

Cheveley Parish Council

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

ANNUAL MEETING OF THE PARISH COUNCIL MINUTES

Cheveley Parish Council Full Council Meeting on

Thursday 6th May 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) and Robert Treanor. Clerk: Mrs Marilyn Strand.

There were no 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).

1/21/22 Election of Chairman and signing of Declaration of Acceptance of Office form

Cllr Hadlow nominated Cllr Thomas to the office of Chairman for the ensuing year and the nomination was seconded by Cllr Gibson and AGREED by a majority. Cllr Thomas accepted the position and will sign the declaration of acceptance of office form before the next meeting.

2/21/22 Election of Vice-Chair

Cllr Thomas nominated Cllr Hadlow to the office of Vice-Chair for the ensuing year and the nomination was seconded by Cllr Noble and AGREED by a majority.

3/21/22 Apologies and approvals for absence

Cllr Sue Willows had tendered her resignation since the last meeting. Cllr Richard Fullerton was experiencing technical difficulties and will join the meeting as soon as possible. District Cllr Alan Sharp had sent his apologies to the meeting.

4/21/22 Declarations of Pecuniary and Non-Pecuniary Interests

Cllr Hadlow declared a non-pecuniary interest in item 13/21/22 – Cemetery Matters.

5/21/22 Open Forum for Public Participation (10 mins)

None.

6/21/22 Approval of Minutes of the meeting held on Monday 26th April (to be signed at a later date).

Not available, defer to 8th June meeting – AGREED.

7/21/22 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 mandate for the HSBC current account is in the process of being updated with new signatories. UPDATE: this has now been cancelled due to the resignation of Cllr Willows.
 2. The handyman hasn't been able to repair the notice board on Meadow Lane with the parts supplied due to wear and tear on the original parts. A further update will be given at the meeting. UPDATE: Graham Strand is going to look at whether the new parts can be utilised.
 3. Shadwell Estate has donated £500.00 to the Parish Hall fund in response to the PC's letter.
 4. The Internal Audit was carried out on 29th April.
 5. The MVAS is due to be moved from its current location in Ashley Road in line with the Memorandum of Operation agreed with CCC – the sign must be moved every 4 weeks.

Other matters reported at the meeting: -

- Councillors thanked Cllr Marvin for the amount of work she had put into cleaning and preparing the Parish Hall for polling day.

Signed: Approved and signed by the Chairman Dated: 8th June 2021

8/21/22 Reports from District and County Councillors (Verbal) – defer to May meeting.

None.

9/21/22 Planning Matters

- (a) 21/00513/FUL 27 Duchess Drive, Newmarket – new vehicular access and parking – NOTED with no comments.
- (b) Update on Neighbourhood Plan – a final draft had been emailed to Councillors and some feedback had been received. Councillors thanked Cllrs Day, Fullerton & Hadlow for the large amount of work they had put into producing an excellent document.
- (c) Report on ECDC planning decisions & Tree Works Applications – NOTED.

10/21/22 Finance – Payments for agreement this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support May 21	DD	£50.40	£42.00
(2)	Staff costs Apr 21	SO	£1,535.23	
(3)	Clerk expenses Apr 21	BACs	£51.30	
(4)	McGregor Services – Apr 21	BACs	£747.60	£623.00
(5)	ECDC play area inspection – Apr 21	DD	£30.00	£25.00
(6)	Green Cloud Hosting – May 21	DD	£39.50	£32.92
(7)	MHH – payroll services Apr 21	DD	£28.80	£24.00
(8)	Anglia Oil Tanks	BACs	£204.00	£170.00
(9)	Playsafety – annual inspection	BACs	£170.40	£142.00
(10)	Anthony Poole Building Solutions	BACs	£43,042.26	£35,868.55
(11)	Wave – cemetery water Jan- Apr 21	DD	£11.66	
(12)	BT telephone & broadband	DD	£73.03	
(13)	Cartridge Save – printer cartridges	BACs	£126.77	£105.64
(14)	SS Motors – heating oil for Hall	BACs	£425.25	£405.00
	Total payments for the month		£46,536.20	

It was also AGREED to pay KJ Architects £990.00 (£825.00 excl. VAT) and P&B Flooring £2,068.25 (£1723.54 Excl. VAT) as these had been previously agreed as quotations. The payment to KJ Architects is the final month's payment for managing the Parish Hall renovation project.

- (b) To note monies received: -
- ECDC - £40,000.00 (precept 1 of 2).
 - Ivett & Reed - £35.00 (memorial inscription).
 - ECDC - £30.00 playground inspection refund (March inspection not carried out).
- NOTED.
- (c) To approve and sign the Annual Governance Statement for 2020/21 – AGREED and signed by the Clerk and Chairman.
- Cllr Fullerton joined the meeting at 7:42pm.
- (d) To approve and sign the Annual Accounting Statements for 2020/21 – AGREED and signed by the Chairman.

11/21/22 Administration

- (a) CAPALC Code of Conduct Training - £40.00 per member (APR 21: 167/20/21(b)) – Cllrs Day, Fullerton and Marvin and the Clerk will attend when sessions are available.
- (b) Summer newsletter - it was agreed to produce a summer newsletter. The newsletter will be based on the Chairman's annual report and include information about the refurbishment and opening of the Parish Hall. Councillor vacancies will also be advertised. Cllrs Thomas and Day and the Clerk will liaise on putting a draft together to be considered at the June meeting. The cost of producing and distributing a newsletter is approximately £400 and this was AGREED.

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12/21/22 Community/Community Groups

(a) Cheveley Parish Hall: -

1. Practical completion & final account – KJ Architects/Tony Poole Building Solutions: the building had been formally handed back by the architect and builder on Friday 23rd April following completion of all contracted works. A vote of thanks to Tony Poole and Keith Johns was proposed. Councillors voted 6 in favour and 2 against and the proposal was CARRIED.
2. Update on retaining wall – Cllr Marvin (APR 21: 168/20/21(a)(2)): Gawn Associates are awaiting further responses from contractors regarding the cost of augered pilings. Cllr Marvin will continue to liaise with the neighbouring property owner to keep them informed of progress.
3. Pruning of Laurel hedge & proposal for outside area – it was agreed to plan to have the laurel hedge cut back after the bird nesting season. Permission from the Trees Officer is not required for this. Cllr Fullerton will sand down the bench and oil it. Cllr Marvin was thanked for her considerable work clearing the outside area ahead of polling day.
4. To consider key holder policy and key holders – the key holder policy was agreed. It was also agreed to give a set of keys to each member of the Management Team. One front door key remains with DB Security Services and will be handed back when they are finished their work.
5. To consider telephone/broadband provider – it was AGREED to accept the quotation from British Telecom (BT) for £27.95 +VAT per month. BT has agreed to waive the £125 fee for installation. Royal Mail is in the process of updating their records to show Cheveley Parish Hall as the address for the building and this will help BT to establish whether copper or fibre broadband can be installed.
6. Proposal to open for bookings from 1st August 2021 – Cllrs Day and Treanor had put forward a proposal to open on Sunday 1st August with no bookings or trial sessions between now and then (with the exception of PC meetings). It is hoped that all restrictions regarding Covid will have been lifted by the 1st August making it much easier to fully open without the need to put Covid related measures in place. The proposal was AGREED and a Grand Opening will be planned for Sunday 1st. The Management Team will be asked to discuss the opening and the possibility of a local dignitary to perform an opening ceremony, and an informal meeting with Councillors and the Team will be arranged to discuss further.
7. To consider free-of-charge hire for community poppy making event (after opening date) (APR 21: 168/20/21 (a)(10)): It was proposed to allow free-of-charge hire for this event as it involves the whole community rather than just one group or organisation. Councillors voted 5 in favour and 3 against and the proposal was CARRIED.
8. To note minutes of Management Team meeting held on 16th March 2021 (APR 21: 168/20/21 (a)(4)) – NOTED.
9. To approve text for website – this item was deferred to the next meeting.

(b) To consider purchase of English Bluebells for The Spinney – Cllr Marvin proposed to purchase 50 bulbs at a cost of approximately £15 and this was AGREED. More may be planted next year and in subsequent years if they do well.

(c) Update on LHI application – Cllr Treanor said that the PC's application for speed reduction measures on Oak Lane had just missed out in this year's round of the Local Highways Improvement fund. However, it is hoped that the PC's application would be submitted again and that a stronger case for the measures could be made once the development at Home Office Bungalows has been completed. Councillors thanked Cllr Treanor for the time and work he had put into the application process.

(d) To agree a date for re placing bollards on the grass verges on Oak Lane/Saxon Street Road – it was agreed to reinstate the posts at the end of the grass cutting season.

(e) Dog fouling issues across the parish – Cllr Day (APR 21: 168/20/21 (f)): an article in the Journal on dog fouling issues had been brought to the PC's attention by a resident who asked if further measures could be taken to combat issues within the parish. Cllr Day and Cllr Fullerton reported an increased incidence of dog fouling in North and South Wards and proposed to put up signage asking residents to report any incidences they witness.

13/21/21 Cemetery Matters

(a) Update on repair of grave stones – the company originally contracted to do this had not carried out the repairs and another company will now be contacted.

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- (b) Repair of gate – handyman: the gate has dropped making it very difficult to open and close. The handyman will be asked to repair it. Cllrs Hadlow and Thomas will clear the ivy that has grown around the posts.

14/21/22 Date of Next Meeting & Matters for Future Consideration.

8th June at the Parish Hall. Cllr Hadlow sent his apologies for the meeting.

Fire officer's report – Cllr Marvin.

Parish Hall - outside water tap; outside electrical socket; kitchen floor replacement.

The meeting was closed at 8:51pm.

Statutory powers relating to this month's payments:

- (1) LGA 1972, s.142.
- (2-3) LGA 1972, s.112.
- (4-5) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6); Local Authorities' Cemeteries Order 1977.
- (6-8) LGA 1972, s.111.
- (9) Open Spaces Act 1906, ss. 9-10; LGA 1972, s.214(6);
- (10) LGA 1972, s.133
- (11) Local Authorities' Cemeteries Order 1977.
- (12-13) LGA 1972, s.111
- (14) LGA 1972, s.133

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