

# 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 8<sup>th</sup> June 2021 at 7.30pm**

held at Cheveley Parish Hall, High Street.

**Present:** Alison Day, Richard Fullerton, Jane Gibson, Sheila Marvin, Brent Noble, Sallie Thomas (Chairman) and Robert Treanor. Clerk: Mrs Marilyn Strand.

County & District Councillor Alan Sharp was also in attendance.

There was 1 member of the public present.

The meeting was opened at 7:30pm.

**15/21/22 Apologies and approvals for absence**

Cllr James Hadlow (work commitments).

The Chairman welcomed everyone to the PC's first in-person meeting since the start of the Covid-19 pandemic and the first to be held in Cheveley Parish Hall.

**16/21/22 Declarations of Pecuniary and Non-Pecuniary Interests**

None.

**17/21/22 Open Forum for Public Participation (10 mins)**

None.

**18/21/22 Approval of Minutes.**

(a) To approve and sign the minutes of the meeting held on Monday 26<sup>th</sup> April – approved as a true record and signed by the Chairman with the following amendments: -

Item 174/20/21: spelling of *augered*.

Item 180/20/21 (a)(3): 'Cllrs Gibson and Marvin presented three quotations **prices** for wall and base units **from three different suppliers** The quotations **which were** as close to like-for-like as possible. Cllr Marvin proposed to accept the quotation **price** from.... The quotation **price** from DIY Kitchens had represented....'

(b) To approve and sign the minutes of the annual meeting held on Thursday 6<sup>th</sup> May – approved as a true record and signed by the Chairman with the following amendments: -

Item 12/21/22 (a)(2) spelling of *augered*.

**19/21/22 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 notice board on Meadow Lane was repaired by Graham Strand and is now in working order. All the notice boards are in need of cleaning.
  2. The MVAS unit has been taken down and is currently stored in the Parish Hall awaiting a data download. Once this is done, the sign will be put back up in its previous location on Ashley Road. UPDATE: the data has now been downloaded to the Clerk's laptop.
  3. ECDC has confirmed that the vacancy created by the resignation of Cllr Sue Willows can be advertised for co-option.
  4. Code of Conduct training (CAPALC) – Cllr Day and the Clerk are booked to attend on Thursday 24<sup>th</sup> June.
  5. A note of thanks has been sent to Tony Poole and Keith Johns for their work on the Parish Hall.
  6. Keys to the Parish Hall have been distributed to members of the Management Team and to Cllrs Gibson, Marvin and Thomas, and the Clerk. The intruder alarm is now active and keyholders have been informed of the code.
  7. Royal Mail has updated its online postcode finder service with 'Cheveley Parish Hall' CB8 9DG.
  8. All supporting documents for the external audit have been prepared.
  9. The process of moving Direct Debits from HSBC to Unity Trust has been started.

Signed: Approved and signed by the Chairman Dated: 13<sup>th</sup> July 2021

Minutes for CPC Meeting 8<sup>th</sup> June 2021

10. The PC is due to receive the first instalment of CiL funding (£7,497.00) re: the second phase of The Paddocks, shortly.
11. CCC has confirmed that this year's verge cutting contribution will remain at £473.83. An invoice has been issued and payment is awaited.
12. A risk assessment for in-person meetings will be completed in time for this meeting and all necessary Covid-secure measures will be put in place at the Hall.
13. Godolphin has agreed to make a donation to the Parish Hall project. They do not want the amount to publicised but have agreed that we can use our media channels to say they have made a contribution.

Other matters reported at the meeting: -

- The PC thanked Phil Nutt for re-erecting the Moveable Vehicle Activated Sign following the download of data. The sign can remain in position for up to 4 weeks in any one location.

## **20/21/22 Reports from District and County Councillors (Verbal).**

County & District Cllr Alan Sharp reported the following: -

- Cllr Sharp had been elected Chairman of East Cambridgeshire District Council for the ensuing year and will remain on the Audit & Licencing Committees as well as the Police & Crime Panel. He will no longer be on the Finance & Assets Committee.
- The review of the Bus, Cycling & Walking Routes consultation had been delayed due to the change in administration following the recent elections. However, Parish and Town Councils will be consulted on the results of the review later this year.
- Cambridgeshire County Council is under no overall control following the elections on 6<sup>th</sup> May.
- The first meeting of the County Council had been held on 18<sup>th</sup> May in-person and was a mainly procedural meeting.
- Cllr Sharp had been appointed to the following CCC committees: Highways & Transport, Audit & Accounts, Children's Health and the Pension Fund.
- Regarding Highways, Cllr Sharp said he had received a lot of reports of pot holes and that any outstanding highways issues should be brought to his attention so that he can follow up on these.

Cllr Richard Fullerton asked why a 'road closed' sign on Park Road had been there for over a week when the road was not actually closed, and said that similar signs erected around the county are often misleading. Cllr Sharp said he would look into this.

## **21/21/22 Planning Matters**

- (a) 21/00312/FUL 33a Duchess Drive, Newmarket – construction of 1no. four bedroom, single-storey dwelling and single garage. AMENDMENT: dwelling reduced in scale; amended design. For information only – NOTED.
- (b) 21/00677/FUL 111 Centre Drive, Newmarket – single-storey rear extension and two storey side extensions – NOTED with no comments.
- (c) 21/00651/FUL 19 Meadow Lane, Newmarket – single-storey rear extension with associated stove flue – NOTED with no comments.
- (d) 21/00687/FUL 114 High Street – proposed erection of new single-storey hobbies/garden equipment room with kennels and bike shelter – NOTED with no comments.
- (e) 21/00697/FUL 6 Isinglass Close, Newmarket – proposed erection of two-storey rear extension and associated works – NOTED with no comments.
- (f) 21/00718/FUL 53 High Street – rear extension and loft conversion to existing dwelling, including raising the ridge height and adding 3 dormer windows – NOTED with no comments.
- (g) 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. AMENDMENT: reduction in size of the proposed dormer window, reduction in glazing towards no. 15 High Street and provision of obscure glazing facing towards no. 15 High Street – NOTED. The PC will reiterate its previous objection to this application regarding the scale of the proposal and over-looking and over-shadowing of neighbouring properties.
- (h) 21/00694/DEM Heath Yard, site north-east of 2a & 2b Ashley Road, Newmarket – demolition of group of 3 unsafe/redundant buildings (storage barn, stables and lean-to) – NOTED with no comments.

- (i) 21/00799/OUT 84 Centre Drive, Newmarket – new residential dwelling to the rear of 84 Centre Drive – NOTED with the following comments:  
The PC objects to this application for the following reasons: -
- The proposal is a large, 4 bedroom back-fill bungalow which will cause a loss of privacy to the gardens of number 82 and 86 Centre Drive;
  - Access from number 84 onto Centre Drive is poor. Centre Drive is a narrow road which was originally a single railway track. It has some pavement for pedestrians but this does not extend along the entire length of the road;
  - The application wrongly states that Centre Drive is a no-through road when, in fact, you can access Ashley Road from Centre Drive via McCalmont Way. The applicant's assertion that Centre Drive is a quiet road with minimum traffic is inaccurate. The road is a very busy one, with continuous complaints from residents on speeding. The road was included in our recent LHI application for a reduction in the speed limit to 20mph which was approved.
  - The application also states that there is already a lot of back-fill development in Centre Drive. This is inaccurate. There are currently only two back-fill dwellings, neither of which have access directly onto Centre Drive;
  - Centre Drive is renowned for its lovely, large gardens with views over Side Hill Stud and The Heath. Most dwellings have garages or side entrances that could easily be used for access for back-fill dwellings. If this application is approved, it will set a precedent for further back-fill development which, in time, would create a 'double' street and create a large increase in vehicle movements on the narrow lane. This could also open up back-fill development in nearby Duchess Drive and Ashley Road as properties in these locations also have large gardens with potential access;
  - Last year an application at 108 Centre Drive was refused due to the potential of demonstrable harm to trees at the location. We believe this application has the potential to cause long-term demonstrable harm to the amenity of surrounding properties and are concerned at the potential harmful effects of a large increase in traffic if other property owners take this as a precedent for back-fill development.
- (j) CONFIDENTIAL: PREAPP/00067/21 – it was AGREED to defer this item to the end of the meeting to be discussed to the exclusion of the public and the press.
- (k) Neighbourhood Plan – proposal to agree budget and consultation date/period. The consultation will take place over a minimum of 6 weeks. Cllrs Day, Fullerton and Hadlow will set a date for the consultation to begin and it is hoped this will coincide with the opening of the Parish Hall. Cllr Day proposed a consultation budget of £2,000.00 and this was AGREED. The funds will come from the PC's earmarked reserves.
- (l) Report on ECDC planning decisions & Tree Works Applications – NOTED. Cllr Noble asked why the new development behind The Paddocks had been numbered 1-4 and 6-11 with number 5 missing. This raises concerns that further development is planned. The Clerk will follow up with the Planning Officer and report back to the next meeting.

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

(a)	Ref:	Payee/Item	Chq. No.	Total	Excl. VAT
	(1)	Twin Dots – website support Jun 21	DD	£50.40	£42.00
	(2)	Staff costs May 21	SO	£1,535.23	
	(3)	Clerk expenses May 21	BACs	£81.00	
	(4)	Eon street lighting May 21	DD	£40.49	£38.56
	(5)	McGregor Services – May 21	BACs	£909.60	£758.00
	(6)	ECDC play area inspection – May 21	DD	£30.00	£25.00
	(7)	Green Cloud Hosting – Jun 21	DD	£47.88	£39.90
	(8)	MHH – payroll services May 21	DD	£28.80	£24.00
	(9)	LGS Services – internal audit	BACs	£360.00	£300.00
	(10)	TBM – IT 6-month support	BACs	£259.20	£216.00
	(11)	Glasdon – dog sack dispenser bags	BACs	£46.91	£39.09
	(12)	Currys PC World – fridge PAID	BACs	£139.99	
	(13)	CAPALC – Code of Conduct training x1	BACs	£40.00	
	(14)	Petty cash top-up	101377	£223.92	
		<b>Total payments for the month</b>		<b>£3,793.42</b>	

Cashbook transfer: HSBC current to Unity Trust Savings - £30,000.00 Chq no: 101378.

It was also AGREED to pay DB Security Services £5,966.89 (no VAT) as the quotation had been previously agreed.

- (b) To note monies received: -

- Ebay (sale of oil tank and safe) - £183.89
- ECDC (s106 grant for Parish Hall) - £32,609.76
- ECDC (hire of Parish Hall for polling day) - £190.00
- HMRC (VAT reclaim Q4 2020-21) - £15,663.26
- Shadwell Estates (donation to Parish Hall refurbishment) - £500.00.

NOTED.

- (c) To approve and sign the **corrected** Annual Accounting Statements for 2020/21 – the amount of loan outstanding had been corrected in line with the figure held by the Public Works Loan Board which includes interest - AGREED and signed by the Chairman.

### 23/21/22 Administration

- (a) To consider draft newsletter – agreed with minor amendments. It was subsequently agreed at this meeting, under item 24/21/22(a)(11), to delay sending out the newsletter pending confirmation of the opening date for the Hall.
- (b) To consider Internal Auditor Report for year ended 31<sup>st</sup> March 2021 – NOTED. No issues had been raised.
- (c) To consider attendees to the Fields In Trust AGM (via Zoom), Wednesday 23<sup>rd</sup> June at 1:30pm – no one is available to attend.

### 24/21/22 Community/Community Groups

- (a) Cheveley Parish Hall: -

1. Update on project expenditure and remaining reserves – NOTED. It was agreed that recently received CiL funding of £7,497.00 would be earmarked for the Parish Hall project. The projected remaining earmarked reserve for the Hall is, therefore, £43,865.00.
2. Further items to consider for purchase or fitting – NOTED. Cllr Marvin asked if she could move a lockable cabinet, currently in storage at the pavilion, and put it in the cupboard at the Hall and this was agreed. It was agreed to purchase a mail box for the outside of the building which will cost approximately £25 plus fitting. It was also agreed to purchase paper towel dispensers for the two toilets and kitchen.
3. To consider final kitchen configuration & costs and proposal to install electric oven – it was AGREED not to include an oven in the kitchen configuration as it would considerably reduce worktop space. It is also likely to present health and safety issues regarding being left on by mistake and becoming very dirty. It was agreed that if users of the Hall feel an oven would be beneficial then a microwave/convection combi-oven could be purchased in the future. Costs for the purchase and fitting of the kitchen were AGREED as follows: -
  - Kitchen cabinets, doors, worktops and edging strip, plinths and delivery from DIY Kitchens - £1,341.36 (incl. VAT). Laminate worktops in black/grey/white marble-effect were agreed.
  - Handwash sink & tap and sink with drainer and mixer tap – approximately £175.00.
  - Paint - £22.00
  - Electrics - £520.00+VAT
  - Plumbing (including Sure Stop isolation valve) - £503.54.
  - Kitchen installation - £900.00 +VAT.
  - Accessories – approximately £100.00.

At the same time as obtaining the electrical and plumbing quotations for the kitchen, the following quotations were also obtained and AGREED: - two outside electrical sockets (one at the front and one at the rear of the building) with internal isolation switch - £85.00 +VAT each; replace inlet float valves in both WCs, replace taps in small toilet with lever basin taps, install outside tap and isolator - £269.68 +VAT.

4. Update on retaining wall – quotations for the specialist pilings are awaited and the Clerk will chase these up.
5. To consider quotation for sanding/sealing front hall floor - £1,497.00 +VAT – AGREED. The possibility of a volunteer hiring a sander had been investigated. However, it was agreed that having the work carried out by a contractor would save time and this outweighed the benefit of a cost saving. It was agreed that the contractor would be asked to stain the floor if a uniform colour could not be achieved by sanding alone.
6. To consider quotations for replacing damaged parts of kitchen floor – the quotation from NuPlan for £210.00 +VAT was accepted and AGREED.
7. Proposal for working group to clear rubbish and dispose in skip – Saturday 26<sup>th</sup> June – AGREED. Members of the PC and Management Team will dismantle and dispose of the outside shed and

old kitchen in the week up to and including the 26<sup>th</sup> June. Councillors will agree which of the other items left behind by the previous owners should be disposed of. The skip will be hired for one week from Monday 21<sup>st</sup> June and the school will be notified.

8. To consider proposed names for the two rooms – it was proposed to name the rear hall The Garden Room. Councillors voted 6 in favour and 1 against and the proposal was CARRIED. It was proposed to call the front hall The Old Chapel Room. No Councillors voted in favour of this proposal, 2 voted against and 5 abstained from the vote. The proposal was NOT CARRIED. Alternative suggestions for the name of this hall should be brought to the next meeting for consideration.
9. To consider allocating a street number to the building – service provided by ECDC, cost £52.00 – AGREED.
10. Fire Officer's Report – Cllr Marvin – NOTED. Fire-extinguishers and a carbon-monoxide monitor will be purchased, as well as signage for the Fire Assembly point which is on the grass to the right of the car park entrance. The Fire Officer had questioned why the fire alarm panels had been installed in the storage cupboard as they would normally be installed by the main entrance. The Clerk will follow up on this with DB Security Services.
11. To consider proposal for marketing, including budget, & to approve text for website – a budget of £2,500 was proposed but deferred to a future meeting. Cllr Noble proposed that the opening date be pushed back to 5<sup>th</sup> September and this was agreed pending further information from Cllr Marvin regarding the installation of the kitchen. The draft newsletter agreed earlier at this meeting will be held back until the opening date is confirmed. It was agreed that the Open Day should be organised by the Management Team and that Councillors and members of the Team will meet to discuss details.
12. Opening Day – proposal to invite the Lord Lieutenant of Cambridgeshire to formally open the Hall – Cllr Fullerton – AGREED.
13. To note Risk Assessment for each area (provided by CPHMT) – NOTED.

(b) To consider donation to MAGPAS Air Ambulance – Cllr Fullerton proposed a donation of £150.00 and this was seconded by Cllr Day and AGREED by a majority.

(c) To consider grant to Cambridgeshire Search & Rescue - £120.00 – AGREED

#### **25/21/22 Cemetery Matters**

(a) CONFIDENTIAL – request by resident to inter ashes of non-resident in previously purchased Garden of Rest plot – it was AGREED to defer this item to the end of the meeting to be discussed to the exclusion of the public and the press.

#### **26/21/22 Date of Next Meeting & Matters for Future Consideration.**

13<sup>th</sup> July.

One member of the public was present at the meeting and left before the following items were discussed.

#### **21/21/22 Planning Matters**

(j) CONFIDENTIAL: PREAPP/00067/21 – NOTED with no comments due to lack of clear information regarding the proposal.

#### **25/21/22 Cemetery Matters**

(a) CONFIDENTIAL – request by resident to inter ashes of non-resident in previously purchased Garden of Rest plot – it was AGREED to waive the PC's cemetery regulations to allow this due to the non-resident's links with the parish.

The meeting was closed at 9:48pm.

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.
- (6-14) LGA 1972, s.111.