

Cheveley Parish Council

c/o 59 West Street, Isleham, Ely, Cambridgeshire, CB7 5SD.

Tel: 01638 780835

Email: clerk@cheveley-pc.gov.uk

Website: www.cheveley-pc.gov.uk

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

MINUTES

Cheveley Parish Council Full Council Meeting on

Tuesday 9th March 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 2 members of the public present.

The meeting was opened at 7:32pm.

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).

143/20/21 Apologies and approvals for absence
None.

144/20/21 Declarations of Pecuniary and Non-Pecuniary Interests
Cllr Noble re item: 151/20/21(c) – McCalmont Cup (related to one of the nominees).

145/20/21 Open Forum for Public Participation (10 mins)
Cllr Noble asked if the PC would like him to power wash the flagstones around the War Memorial again this year and it was agreed that this would be very welcome.
A resident attended the meeting in order to answer any questions that might arise from their planning application.

146/20/21 Approve Minutes of the meeting held on 9th February 2021 (to be signed at a later date).
The minutes of the meeting held on 9th February were approved as a true record.

147/20/21 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. The Ministry of Housing, Communities and Local Government approved the PC's borrowing on 17th February and an application was made to the Public Works Loan Board on the same day. The funds were received on 23rd February - £119,958 (£120k less £42 admin charge).
 2. The mandate for the HSBC current account is in the process of being updated with new signatories.
 3. Unity Trust Bank – the new current account is open and a new signatory from the CPHMT is being added. Internet banking is in the process of being set up.
 4. CAPALC Councillor training – Cllr Rob Treanor is booked to attend sessions on 15th and 22nd June.
 5. The Local Government Association has released a new Code of Conduct which NALC will review on the 9th March. ECDC is expected to adopt the new Code and Parish and Town Councils will follow suit. Some training on the new Code may be offered by ECDC in the future.
 6. The Clerk attended some sessions of the SLCC Practitioners' Conference live on 23rd February and is now in the process of watching the rest of the sessions on 'catch-up'.
 7. The date of the Annual Parish Meeting has been sent to all Community Groups and advertised on the PC's Fb page and website.
 8. Signs have been placed in the telephone box book swaps stating that they are PC-owned and maintained and with contact details in case of any issues.

Other matters reported at the meeting: -

- Cllrs Fullerton & Marvin had met with the resident responsible for re-doing the shelving in the telephone boxes and had explained the PC's policy on volunteers with regards to insurance cover.

All volunteers must have prior approval from the PC before they undertake work on PC-owned property so that a relevant risk assessment can be put in place.

- A number of residents in Spurling Close & Somerset Court had sent grateful thanks for the white H-markings which have meant that it has been much easier to access driveways and cross the road at the dropped kerbs.
- Cllr Marvin said that residents who help in the winter months by spreading grit on paths/roads would not be held liable for any accidents which may occur on the gritted areas.
- Cllr Treanor said that the recent treasure hunt organised in the half term by Cheveley Sports Club had been a huge success and thanked the Club for organising it. He very much hoped it would be repeated next year.
- Bird and bat boxes had been made and erected as part of the biodiversity proposal put forward last year by residents Fatima and Matilda Malagueira. Cllr Hadlow thanked them for their work on this, and also thanked Alan Seager for making the boxes and donating them for free.

148/20/21 Reports from District and County Councillors (Verbal).

County Cllr Mathew Shuter reported the following: -

- Covid-19 – there had been a spike in cases in Dullingham & Cheveley over the last few weeks but this had settled down again. The return to school for all pupils had gone smoothly and latest figures from schools showed cases had dropped dramatically.
- CCC is prioritising work on drains to mitigate flooding and, last week, 1668 drains had been pumped out. Additional work is due to take place on Oak Lane where there has been an ongoing issue with flooding after heavy rainfall.
- Police have warned dog owners to keep their pets locked safely away in gardens as there have been a number of thefts in the area. Police also advise not to leave dogs tied up outside shops.
- There has been a spate of thefts of catalytic converters in the area which car owners should be made aware of.

Cllr Shuter said this would be his last appearance at a Cheveley PC meeting as he would not be standing for election this May after 16 years in the post. District Cllr Alan Sharp will be the candidate and, whoever is elected, a seemly handover would take place. Cllr Shuter said that it had been a pleasure to serve in the role and that he would miss attending the PC's meetings. Parish Councillors thanked Cllr Shuter for his help over the years which they very much appreciated, and wished him well for the future.

District Cllr Alan Sharp reported the following: -

- Covid-19 – Bottisham Village College had had no cases since January after several in December.
- A catalytic converter had been stolen from a driveway in Stetchworth last week. Cllr Sharp will find out what action the police are taking on this.
- Haddenham Community Land Trust (HCLT) – the houses (some affordable) are for local people and, although built by ECDC, are being allocated by HCLT.
- ECDC is restructuring its Finance & Assets Committee. It has been agreed that the Operational Services Committee will take on some of the functions of the Finance & Assets Committee to reduce its workload.
- ECDC has frozen its portion of the Council Tax for the 8th year running. However, it will be increased by £5 per Band D property over the following two years in order to maintain services.

County Cllr Mathew Shuter left the meeting.

149/20/21 Planning Applications & Planning Matters

- (a) 21/00141/FUL 27 Park Road – ground floor front, side and rear extensions, rear loft conversion – NOTED with no comments.
- (b) 21/00119/FUL 107 Centre Drive, Newmarket – two-storey front extension – NOTED with no comments.
- (c) 21/00150/FUL 11 Newmarket Road – single-storey rear extension – NOTED with no comments.
- (d) 21/00194/LBC & 21/00193/FUL Squirrel Cottage, 1 Little Green – to carry out the renovation and replacement of existing timber windows – NOTED with no comments.
- (e) 21/00210/LBC Glebe House, High Street – removal and demolition of existing gate and piers and rebuild brick piers to give wider vehicular access and hang new gate – NOTED with no comments.

- (f) 21/00229/VAR 93 Duchess Drive, Newmarket – to vary Condition 1 (Approved Plans) of previously approved 20/01157/FUL for demolition of existing property and construct replacement dwelling – NOTED with no further comments.
- (g) 21/00271/FUL Sycamore House, 107 Duchess Drive, Newmarket – front entrance extension and rear kitchen/dining extension – NOTED with no comments.
- (h) PREAPP/0022/21 – CONFIDENTIAL: this item was deferred to end of meeting – AGREED.
- (i) Update on Neighbourhood Plan – it will not be possible to complete the Plan by August of this year as suggested at the last meeting as there are a number of structured, timed phases it will need to pass through. It is hoped that a referendum could be held in December 2021/January 2022 but this is dependent on the lifting of Covid-19 restrictions to allow public consultation this May/June. Although still ambitious, it is hoped completion of the Plan can be achieved by early next year.
- (j) Report on ECDC planning decisions & Tree Works Applications – NOTED.

150/20/21 Finance – Payments for consideration and approval this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Mar 21	DD	£50.40	£42.00
(2)	Staff costs Feb 21	SO	£1,535.23	
(3)	Clerk expenses Feb 21	101363	£47.25	
(4)	Eon Street Lighting Mar 21	DD	£37.79	£35.99
(5)	McGregor Services – Feb 21	101364	£96.00	£80.00
(6)	ECDC play area inspection – Feb 21	DD	£30.00	£25.00
(7)	Green Cloud Hosting – Mar 21	DD	£47.88	£39.90
(8)	MHH – payroll services Feb 21	DD	£27.60	£23.00
(9)	Dale Jeffrey – pavilion light (2 of 2)	101365	£127.20	£106.00
(10)	Fire & Safety Solutions – annual testing	101366	£214.20	£178.50
(11)	RH Landscapes – cemetery tree works	101367	£420.00	£350.00
(12)	Lock Shop Direct – pavilion lock	101368	£32.44	
(13)	Petty Cash top-up	101369	£244.05	
(14)	KJ Architects – project month 4 of 6	101370	£990.00	£825.00
(15)	Euroffice – paper & premium paper	101371	£86.32	£71.94
(16)	Browns of Burwell – parish hall oil	DD	£469.88	
	Total payments for the month		£4,456.24	

Transfer from HSBC to Unity Trust Bank - £80,000.00 cheque no. 101372.

Replacement of cheque no. 101350 to Newmarket Town Council, £1,000.00 (lost in post) with cheque no. 101372.

It was also AGREED to pay the second instalment of the tender - £41,090.92 +VAT (£49,306.10) to AF Poole Builders cheque no. 101372.

- (b) To note monies received: -
- Public Works Loan Board (loan for Parish Hall) - £119,958.00.
 - Southgate of Newmarket (burials) - £400.00.

NOTED.

151/20/21 Administration

- (a) To review Standing Orders – updates reviewed and AGREED.
- (b) CAPALC membership information 2021-22 – NOTED. It was AGREED to renew the PC's membership of CAPALC and Data Protection Officer (DPO) scheme.
- (c) To consider nominations for the McCalmont Cup & Young Volunteer of the Year Awards CONFIDENTIAL: this item was deferred to the end of the meeting – AGREED.

152/20/21 Community/Community Groups

- (a) Cheveley Parish Hall: -
1. Update on repairs and renovations project (verbal) and site meeting minutes from KJ Architects (NOTED) – P&B Flooring have been out today to measure up and quote for flooring in the rear hall and kitchen; Keith Johns had inspected the exposed timber frame of the older part of the building following concerns raised regarding the condition of the timber. Mr Johns had advised that work should continue without further investigation as it appeared that the timbers were sound.

The damp proof course and waterproofing from the render would prevent any further water ingress. Councillors agreed to accept this advice and allow the project to continue on course; damp on the inside of the building will be rectified once the rendering has been completed; curtain poles will be removed and the walls made good by Tony Poole free of charge; the new boiler and radiators have been installed and are working; work has begun on installing the new windows; the oil tank and safe have been left on site and it was agreed to sell these on eBay.

2. Update on retaining wall – Cllr Marvin had spoken to Gawn Associates and gave an update to Councillors: options for a new retaining wall are limited due to a lack of space. Pile driving would create unwelcome vibration and noise and therefore augured pilings are considered the best option. Cllr Marvin has sourced a possible suitable contractor suggested by Gawn Associates, to discuss further and obtain a quotation. Planning permission is not required to replace a failing wall.

It was also noted that there is no requirement for an inspection of the building once renovations are completed to ensure that it meets current building regulations.

Cllr Marvin is liaising with Cambridgeshire Fire & Rescue regarding a Fire Risk Assessment.

It was confirmed and AGREED that Cllr Marvin will lead the retaining wall project and liaise with the neighbouring property owners. It is likely that only one quotation could be obtained for the piling work due to its specialist nature but comparative quotations will be sought for the general building work involved – AGREED. The Chairman thanked Cllr Marvin for her work on this.

3. Proposal to call Extra-Ordinary meeting of the Council to discuss project budget (pending further information not available at the time this agenda was published) – AGREED for Tuesday 23rd March at 7:30pm.
4. Replacement of porch roof and barge board – cost £630 +VAT – AGREED.
5. Proposal to have vinyl flooring in the rear hall and kitchen to match entrance hall – AGREED. Quotations will be obtained.
6. To note minutes of Management Team meeting held on 14th January 2021 – NOTED. The Team has begun to draw up all the necessary policies and procedures for the Hall and Cllr Marvin will provide a list of all documents needed to ensure everything is in place before the Hall is open, including the latest advice on Covid-19 measures.
7. To agree: Hire Agreement; rates of hire; Terms & Conditions; bookings email address (cost £3.99 +VAT per month) and bookings secretary as proposed by CPHMT – AGREED. It was agreed that there would be no clause in the Terms & Conditions which precluded any particular group or organisation from hiring the Hall; the bookings email address will be parishhall@cheveley-pc.gov.uk; there will be just two rates of hire – a resident's rate of £10 per hour and a non-resident/charity rate of £15 per hour; the bookings secretary will be Mr Philip Nutt.
8. To consider official opening date: Sunday 1st August – AGREED. The Hall will be open in May for the elections and for any other groups that are able to meet whilst restrictions are still in place. It is hoped that all restrictions will be lifted by August when the official opening takes place.
9. Future plans – outside area: this item was deferred to a future meeting.

- (b) To consider donation of £50.00 towards new Oak Tree Corner sign – AGREED. Residents had paid a large proportion of the cost of the sign.
 - (c) Brook Stud to Broad Green footpath surfacing – Cllr Fullerton said he is still looking into this and the full cost of the project is not yet known. This item will therefore be considered at a future meeting.
 - (d) To consider quotation for replacement parts for Meadow Lane notice board - £90.59 +VAT – AGREED.
 - (e) Report from LHI Panel Meeting, Wednesday 3rd March re: speed reduction near Hobbs Warren – Cllr Treanor attended and spoke on behalf of the PC. A decision will be announced in June as to whether the PC's application has been successful. The Chairman thanked Cllr Treanor for attending.
 - (f) North Ward Moveable Vehicle Activated Signs attachments application – it was AGREED to apply for up to 10 attachments at a cost of £93.07 which will include locations in both North and South ward. It was also AGREED to have the existing static signs removed once the current project has been completed.
- District Cllr Alan Sharp left the meeting.
- (g) Correspondence from Cheveley WI re: funding – the WI in Cheveley is closing and it was agreed that unspent grant funding provided by the PC last year should be repaid. A new group is likely to be formed and Councillors will consider a grant application from this group once this is up and running.

153/20/21 Date of Next Meeting & Matters for Future Consideration.
13th April; 4th May.

It was AGREED that the following items be discussed to the exclusion of members of the public and the press.

149/20/21 PREAPP/0022/21 – CONFIDENTIAL: a response will be sent to ECDC – AGREED.

151/20/21 Cllr Noble left the meeting whilst this item was discussed.

To consider nominations for the McCalmont Cup & Young Volunteer of the Year Awards 2021 – AGREED.
Cllr Thomas will announce the recipients at the Annual Parish Meeting on Tuesday 20th April.

It was AGREED that the Young Volunteer of the Year Award will be purchased each year so that recipients can keep it rather than handing it on to the next recipient.

The meeting was closed at 9:56pm.

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) Open Spaces Act 1906, ss. 9-10; LGA 1972, s.214(6); Local Authorities' Cemeteries Order 1977.
- (12-13) LGA 18972, s.111
- (14) LGA 1972, s.133
- (15) LGA 1972, s.111
- (16) LGA 1972, s.133