

**Cheveley Parish Council**  
Cheveley Parish Hall, 102 High Street, Cheveley, CB8 9DG.  
Tel: 01638 780835  
Email: [clerk@cheveley-pc.gov.uk](mailto:clerk@cheveley-pc.gov.uk)  
Website: [www.cheveley-pc.gov.uk](http://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 13<sup>th</sup> July 2021 at 7.30pm**  
held at Cheveley Parish Hall, 102 High Street.

**Present:** Alison Day, Richard Fullerton, Jane Gibson, James Hadlow (Vice-Chair), Sheila Marvin, Sallie Thomas (Chairman) and Robert Treanor. Clerk: Mrs Marilyn Strand.  
County & District Councillor Alan Sharp was also in attendance.

There were no members of the public present.  
The meeting was opened at 7:30pm.

**27/21/22 Apologies and approvals for absence**

Cllr Noble (personal).

**28/21/22 Declarations of Pecuniary and Non-Pecuniary Interests**

Cllr Hadlow declared a non-pecuniary interest in Cemetery Matters (lives next door to the cemetery).  
Cllr Marvin declared a pecuniary interest in item 34/21/22(a)(22) – payments (payment to be made to Cllr Marvin). The Clerk advised the PC that the VAT could not be claimed back on this payment as the cost was not invoiced directly to the PC. It was agreed that the PC should look into a corporate Debit card so that payments such as this could be made conveniently and in accordance with the PC's Financial Regulations in future.

**29/21/22 Open Forum for Public Participation (10 mins)**

Cllr Day asked whether the flower barrel in North Ward was being maintained by residents or whether Councillors needed to step in and maintain it. Cllr Hadlow will check with the resident who set it up.

**30/21/22 Approval of the Minutes of the meeting held on 8<sup>th</sup> June 2021.**

The minutes of the meeting held on 8<sup>th</sup> June were approved as a true record and signed by the Chairman.

**31/21/22 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.

1. Cllr Day has cleaned the notice boards in North Ward and the Clerk will clean those in South Ward.
2. Code of Conduct training – Cllr Day and the Clerk attended the training on Thursday 24<sup>th</sup> June.
3. All documents for the external audit were submitted to PKF Littlejohn on 11<sup>th</sup> June and they have acknowledged receipt.
4. The process of moving Direct Debits from HSBC to Unity Trust has been completed.
5. Parish Hall electricity – a fixed two-year contract has been set up with SSE Business Energy which gives a saving on unit costs and a fixed quarterly charge of £28.39. A Direct Debit has been set up for payments.
6. The Parish Hall has been allocated the street number 102 by the Street Naming & Numbering team at ECDC. Statutory bodies have been informed.
7. Parish Hall broadband – BT has completed the installation of broadband and upgrade to Super-Fast Fibre should be completed shortly.
8. SLCC membership fees - £143 CPC, £65 Stetchworth PC (to be agreed) and £55 Principal Membership fee to be paid by Clerk = £263.
9. The PC's subscription to Zoom has been cancelled.
10. An external mail box has been purchased for the Parish Hall and will be fitted as soon as possible. Three paper towel dispensers and paper towels have been ordered for the toilets and kitchen. Plug socket covers have been installed.
11. Roger Hyde Ltd are due to sand and seal the old chapel floor between the 11<sup>th</sup> and 13<sup>th</sup> July. They have signed for a set of keys.

12. Two skips were hired to facilitate the removal of the old shed at the Parish Hall along with rubbish and old furniture from the building.
13. Cllrs Day and Fullerton have put up the agreed dog fouling signs in both wards of the parish.
14. Councillor information has been updated in the notice boards.

Other matters reported at the meeting: -

- Cllr Noble has partially cleaned the War Memorial but is awaiting repairs to his pressure washer before he is able to complete it.
- The Clerk thanked Cllr Day for arranging instalment of the broadband and facilitating installation.
- A donation towards the refurbishment of the Parish Hall had been received from Juddmonte stud.
- Cllr Fullerton is currently carrying out a cost feasibility study on the surfacing of footpath no. 3 with planings.

### **32/21/22 Reports from District and County Councillors (Verbal).**

County & District Cllr Alan Sharp reported the following: -

- The deadline for this year's LHI funding applications has been extended from 2<sup>nd</sup> August to 15<sup>th</sup> September and invitations for applications will be sent out shortly.
- CCC has a deficit of around £12m in its budget for special educational needs across the County.

### **33/21/22 Planning Matters**

- (a) 21/00806/FUL 84 Centre Drive, Newmarket – rear extension to residential dwelling house – NOTED no comments.
- (b) 21/00823/FUL 217 High Street – replacement of dwelling with two new dwellings – NOTED with the following comments: - Cllr Hadlow proposed to object to the application and a vote was taken. Councillors voted 5 in favour, 1 against with 1 abstention and the proposal was CARRIED. The PC's objections are the same as previously made when this was presented as a pre-application: -
  - Density of development – overbearing on the surrounding area.
  - Vehicular access – the site entrance is located on a busy road junction. The application states 6 parking spaces will be allowed for, therefore significantly increasing vehicular movement at this location.
  - Loss of historic asset – the existing dwelling is believed to date back to the 18<sup>th</sup> Century and not the 19<sup>th</sup> Century as stated in the application. The PC considers the dwelling to be worth of preserving.
  - Proximity to listed buildings – the Red Lion Public House and Greenways. The proposed dwellings are not of the quality or style of the surrounding buildings and do nothing to enhance the area.
  - Impact on nature conservation and biodiversity – there was much concern from residents when work began to demolish the building and clear the land in spring 2020 (without planning permission). Several mature trees and a hedge were removed which has had a detrimental effect on the street scene.
- (c) 21/00845/FUL 29 Park Road – proposed single-storey front and rear extensions and internal alterations – NOTED with no comments.
- (d) 21/00977/FUL 6 Isinglass Close, Newmarket – proposed erection of two-storey rear extension and /associated works – NOTED with no comments.
- (e) PREAPP/00087/21 106 Ashley Road, Newmarket – CONFIDENTIAL: this could not be considered as no information had been received from ECDC.
- (f) 20/01761/FUL 15 High Street – erection of single garage and double car port on front of drive to replace fabric garage: APPEAL against refusal (for information) – NOTED.
- (g) Street Naming & Numbering – response re: numbering at phase 2 of The Paddocks – NOTED. Cllr Hadlow said that there is a TPO on a tree in the space where no. 5 might have been built which should prevent this space being built on or used for access in the future.
- (h) 21/00136/RMA Freshwinds, 47 High Street – reserved matters of landscape, layout, appearance and scale following approval for the erection of 3no. new dwellings and access drive, changes to parking for no. 45 and widening of drive to no. 47 (18/01556/OUT) - the PC objects to this application for the following reasons: -

- The size of the proposed dwellings is considerably larger than was granted in the outline application. The original proposal was that single or 1.5-storey dwellings were permissible. However, the proposal is now for vast 2-storey dwellings which will cause significant harm to the surrounding countryside and a loss of amenity to nearby properties due to overlooking and over shadowing. At the time of the outline application most of the site was outside the development envelope and was backfill development in the countryside. Whilst there is limited evidence of similar backfill nearby, any backfill that does exist is subservient in size to the housing in front of it facing the High Street. The proposed dwellings will be contrary to this pattern and will form an overbearing appearance from the High Street. Dwellings in this location should be no more than 1.5 storeys high.
- We are again concerned to hear from neighbouring property owners that the submitted site plan boundaries are still incorrect.
- Cheveley Parish Council believes that application 21/00413/RMA is a more appropriate proposal for the location as the inclusion of 1 bungalow removes the overlooking/overshadowing aspect to the neighbouring properties.

(i) Neighbourhood Plan – to confirm date of consultation period: it was agreed to coincide the consultation with the opening of the Parish Hall (official opening date, 5<sup>th</sup> September).

(j) Report on ECDC planning decisions & Tree Works Applications – NOTED.

### 34/21/22 Finance – Payments for agreement this month – AGREED.

(a)	Ref: Payee/Item	Chq. No.	Total	Excl. VAT
	(1) Twin Dots – website support Jul 21	DD	£50.40	£42.00
	(2) Staff costs Jun 21	SO	£1,535.23	
	(3) HMRC PAYE/NIC Q1	BACs	£987.27	
	(4) Clerk expenses Jun 21	BACs	£61.65	
	(5) Eon street lighting Jun 21	DD	£41.84	£39.85
	(6) McGregor Services – Jun 21	BACs	£1,543.20	£1,286.00
	(7) ECDC play area inspection – Jun 21	DD	£30.00	£25.00
	(8) Green Cloud Hosting – Jul 21	DD	£47.88	£39.90
	(9) MHH – payroll services Jun 21	DD	£28.80	£24.00
	(10) BT broadband Parish Hall	BACs	£78.80	£65.67
	(11) Fenland Leisure (cableway repair)	BACs	£741.24	£617.70
	(12) CCC – Moveable Vehicle Activated Sign	BACs	£2,377.12	
	(13) Medisave – hand towels & dispensers	BACs	£58.76	
	(14) Handyman – play area/car park	BACs	£335.00	
	(15) Mildenhall Skip Hire – 8-yard PAID	BACs	£220.00	£183.33
	(16) Mildenhall Skip Hire – 6-yard PAID	BACs	£190.00	£158.33
	(17) Roger Hyde Ltd – 50% floor sand/seal PAID	BACs	£898.20	£748.50
	(18) SLCC membership – see Clerk's report	BACs	£263.00	
	(19) MAGPAS donation	BACs	£150.00	
	(20) Cambs Search & Rescue – grant	BACs	£120.00	
	(21) ICO – data protection registration fee	DD	£35.00	
	(22) Kitchen units & accessories.	BACs	£1,580.18	
	(23) SSE – parish hall electricity (Apr-Jun)	DD	£71.90	£68.48
	<b>Total payments for the month</b>		<b>£11,445.47</b>	

It was agreed to pay Ben Parkin Plumbing & Heating £600.00 as a staged payment for works previously agreed at quotation stage (plumbing at Parish Hall).

It was also agreed to pay Roger Hyde Ltd £748.50 +VAT as the final payment for sanding/sealing the front room of the Parish Hall (quotation previously agreed).

(b) To note monies received: -

- Donation to Parish Hall project - £5,000.00.
- ECDC CiL contribution (18/00989/FUL) - £7497.00

NOTED.

(c) Proposed Q1 accounts and bank reconciliation – noted and AGREED.

### 35/21/22 Administration

(a) To confirm newsletter distribution re: date of Parish Hall opening – AGREED. The opening date of the Parish Hall will be 5<sup>th</sup> September (see item 36/21/22(a)(9) below).

- (b) Proposal to change the PC's office address to Cheveley Parish Hall for all postal correspondence – AGREED.

### 36/21/22 Community/Community Groups

(a) Cheveley Parish Hall: -

1. Further items to consider – High Street front door/lock, built-in storage and window coverings: it was agreed to ask P&B Flooring to price for coir matting by the front door, and to contact a locksmith about changing the lock. Cllr Marvin will ask Nu-Plan to advise/quote on lockable built-in storage for the Garden Room. It was agreed to obtain advice and quotations for window coverings for each of the rooms.
2. Update on retaining wall quotations – Gawn Associates had not responded to telephone messages or emails. It was agreed to approach other companies in order to obtain drawings so that the project can progress.
3. To consider proposals for naming the former chapel room: a name was agreed (to be revealed at a later date).
4. To agree policy for providing keys to contractors – it was agreed that contractors working on the building could be given keys as long as these are signed for under the PC's Key Control Policy. The code for the intruder alarm will be changed when the building opens to the public.
5. Report on fire panels/intruder alarm/CCTV – Cllr Marvin & Mr Philip Nutt: this was deferred to the August meeting.
6. To re-consider cost of Wi-Fi equipment to allow unlimited users - £892.00 (previously agreed more than 6 months ago) – AGREED.
7. To consider SS Motors (Fuels) Ltd boiler servicing contract - £76 +parts +VAT for first service and £54 +parts +VAT per annum thereafter for inspection and service – AGREED. It was also agreed to fill the oil tank whilst the price of oil is lower over the summer.
8. To consider car park weed killing and grass cutting – AGREED. The area between the building and the neighbouring property's driveway will also be treated. It was further agreed to have the area added to the PC's grounds maintenance contract.
9. Proposed official opening date – Sunday 5<sup>th</sup> September – AGREED. A meeting between Councillors and the Management Team will be arranged to discuss the open day and marketing of the Hall. The marketing budget, likely to be £2,500 as previously discussed, will be agreed at the August meeting. Cllr Fullerton will draft an invitation to the Lord Lieutenant of Cambridgeshire to officially open the Hall.
10. Resident request to consider accessing funding for car charging points in the car park – it was agreed that this would be a good project to undertake in the future but could not be undertaken at present.

Cllr Marvin gave an update on progress of other works: -

- First-fix plumbing for the kitchen has been completed as has work in the bathrooms which was agreed at the June meeting.
  - The external stop-cock has not yet been located. Anglian Water came out to look but will have to visit again with additional equipment in order to locate it. Once it is located a water meter can be installed and this was agreed by all.
  - There is a small leak in one of the radiators in the front room. It was agreed that Tony Poole would be asked to send his plumber to rectify this as a matter of urgency so that the floor does not become water damaged.
  - The electrician is due to come later this week to complete all electrical work.
  - The water damaged chip board in the kitchen will be replaced this week. P&B Flooring will then be asked to lay the vinyl flooring. A new metal strip between the front room and the reception area will also be requested.
  - The kitchen units are due to be delivered week commencing 26<sup>th</sup> July and Nu-Plan have scheduled installation for Monday 2<sup>nd</sup> August.
- (b) To consider purchase and installation of dog waste bin at Broomstick Corner (resident request) – AGREED. It is hoped the bin can be fixed to an existing post.
- (c) Cutting of Public Rights of Way – it was agreed to ask the PC's grounds maintenance contractor to cut the grass on footpath no. 2. Landowners will be contacted regarding overgrown hedging on the Icknield Way footpath to Kirtling.
- (d) Street trading consent consultation re: ice-cream vendor – no objections were raised.

- (e) HM The Queen's Platinum Jubilee 2022 (resident enquiries re: event planning) – it was agreed to liaise with the Parish Hall Management Team in the first instance to garner ideas.

**37/21/21 Cemetery Matters**

- (a) To consider weed kill of cemetery path – AGREED. The contractor will also be asked to treat the gravel area in the Garden of Rest.

Cllr Sallie Thomas was thanked for the many hours she has spent weeding the wildflower meadow.

**38/21/22 Correspondence for Information.**

- (a) Cambridgeshire Search & Rescue re: thank you for grant – NOTED. It was agreed to post information about donations to Charites on the PC's Facebook page.

**39/21/22 Date of Next Meeting & Matters for Future Consideration.**

10<sup>th</sup> August.

Parish Hall car park lease.

The meeting was closed at 9:26pm.

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.
- (7-10) LGA 1972, s.111.
- (11) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6).
- (12) Highways Act 1980, s.274A
- (13-16) LGA 1972, s.111
- (17) LGA 1972, s.133
- (18) LGA 1972, s.111
- (19-20) LGA 1972, s.137
- (21) LGA 1972, s.111
- (22) LGA 1972, s.133
- (23) LGA 1972, s.111