

Cheveley Parish Council

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

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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

Monday 26th April 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.
District Cllr Alan Sharp was also in attendance.

There were 3 members of the public present.
The meeting was opened at 7:33pm.

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).

171/20/21 Apologies and approvals for absence

None.

172/20/21 Declarations of Pecuniary and Non-Pecuniary Interests

None.

173/20/21 Open Forum for Public Participation (10 mins)

Claire Elbrow, Chairman of the Parish Hall Management Team asked the following: -

- If it would be possible to send out an all-resident newsletter giving the opening date of the Hall as she had been asked by several residents when the Hall would be open from. It was agreed to put this onto the next agenda for consideration.
- If the PC was unhappy with the builder and architect who had worked on the Hall as some comments made about them at meetings had given this impression. Councillors said that there had been some frustrations along the way, as to be expected with any build project, but that overall, the PC is very satisfied with the work carried out.
- Had the PC considered leasing the pavilion to Cheveley Sports Club? This had not been considered as yet but discussions with CSC are ongoing.
- Thank you to Cllr Fullerton for the bulbs in the recreation ground which look lovely.

174/20/21 Approval of Minutes (to be signed at a later date).

- (a) To approve the minutes of the meeting held on 9th March 2021 – approved as a true record with the following amendments:

Item 148/20/21 ...*and, whoever is elected, a ~~seemly~~ seamless handover would take place.*

Item 150/20/21 cheque to Newmarket Town Council should be number 101373; cheque to AF Poole Builders should be number 101374.

Item 152/20/21 (a) 2. *Pile driving would create unwelcome vibration and noise and therefore ~~augured~~ augured pilings are considered the best option.*

- (b) To approve the minutes of the Extra-Ordinary Meeting held on 23rd March 2021 – approved as a true record.

175/20/21 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 mandate for the HSBC current account is in the process of being updated with new signatories.
 2. Unity Trust Bank – the new current account is open and internet banking has been set up.
 3. The McCalmont Cup and Young Volunteer of the Year Award have been engraved with the names of this year's recipients and delivered ready to be presented at the Annual Parish Meeting.

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

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4. Cllr Marvin has arranged to have a Fire Risk Assessment of the Parish Hall carried out on Tuesday 27th April.
5. The email address for the Parish Hall has now been set up and is in use – parishhall@cheveley-pc.gov.uk.
6. The replacement parts for the Meadow Lane notice board have been received and passed on to the handyman for installation.
7. Cheveley WI has returned the £500 grant funding as agreed.
8. The letter to local businesses requesting donations for the Parish Hall was sent out on 11th March. Two responses have been received – Cheveley Park Stud has donated £500.00 and Godolphin has requested a site visit once the renovations have been completed.
9. The Internal Audit will be carried out on 29th April.
10. The Clerk attended an online webinar 'Creating Accessible Word & Pdf Documents' re: website accessibility regulations September 2020. Many of the PC's current documents will need to be updated to comply with the new regulations.
11. HSBC has completed its safeguarding review of the PC's account and has confirmed the account can continue.
12. Cllr Fullerton removed the traffic bollards on Oak Lane/Saxon Street Road on 1st April as agreed.
13. A risk assessment for the installation and movement of the MVAS (speed sign) has been drawn up and signed by the volunteers involved and by the Clerk.
14. A letter has been signed and sent to HSBC cancelling the Standing Order for the Clerk's salary. This will now be paid by BACs from the Unity Trust account. Other Standing Orders and Direct Debits will be transferred over the coming weeks.

Other matters reported at the meeting: -

- The PC would like to thank Simon Mockridge and team from Banstead Manor stud for helping to load the safe into the back of a buyer's van using their forklift. Thanks were also given to members of the TopCote team (render) who had removed the safe from the Parish Hall.
- A location map of the Parish Hall on ECDC's polling station information online is incorrect. Cllr Marvin had contacted the Head of Democratic Services to ask them to update the information.
- Oil tank – this has been bought but not yet collected. It has been disconnected by Anglian Oil tanks. Cllrs Fullerton & Marvin were thanked for their efforts in organising the sale and collection of the oil tank and safe.

176/20/21 Reports from District and County Councillors (Verbal) – defer to May meeting.

District Cllr Sharp said that the results of the Bus, Cycling & Walking Routes consultation will contribute to Cambridgeshire County Council's consultation which begins on 17th May.

Cllr Sharp gave his apologies for the Annual Parish Meeting as he is due to attend a Full Council meeting on the same evening. He will send a written report.

177/20/21 Planning Applications & Planning Matters

- (a) 21/00313/FUL 15a High Street – ground floor rear single-storey extension, part conversion of an existing garage, new first floor storey to the main house with access into the roof. OBJECTION – missing plans; over-looking & over-shadowing of neighbouring properties. NOTED.
- (b) 21/00312/FUL 33a Duchess Drive, Newmarket – construction of 1 no. four bedroom, single-storey dwelling and single garage. NO COMMENTS – NOTED.
- (c) 20/01541/FUL Glebe Stud, Park Road – demolition of stud worker's detached dwelling and construction of replacement detached owner's dwelling AMENDMENT: additional supporting information & alterations to plans. NO COMMENTS – NOTED.
- (d) 21/00413/RMA Freshwinds, 47 High Street – approval of the details for reserved matters for Appearance, Landscaping, Layout and Scale of planning application 18/01556/OUT for erection of 3 no. new dwellings and access drive, changes to parking for no. 45 and widening of drive to no. 47. NO COMMENTS – NOTED.
- (e) Street Naming & Numbering: Land East of The Paddocks – Consultation: Agreed 'Brook Fields' as preferred street name – NOTED.
- (f) Report on ECDC planning decisions & Tree Works Applications – NOTED.

178/20/21 Finance – Payments made this month: - AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
(1)	Twin Dots – website support Apr 21	DD	£50.40	£42.00
(2)	Staff costs Mar 21	SO	£1,535.23	
(3)	HMRC PAYE/NIC Q4	BACS	£989.74	
(4)	Clerk expenses Mar 21	BACS	£45.90	
(5)	Eon Street Lighting Apr 21	DD	£41.84	£39.85
(6)	McGregor Services – Mar 21	BACS	£366.00	£305.00
(7)	ECDC play area inspection – Mar 21	DD	£30.00	£25.00
(8)	Green Cloud Hosting – Apr 21	DD	£47.88	£39.90
(9)	MHH – payroll services Mar 21	DD	£27.60	£23.00
(10)	SLCC – accessibility training: Word	BACS	£36.00	£30.00
(11)	Ligna – TPO application re: Parish Hall	BACS	£120.00	£100.00
(12)	CAPALC 2021-22 & DPO scheme	BACS	£578.95	
(13)	Cartridge Save – printer ink	BACS	£74.47	£62.06
(14)	Steve Parkinson Partnership re: VAT advice	BACS	£600.00	
(15)	Fire & Safety Solutions Ltd – fire ext.	BACS	£99.60	£83.00
(16)	Greenbarnes Ltd – notice board rail & hinge	BACS	£108.71	£90.59
(17)	A France – dishwasher (private sale)	BACS	£100.00	
(18)	Gawn Associates – retaining wall spec.	BACS	£690.00	£575.00
(19)	KJ Architects – project month 5 of 6	BACS	£990.00	£825.00
(20)	ECDC non domestic rates 2021-22	BACS	£0.00	
	Total payments for the month		£6,532.32	

Other payments to approve: -

- SSE £189.14 – Parish Hall Electricity (overdue) Sep 20-Apr 21.
- Oak Tree Corner sign contribution - £50.00

AGREED.

(b) To note monies received: -

- Cheveley Park Stud (donation to parish hall project) - £500.00.
- Cheveley WI (returned unused grant) - £500.00.
- Ivett & Reed (memorial) - £100.00.

NOTED.

(c) Proposed Q4 accounts and bank reconciliation – AGREED.

179/20/21 Administration

(a) To note Annual Parish Meeting Agenda – NOTED.

180/20/21 Community/Community Groups

(a) Cheveley Parish Hall: -

1. Update on repairs and renovations project (verbal) – the building work by AF Poole Builders is now complete and the building is ready to be used for the elections on 6th May. P&B Flooring are due to lay the vinyl in the rear hall this week however, the vinyl will not be able to be laid in the kitchen because of water damage to the floor. P&B will come back to do this once the floor has dried out and the damage has been repaired. The Hall needs to be cleaned and rubbish removed into a skip. It was agreed to arrange for Councillors to view the Hall after the Bank Holiday and before the next meeting.
2. Removal of oil tank, cost £170.00 +VAT – NOTED. This had been agreed under Clerk's delegated powers.
3. To agree specification for new kitchen – Cllrs Gibson & Marvin presented three prices for wall and base units from three different suppliers which were as close to like-for-like as possible. Cllr Marvin proposed to accept the price from DIY Kitchens for £1,096.04. The proposal was seconded by Cllr Noble and AGREED. The price from DIY Kitchens had represented the best value for money and are delivered ready-made which will reduce installation time. The units will be high gloss white without protruding handles to minimise the potential for damage. Cllrs Gibson & Marvin proposed a mottled dark grey/white worktop and this was agreed. The splashback may be in stainless steel but more research will be obtained and reported to the next meeting. ECDC's Environmental Health Officer had recommended a commercial dishwasher but this will be considered at a later date. It was AGREED to spend up to £150.00 on an under-counter fridge. The Clerk will purchase a white kettle.

4. To consider quotation for wooden notice board/sign - £1,293.50 +VAT – AGREED. The notice board will be engraved with 'Cheveley Parish Hall'. The Clerk will contact the Planning Department at ECDC to enquire as to whether planning permission is needed for the erection of the board as the Hall is in the Conservation Area.

- (b) Covid-19 information re: Parish Hall & Pavilion (sent to Councillors by email) – NOTED. Cllrs Day & Treanor and the Clerk will look in detail at the information and report back to the next meeting.

Cllr Hadlow left the meeting at 8:27pm.

181/20/21 Date of Next Meeting & Matters for Future Consideration.

29th April – Annual Parish Meeting

6th May – Annual Meeting of the Parish Council.

8th June – in person at the Parish Hall.

Parish Hall - Laurel hedge; outside tap; outside electrical socket; memorial bench.

Update on retaining wall.

The meeting was closed at 8:33pm

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.

(6-7) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6); Local Authorities' Cemeteries Order 1977.

(8-17) LGA 1972, s.111.

(18-19) LGA 1972, s.133

Other: Parish Hall electricity – LGA 1972, s.133; Oak Tree Corner sign – Highways Act 1980, s.301.