.
4. Fire Alarm at the Parish Hall – Fire & Safety Solutions came out and changed the batteries as these had been depleted when the electricity was switched off by the previous owners. The electricity has now been switched back on.
5. Footpath along Coach Lane – Cllr Thomas had reported that the hedge running along the footpath was cut back on 14th October.
6. Seed for the wildflower meadow had been ordered and received ready for sowing at the end of November.
7. The Clerk attended the SLCC National Conference held online between 12th and 16th October.

8. The Clerk watched 'on demand' sessions from the Local Councils' Conference held on Friday 23rd October.

Other matters reported at the meeting: -

- Cllr Day passed on thanks from the two children who had won the sunflower competition for a WH Smith voucher which was sponsored by Cllr Noble.
- Footpath closure – the Bridle/Footpath from the British Legion to Saxon Street will be closed between the 8th to 11th December due to drainage work.
- Internal Audit – due to Covid-19 restrictions, there will be no mid-year visit this year. All matters will be dealt with at the year end.
- Councillors thanked Matilda and Fatima Malagueira and team for the fantastic planters around the parish, about which they had received many positive comments.

93/20/21 Reports from District and County Councillors (Written)

County Cllr Mathew Shuter reported the following: -

- Recycling centres will remain open during the current lockdown period with a booking system still in place. Responding to a question about the booking system, Cllr Shuter said that there are no plans currently to keep this in place once the pandemic is over, although many people had said they prefer it to just turning up.
- Covid-19 – East Cambridgeshire has one of the lowest case numbers in the country, although numbers have increased slightly more recently.

Cllr Fullerton asked if the verge posts could be chased up as these had still not been received. Cllr Shuter said that he would follow this up.

District Cllr Alan Sharp reported the following: -

- Waste collection by ECDC will continue as normal during the current lockdown.
- Officers have again been seconded to work on Covid-19 related matters.
- The Bus, Cycling and Walking Routes review is ongoing.
- Cllr Sharp will produce written reports for meetings from next month.

94/20/21 Planning Applications & Planning Matters

- (a) 20/01281/FUL Acorn Cottage, 1 Church Terrace – partial alteration, and rear and side two-storey extension – NOTED with the following comments: -

It was AGREED to object to the application for the following reasons: -

- The proposed materials, particularly the roof and front facing windows, are not in keeping with the surrounding Conservation Area.
- The proposed materials are not sympathetic to the integrity and appearance of the existing terrace or nearby buildings.
- The proposal is in a prominent position on Church Lane forming the key focal point looking down the lane from St Mary's Church.
- The PC does not object to the principle of an extension.

- (b) 20/00982/RMA Freshwinds, 47 High Street – approval of reserved matters of Appearance, Landscaping, Layout & Scale of previously approved 18/01556/OUT for erection of no. 3 new dwellings and access drive, changes to parking for no. 45 and widening of drive to no. 47.

Cllr Elbow left the meeting for this item and Cllr Thomas took the Chair.

It was AGREED to object to the application for the following reasons: -

- Driveway widening has been extended which might be because further development of the site is planned in the future.
- Size of dwellings – the proposed housing is much larger than was originally permitted in the Outline Planning application.

It was noted that there had been several objections submitted from neighbouring property owners.

District Cllr Sharp will call in the application to Planning Committee if necessary.

Cllr Elbow re-joined the meeting and resumed the Chair.

- (c) 20/01279/CLP 137 Centre Drive, Newmarket – conversion of garage to create bedroom and wet room with extension to sun room to create additional bedroom – FOR INFORMATION – NOTED with no comments.

- (d) 20/01340/TPO 92 Duchess Drive, Newmarket – T1 Ash: fell as tree has been in poor health and has some dieback. It has recently dropped some branches and is over the footpath. The tree is in decline. NOTED with no comments.

- (e) 20/01426/TRE Glebe House Cottage, High Street – G1 x 5 Larch Trees: fell as dead or dying (replacement planting is planned) – NOTED. The PC would like to ensure there is replacement planting in this area.
- (f) Update on 217 High Street – Cllr Fullerton had drafted a letter to Lucy Frazer QC MP regarding the partial demolition of the property and the removal of trees with potential for harm to wildlife.
- (g) Government White Paper on Planning for the Future – update on joint response with neighbouring parishes. No response to the consultation had been made and the deadline had now passed.
- (h) Report on ECDC planning decisions & Tree Works Applications – NOTED.

95/20/21 Finance – Payments for consideration and approval this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Nov 20	DD	£50.40	£42.00
(2)	Staff costs Oct 20	SO	£1,600.31	
(3)	Staff costs – back pay to 1 st April	101331	£200.05	
(4)	Eon Street Lighting Nov 20	DD	£41.84	£39.85
(5)	McGregor Services – Oct 20	101332	£969.60	£808.00
(6)	ECDC play area inspection – Oct 20	DD	£30.00	£25.00
(7)	Green Cloud Hosting – Nov 20	DD	£47.88	£39.90
(8)	MHH – payroll services Oct 20	DD	£27.60	£23.00
(9)	BT – telephone & broadband Oct 20-Jan 21	DD	£71.97	
(10)	PKF Littlejohn – external audit 2019-20	101333	£480.00	£400.00
(11)	Wave – cemetery water Apr-Sep 20	DD	£8.88	
(12)	Community planting scheme	101334	£155.95	
(13)	Clerk expenses Oct 20	101335	£50.85	
(14)	Fire & Safety Solutions – CPH fire alarm	101336	£188.57	£157.14
	Total payments for the month		£3,923.90	

- (b) To note monies received:
 - Burials - £95.00.
 NOTED.
- (c) Conclusion of Audit 2019-20 & External Auditor's report – NOTED. No matters had been raised by the External Auditor.

96/20/21 Administration

- (a) Asset inspections – completed. Only a few minor issues had been reported and these will be dealt with.
- (b) Draft Budget 2021-22 – NOTED. Cllr Elbrow left the meeting during this item due to technical difficulties. Cllr Thomas took the Chair.

97/20/21 Community/Community Groups

- (a) Cheveley Parish Hall: -
 1. Update on loan and s106 applications (verbal) – the PC's request for approval for the loan had been forwarded to the Ministry of Housing, Communities and Local Government. The s106 application had been submitted and a decision is awaited. A planning application for change of use had been submitted today.
 2. Update on repairs and renovations project (verbal) – work had started as planned on Monday 2nd November. The colour of the outside of the building will be discussed at the next meeting.
 3. To consider matters arising since building work commenced: neighbour's trees against retaining wall; woodworm treatment in main chapel; carpet in extension: It was AGREED to write to the owner of the neighbouring property regarding the retaining wall. The wall has been damaged and is in danger of collapsing in places due to three trees on the neighbouring driveway which are pushing against it. It was agreed to ask the neighbouring property owner to pay the costs of rebuilding the wall which are in the region of £11,000 +VAT. An application for permission to remove the trees and rebuild the wall is necessary as the property is in the Conservation Area. It was also AGREED to proceed with the woodworm treatment if the revised quotation is equal to or less than the original. Cllrs Elbrow and Thomas and the Clerk had agreed, with the architect, to go ahead with taking the ceiling down as a provisional sum of £5,500 had been allowed for this in the tender. It was AGREED that the carpet in the extension could be taken up and disposed of.

Cllr Elbrow re-joined the meeting and resumed the Chair.

4. To note draft minutes of Cheveley Parish Hall Management Team (CPHMT) Meeting, 29th October – NOTED.
 5. URC Historical items – church minute books and Bible: these had been gifted to the PC and are currently being stored by Richard Jackson for safe keeping during the renovation work.
- (b) Update on North Ward speed reduction measures – the Moveable Vehicle Activated Signs (MVAS) are still awaited. Volunteers will be needed to move these around the area once agreement has been reached on where new posts can be installed. Existing posts on Ashley Road can be used as soon as the MVAS units are received. All other work on the scheme has now been completed. Cllr Day said that the final cost of the scheme could be as much as £10,000 less than was first agreed however, final costs have yet to be confirmed.
 - (c) Update on drain cover on High Street (at the junction of Park Road) – Cllr Fullerton & District Cllr Sharp are liaising with Bob Rossiter at CCC to try to resolve this issue. County Cllr Mathew Shuter will also take up the case with Highways as agreed under Item 90/20/21 above.
 - (d) Correspondence from resident re: school parking on Park Road – NOTED. It was agreed to ask the Headteacher to remind parents and carers, via the school email system, to please park considerately around the school at drop off and pick up times.
 - (e) To consider request from Newmarket Town Council for a 5% contribution (£1,000) towards the cost of the Weatherby Crossing Inquiry – it was not clear whether the PC has a statutory power relating to this expenditure as the footpath is outside the parish. This item was therefore deferred to the next meeting pending further information.
 - (f) Verge damage, Oak Lane – proposal to write to landowners: Cllr Fullerton said that the verges had been badly damaged by hedge cutters again this year. Cllr Fullerton proposed to write to landowners to ask them to mitigate the risk of damaging verges however, some Councillors disagreed that it was solely down to landowners as many heavy goods vehicles use the road and go up onto the verge to avoid oncoming traffic. When put the vote, Councillors voted 1 in favour, 7 against with one abstention and the proposal was NOT CARRIED.
 - (g) To consider proposal from Cheveley Sports Club re: Young Volunteer of the Year Award – it was AGREED unanimously to instigate this 2021, and to award it alongside the McCalmont Cup which is presented at the Annual Parish Meeting each April.
 - (h) Covid-19 – update on current guidance in relation to PC business: the local support group, headed up by members of St Mary's Church, is ready once again to step in and help people who are unable to shop or collect prescriptions during the current lockdown. The lockdown is due to end on 2nd December.

98/20/21 Correspondence for Information

- (a) Richard Kay, Strategic Planning Manager ECDC re: planning policy briefing – NOTED.
- (b) St Mary's Church re: thank you for Christmas Trees – NOTED.
District Cllr Sharp left the meeting.

99/20/21 Date of Next Meeting & Matters for Future Consideration.

8th December 2020; 12th January 2021.

BACS payments.

Draft newsletter.

First payment for builder.

Drain cover.

The meeting was adjourned at 9:25pm to allow the Charity meeting to take place with members of the public present.

The meeting was re-opened at 9:46pm to the exclusion of the public and press – **AGREED**.

100/20/21 Complaints against the Parish Council – CONFIDENTIAL.

Two complaints had been made regarding a conversation involving two members of the Council. Councillors agreed that they had not been acting in their capacity as Councillors at the time of the conversation and therefore had not breached the PC's Code of Conduct.

Councillors were reminded of their responsibility to the Code of Conduct when acting on behalf of the PC.

It was also noted that the PC takes very seriously the behaviour of residents towards its members, whether in person or online.

Following this item, Cllr Claire Elbrow stepped down as Chairman of the PC and said that she would consider in the coming days whether to remain as a Councillor. Cllr Hadlow thanked Cllr Elbrow for her time as Chairman.

The meeting was closed at 10:10pm.

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) Open Spaces Act 1906, ss.9-10
- (13) LGA 1972, s.112
- (14) LGA 1972, s.111