

Cheveley Parish Council

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

MINUTES

Cheveley Parish Council Full Council Meeting on
Tuesday 12th January 2021 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), Robert Treanor and Sue Willows. Clerk: Mrs Marilyn Strand.
County Cllr Mathew Shuter and District Cllr Alan Sharp were also in attendance.

There were 5 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).

116/20/21 Apologies and approvals for absence

None.

117/20/21 Declarations of Pecuniary and Non-Pecuniary Interests

Cllrs James Hadlow and Brent Noble declared a non-pecuniary interest in item 127/20/21 Cemetery (both own property adjacent to the cemetery).

Cllr Rob Treanor declared a non-pecuniary interest in item 126/20/21 (d) Local Highways Improvement Scheme (owns property nearby) and in item 125/20/21 (b) Councillor training (would like to attend).

118/20/21 Councillor Code of Conduct

- (a) Motion to exclude members of the public and press in respect of confidential information which is prejudicial to the public interest – AGREED.
- (b) Code of Conduct in relation to Journal Article, 7th January 2021 – all Councillors were reminded that they should not speak to members of the press without the authority of the Council. Councillors were also asked to copy the Chairman and Vice-Chair into emails they send to the Clerk.

119/20/21 Open Forum for Public Participation (10 mins)

A member of the public said they hoped the PC would agree to replace the sign at Oak Tree Corner because the area is beautifully maintained by a resident. They also commented that the bollards on Oak Lane and Saxon Street Road had already appeared to have made a difference to driver behaviour, with vehicles slowing right down in order to pass rather than mounting the verges.

120/20/21 Approve Minutes of the meeting held on 8th December 2020 (to be signed at a later date).

The minutes of the meeting held on 8th December were approved as a true record with the following amendments: -

Item 113/20/21 (e): Addition of: *It was noted that Cllr Fullerton disagreed with the claim that the original sign had been damaged and therefore had needed to be removed.*

121/20/21 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 PC's website has been updated with the latest government information and guidance regarding the coronavirus pandemic following the announcement of a national lockdown on 4th January.
 2. Cllr Thomas has signed the Chairman's Declaration of Acceptance of Office. Cllr Treanor has signed the Councillor's Declaration of Acceptance of Office.
 3. The PC's precept request has been sent to the Finance Manager at ECDC.
 4. The newsletter was distributed throughout the parish on Wednesday 16th December.
 5. Seed has now been sown in the wildflower meadow.
 6. A safeguarding review has been completed following a request from HSBC regarding the PC's current account. A formal response to the review is awaited.

Other matters reported at the meeting: -

- Cllr Fullerton has erected bollards (supplied by CCC) along Oak Lane and Saxon Street Road to deter vehicles from mounting the verges. The posts are 15 paces apart to prevent large vehicles going between them. A statement will be posted to the PC's Facebook account to explain why the posts have been installed. So far, there had been positive feedback from four residents and one negative reaction with two posts being removed and laid down. Cllr Fullerton will monitor. The posts will be removed on 1st April to allow for grass cutting.

122/20/21 Reports from District and County Councillors (Verbal).

County Cllr Mathew Shuter reported the following: -

- Covid-19 Vaccination Centres – these had been set up in Cambridgeshire but Suffolk appears to be about a month behind. So far, no Centre has been set up in Newmarket. It is hoped that this will change but, in the meantime, residents will have to travel to Mildenhall to receive the vaccine. This applies to residents of Cheveley because most are registered with medical practices in Newmarket rather than in Cambridgeshire.
- Flooding – CCC has set up a working group to record where flooding is occurring and what action can be taken to rectify this. Parish Councillors were asked to inform Cllr Shuter of areas of flooding they are aware of so that these can be investigated.
- Recycling Centres are open but residents will need to book well in advance.
- Cllr Shuter complimented ECDC on its waste collection service which had not faltered at any point since the start of the pandemic.

Cllr Marvin asked if there had been a date set for Newmarket to begin its vaccination programme. Cllr Shuter said that every effort was being made to get this underway as soon as possible with pressure being applied from both County and District Councillors as well as Lucy Frazer MP.

District Cllr Alan Sharp reported the following: -

- Covid-19 Vaccination Centres – Cllr Sharp is aware of ongoing negotiations regarding a possible site for a Centre but is not able to give details or a timescale at present.
- Council Tax for 2021/22 – the Finance & Assets Committee is due to meet on the 17th January to agree this for the ensuing year. The Police & Crime Commissioner's Panel will meet to discuss its portion of the tax on 3rd February.

County Cllr Shuter left the meeting.

123/20/21 Planning Applications & Planning Matters

- (a) 20/01672/FUL 6 Moulton Road – single-storey part rear/part side extension, first floor rear extension, single-storey front infill extension, undercover area and alterations including enlargement of existing dormer – NOTED with no comments.
- (b) 20/01506/FUL 11 Newmarket Road – single-storey rear extension. AMENDMENT: change of design. For information only – NOTED.
- (c) 20/01648/FUL 129 Centre Drive, Newmarket – carport and store in front garden and upgrade of the front boundary to replace fence with gate and dwarf wall – NOTED with no comments.
- (d) 20/01701/VARM Land to rear of The Paddocks – to vary Condition 1 (Approved drawings) of previously approved 17/01518/FUM for residential development of 10 dwellings together with new access from The Paddocks – NOTED with no comments.
- (e) 20/01761/FUL 15 High Street – erection of single garage and double car port on front of drive to replace fabric garage – NOTED with no comments.
- (f) Response from Lucy Frazer MP re: destruction of trees at 217 High Street – NOTED. Ms Frazer had taken this up with ECDC's Planning Manager who had said that no breach of planning rules had occurred. Cllr Fullerton said that he was disappointed with the reply and proposed the PC continues to pursue this matter. He said that if no action was taken against the developer, this would set a dangerous precedent in the future for others to follow suit in destroying wildlife habitats. Councillors voted 1 in favour, 4 against with 3 abstentions and the proposal to continue was NOT CARRIED. It is hoped that the developer will now continue with the work to the building as it had become an eye sore.
- (g) Report on ECDC planning decisions & Tree Works Applications – NOTED.

124/20/21 Finance – Payments for consideration and approval this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Jan 21	DD	£50.40	£42.00
(2)	Staff costs Dec 20	SO	£1,535.23	
(3)	Clerk expenses Dec 20	101344	£36.45	
(4)	Eon Street Lighting Jan 21	DD	£41.84	£39.85
(5)	McGregor Services – Dec 20	101345	£96.00	£80.00
(6)	ECDC play area inspection – Dec 20	DD	£30.00	£25.00
(7)	Green Cloud Hosting – Jan 21	DD	£47.88	£39.90
(8)	MHH – payroll services Dec 20	DD	£27.60	£23.00
(9)	TBM – ESET renewal	101346	£31.80	£26.50
(10)	TBM – IT support (4 hrs/6 months)	101346	£259.20	£216.00
(11)	KJ Architects – month 2 of 6	101347	£990.00	£825.00
(12)	D2D Distribution – newsletter	101348	£306.00	£255.00
(13)	Cartridge Save – printer cartridges	101349	£85.62	£71.35
(14)	Newmarket Town Council – Weatherby	101350	£1,000.00	
(15)	HMRC – Q3 PAYE/NIC	101351	£1107.55	
(16)	Newprint – newsletter	101352	£115.00	
(17)	SERV – donation	101353	£100.00	
	Total payments for the month		£5,860.57	

Cheque no. 101343 replaces cheque no. 101334 for Community Planting Scheme (lost in post).

Credit received from PPL PRS re: music licence for pavilion - £25.61.

- (b) Payment to Tony Poole Builders – cheque no. 101342 agreed 8th December for £20,000 for first instalment now revised to £32,253.15 +VAT as per Interim Certificate – it was proposed to pay this as per the architect’s Interim Certificate once the VAT invoice has been received from Tony Poole Builders. Councillors voted 8 favour with 1 abstention and the proposal was CARRIED.
- (c) To note monies received: -
- Southgate of Newmarket - £200.00 (burials) – NOTED.
- (d) Q3 accounts and bank reconciliation – NOTED.
- (e) Proposal to open current account with Unity Trust Bank to facilitate BACS payments in accordance with Financial Regulations – Councillors voted all in favour and the proposal was CARRIED.

125/20/21 Administration

- (a) McCalmont Cup & Young Volunteer of the Year 2021 – it was AGREED to proceed with the timetable for inviting nominations and presentation of the awards. The Annual Parish Meeting (when the awards would usually be presented) is likely to be held online and a date for this will be set later. It was agreed to include nominations made last year when the McCalmont Cup was not presented due to the pandemic.
- (b) To consider attendees to CAPALC Councillor training – Saturday 16th January (online) 9:30am to 3pm, cost £75.00 per delegate – also to be held on 11th and 18th February. It was agreed that Cllr Treanor would attend the training. This will be free-of-charge as the Clerk had won a £150 training voucher in a draw last year.

126/20/21 Community/Community Groups

- (a) Cheveley Parish Hall: -
1. Update on loan – The Ministry for Housing, Communities and Local Government has still not responded to the PC’s application for an approval to borrow and this has been escalated by the National Association of Local Councils.
 2. Update on repairs and renovations project (verbal) and site meeting minutes from KJ Architects – the front wall has been re-built, the new ceiling in the old chapel has been erected and plastered, some decoration has started. The windows are being manufactured. The French drain is underway and the gutters have all been removed and cleaned. The tree works application regarding trees on the neighbouring driveway has been submitted. Work is about to begin on some of the ‘extras’ – the automated door entry, CCTV, security and fire alarms and disabled toilet alarm. It was noted that a Hearing Loop is estimated to cost around £5k and it was agreed that this is not a priority at present. A new kitchen has been de-prioritised to allow available funds to be used for priority items. It was noted that a dishwasher should be considered. The completion date should be clarified with the builder & architect and any change reported to the Management Team so that plans for opening can be made. It was re-iterated that there should be two Councillors at all meetings regarding PC business. Site meeting minutes will be distributed to the Management Team.

3. To consider quotations for structural engineer to design retaining wall – Cllr Fullerton proposed to accept the quotation from Gawn Associates as it was the cheapest at £575.00 +VAT. Cllr Hadlow seconded the proposal which was AGREED unanimously.
4. To note information on oil tank bunding – Cllr Marvin: regarding the heating oil tank and concrete pad – it was noted that building regulations do not require these to be replaced. It was also noted that ECDC's Building Control Officer has a legal right of access onto the site at any time.
5. To consider installation of defibrillator – requested by resident: Councillors agreed that the Parish Hall is a more central and suitable place to have a defibrillator as it would be much more accessible. However, there was some debate over whether this needed to be in addition to the defibrillator at the recreation ground as the two locations are not far apart. The proposal to place an additional defibrillator at the Parish Hall was voted on. Councillors voted 2 in favour and 7 against and the proposal was NOT CARRIED. Cllr Hadlow proposed to move the defibrillator from the pavilion to the Parish Hall and this was seconded by Cllr Fullerton. Councillors voted 6 in favour and 3 against and the proposal was CARRIED.
6. Management Team Terms of Reference – to consider changes by the Team – these were agreed. In regard to how much could be spent by the Management Team in one transaction without the requiring the prior permission of the PC, a limit of £750.00 was proposed. Councillors voted unanimously in favour and the proposal was CARRIED.
7. Approaching the site or questioning builders on behalf of the PC – it was reiterated that Councillors should not approach the site or question builders in their capacity as Councillors.

District Cllr Alan Sharp left the meeting.

- (b) Update on drains and gutters – Cllr Fullerton/District Cllr Sharp/ County Cllr Mathew Shuter – since debris had been removed from the drainage system, the drain at the junction of the High Street and Park Road had not popped open under heavy rainfall. A resident who lives close to the drain will continue to monitor the situation.
- (c) Proposal to purchase and erect sign at Oak Tree Corner – costs up to £200.00: Cllr Fullerton reported that the land is owned by CCC and, that in the light of this information, this is no longer a matter for the PC to decide upon. Cllr Fullerton will continue to liaise with both ECDC and CCC, as well as the resident who tends the area, in order to get the sign re-instated.
- (d) To consider CCC Feasibility Summary re: reduction of speed limit near Hobbs Warren – cost of scheme to the PC: £665.96 – AGREED. Councillors voted all in favour (Cllr Treanor abstained). Instead of extending the 30pmh speed limit a 40mph buffer zone had been proposed by Highways. It was noted that this would possibly give a better outcome as the buffer zone would extend almost to Saxon Street Road, meaning a much longer stretch of road at a reduced speed limit. It was agreed to ask for a sign matching the one on Park Road saying “Cheveley, please drive carefully” to be placed on the gateway which should be directly before the Hobbs Warren entrance.
- (e) Covid-19 – update on current guidance in relation to PC business & local volunteer support group – none.

127/20/21 Cemetery Matters

- (a) To consider quotation from RH Landscapes & Maintenance Services for tree works and to note ECDC's acknowledgement of the PC's Tree Works Application. The cost of the tree work is £350.00 +VAT and this was AGREED.

128/20/21 Correspondence for Information

- (a) Royal British Legion re: thank you for wreath and donation – NOTED.

129/20/21 Date of Next Meeting & Matters for Future Consideration.

9th February.

The meeting was closed at 9:52pm.

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.
- (5-6) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6); Local Authorities' Cemeteries Order 1977.
- (7-10) LGA 1972, s.111.
- (11) LGA 1972, s.133
- (12) LGA 1972, s.142
- (13) LGA 1972, s.111
- (14) LGA 1972, s.137
- (15) LGA 1972, s.112
- (16) LGA 1972, s.142
- (17) LGA 1972, s.137