

Cheveley Parish Council

Cheveley Parish Hall, 102 High Street, Cheveley, Newmarket, CB8 9DG.

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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 14th September 2021 at 7.30pm

held at Cheveley Parish Hall, 102 High Street.

Present: Richard Fullerton, Jane Gibson, James Hadlow, 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.

52/21/22 Apologies and approvals for absence

Cllr Alison Day (personal).

53/21/22 Declarations of Pecuniary and Non-Pecuniary Interests

Cllr Hadlow declared non-pecuniary interests as follows: -

Item 61/21/22 (a)(4) – donation to St Mary's church for baby changing unit (church warden).

Item 62/21/22 – cemetery matters (lives next door).

54/21/22 Open Forum for Public Participation (10 mins)

None.

Cllr Fullerton joined the meeting at 7:33pm.

55/21/22 Approval of the Minutes of the meeting held on 10th August 2021.

The minutes of the meeting held on 10th August were approved as a true record and signed by the Chairman with the following amendments: -

Item 49/21/22 (a) Electrical work had been completed and a faulty ~~part~~ **Residual Current Device (RCD)** in the consumer unit had been replaced.'

Item 49/21/22 (a) **Several** Councillors thanked Cllr Marvin for all her work at the Hall. Both Cllr Marvin and Cllr Gibson were thanked for their work on the kitchen and **several** Councillors said how pleased they were with it.'

County & District Councillor Alan Sharp joined the meeting during this item.

56/21/22 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 PC's new postal address has been given to all suppliers, contractors and contacts.
2. The Clerk's appraisal will be arranged later this month.
3. Parish Hall: -
 - DB Security Services has still to complete the installation of the main entrance automatic door opener. This is due to staff shortages.
 - The boiler will be serviced by SS Motors in late September.
 - A page for the PC's website has been drafted by Twin Dots and will be published shortly giving details on the Hall and how to book.

Other matters reported at the meeting: -

- An amendment to the planning application at 53 High Street had been received (removal of dormer window and adjustment of the proposed rooflights in the interest of residential amenity). The amendment is for information only and the application has been approved by ECDC.
- Cllr Treanor said that a community meeting regarding next year's Platinum Jubilee is due to take place in October. Cllr Treanor will attend and report back to the following PC meeting.
- Cllr Treanor had submitted the Local Highways Initiative application for speed reduction measures on Oak Lane.
- Cllr Hadlow said that the unstable gravestones in the cemetery had now been fixed with industrial, outdoor glue and are now safe.

Signed: Approved and signed by the Chairman. Dated: 12th October 2021

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57/21/22 Reports from District and County Councillors (Verbal).

County & District Cllr Alan Sharp reported the following: -

- The Greater Cambridge Partnership Eastern Access project team is considering options for improvements to infrastructure including the Newmarket Road Park & Ride site in Cambridge.
- Resurfacing work on pavements throughout the county has begun. So far in Cheveley, Holland Park and Somerset Court have benefitted from this program, for which the County Council has set aside a £4m budget over the next 5 years.

Cllr Sharp said that an update on ECDC would be given at the next meeting.

58/21/22 Planning Matters

- (a) 21/01168/ESHYB Hybrid planning application for proposed Bexwell to Bury St Edmunds Pipeline Scheme for proposed 70-kilometre pipeline and associated above-ground installation at Gazeley, Isleham and Woodditton; and outline consent for above-ground infrastructure at Bexwell, Kentford, Lady's Green and Rede with all matters reserved except for access – NOTED with no comments.
- (b) 21/00930/FUL Wallhouse Stud, 41 Newmarket Road – additional stables and staff accommodation. AMENDMENT: revised block plan to illustrate the neighbouring properties – NOTED with no further comments.
- (c) 21/00697/FUL 6 Isinglass Close, Newmarket – proposed erection of two-storey rear extension and associated works. APPEAL – NOTED.
- (d) 21/01305/FUL 36 Ashley Road, Newmarket – alterations to existing single-storey rear extension – NOTED with no comments.
- (e) Update on Neighbourhood Plan – Cllr Day had sent an update by email: due to work commitments, holidays and the Parish Hall open day, it had not been possible to progress the Neighbourhood Plan this month. However, Cllr Hadlow had completed the appendices. As there is no final draft as yet, it will not be possible to begin the public consultation on 27th September as previously planned.
- (f) Report on ECDC planning decisions & Tree Works Applications – NOTED.

59/21/22 Finance – Payments for agreement this month – AGREED.

(a)	Ref: Payee/Item	Method	Total	Excl. VAT
(1)	Twin Dots – website support Sep 21	DD	£50.40	£42.00
(2)	Twin Dots – domain hosting	BACs	£84.00	£70.00
(3)	Staff costs Aug 21	SO	£1,535.23	
(4)	Clerk expenses Aug 21	BACs	£103.50	
(5)	Eon street lighting Aug 21	DD	£41.84	£39.85
(6)	McGregor Services – Aug 21	BACs	£1,285.20	£1,071.00
(7)	ECDC play area inspection – Aug 21	DD	£30.00	£25.00
(8)	Green Cloud Hosting – Sep 21	DD	£47.88	£39.90
(9)	MHH – payroll services - Aug 21	DD	£28.80	£24.00
(10)	D2D Distribution – parish hall leaflet	BACs	£306.00	£255.00
(11)	New Print Ltd – parish hall leaflet	BACs	£187.00	
(12)	SLCC – National Conference	BACs	£447.00	£385.00
(13)	SS Motors – parish hall oil – PAID	BACs	£292.79	
(14)	BT – parish hall phone & broadband	BACs	£34.74	
(15)	Ben Parkin Plumbing & Heating - balance	BACs	£224.07	
(16)	Nu-Plan: kitchen installation/floor/misc. items	BACs	£1,518.00	
(17)	Mark Bouttell Electrical Services Ltd	BACs	£600.00	£500.00
(18)	Hippoclean – parish hall windows	BACs	£80.00	
(19)	Screwfix – parish hall light bulbs	BACs	£20.06	
(20)	New print – parish hall banners	BACs	£133.20	£111.00
(21)	PKF Littlejohn – External Audit	BACs	£720.00	£600.00
(22)	Petty cash top-up	101379	£239.89	
	Total payments for the month		£8,009.60	

- (b) To note monies received: -
- ECDC £30.00 – refund for playground inspection not carried out in July.
 - Parish Hall hire - £45.00.
- NOTED.

60/21/22 Administration

- (a) To consider a PC Debit Card and to agree: -

- Set-up fee (one-off) - £50.00 – AGREED.
- Monthly fee - £3.00 – AGREED.
- Single transaction limit – a £500 single transaction limit was AGREED.
- Monthly credit limit – a monthly expenditure limit of £2,000 was AGREED.

The Clerk will be the card holder.

- (b) SLCC National Conference, 13th-14th October – to note Clerk’s attendance, cost £385.00 +VAT (proposed to share costs with Stetchworth PC) – NOTED.
- (c) Insurance premium - to consider long-term undertaking (3-year term), cost £1,712.87 per year – AGREED. The policy has been updated to include the CCTV system at the Parish Hall.
- (d) To adopt Model Councillor Code of Conduct 2020 – AGREED.
- (e) To agree draft minutes of Annual Parish Meeting (held on 29th April) for approval at next year’s meeting – AGREED.
- (f) To note report from PKF Littlejohn re: external audit 2020-21 – NOTED. One matter had been raised regarding the inclusion of Open Land on the asset register – last year’s asset figure should have been restated as the land was not acquired in the financial year under review.

Statutory notices relating to the audit will be displayed on notice boards and the PC’s website in accordance with the Accounts & Audit Regulations 2015.

61/21/22 **Community/Community Groups**

(a) Cheveley Parish Hall: -

1. Report from Opening Day (Sunday 5th September) and consideration of feedback – the Opening Day had been a huge success and was well attended throughout the afternoon. Community groups with stalls and members of the public had all expressed their appreciation at how lovely the Hall is now that it has been renovated. Cllr Thomas thanked everyone who had done so much in the run-up to the opening, and on the day, to make it a success. A particular thank you was given to the ladies from St Mary’s Church who had made teas and coffees throughout the afternoon and who had also brought home-made cakes which had gone down well with everyone. There had been a number of enquiries for bookings on the day and since which was very encouraging. Cllr Marvin thanked a number of people in particular for their work – Chris Emmerson and Phillip Nutt (Management Team) and Cllrs Brent Noble, Richard Fullerton and Jane Gibson for various aspects of the project they had worked on together. Several Councillors thanked Cllr Marvin for her hard work at the Hall over the last few months.
2. Update on retaining wall – to consider quotation from John Freer (Andrew Firebrace Ltd) and to note information from CB Groundworks & Construction Ltd: the approximate cost of the work needed by John Freer is £795.00 +VAT. Cllr Fullerton proposed to accept the quotation. Councillors voted 6 in favour with 1 abstention and the proposal was CARRIED. (Cllr Marvin left and returned to the meeting during this item but was in the meeting when the vote was taken). CB Groundworks & Construction Ltd have worked with John Freer previously and are interested in quoting for the work once drawings have been provided. Cllr Noble asked for it to be noted that he believes an alternative building method should be looked at given that the augered piling previously suggested is very expensive. It was agreed that work on the wall should be started before Christmas.
3. To consider quotations for roller blinds in the front room and Garden Room – it was proposed to accept the quotation from Sunrise Blinds for £1,144.00+VAT. Councillors voted 4 in favour with 3 abstentions and the proposal was CARRIED. The Clerk and Cllr Gibson will liaise on the colour/pattern of the fabric.
4. To consider donation to St Mary’s Church for baby-changing wall unit – it was proposed to donate £125 and this was AGREED. The measurements will be checked to make sure it will fit into the accessible bathroom.
5. To consider final actions from Risk Assessment – NOTED. Any outstanding actions are in the process of being implemented.
6. Laurel hedge – this needs to be cut right back to reduce the height and depth. Permission from the Trees Officer at ECDC may be required. It was agreed to obtain quotations for the work to include applying for permission, if applicable, and the removal of all cuttings.
7. To note bookings status – Phil Nutt: NOTED. There are a good number of hirers booked in already, and several more enquiries have been received.
8. To consider Hall Master software application for bookings, cost £187 +VAT per year – it was proposed to proceed with this in order to more easily facilitate bookings. Councillors voted 6 in favour and 1 against and the proposal was CARRIED.

9. To approve hire for dog training classes (to be reviewed in November) – there was some concern that anyone with allergies to dogs might be affected when using the room after the dogs had been in there. It was therefore proposed to allow the classes to take place in the Garden Room only, and to review this decision in November after monitoring the situation. Councillors voted 6 in favour with 1 abstention and the proposal was CARRIED.
10. Renewal of car park lease – factsheet from Cllr Hadlow discussed and NOTED. Cllr Hadlow proposed to begin discussion with the school and Cambridgeshire County Council (CCC) with the aim of negotiating reconfiguration and future use of the car park. Councillors voted 6 in favour and 1 against and the proposal was CARRIED. Cllr Hadlow and Philip Nutt were put forward to liaise with the school and CCC. The leaseholder (CCC) will be notified via the PC's solicitor that the lease will either end or be re-negotiated when it expires in August 2022.
11. To consider proposal from Management Team for part-time employee or self-employed person to oversee locking/unlocking for bookings and general maintenance and cleaning before and after booking (AUG 21: 49/20/21(a)(6)) – Councillors voted 5 in favour and 2 against and the proposal was CARRIED. However, it was agreed that this could be separated into two roles – one for cleaning/maintenance and one for opening and locking up, with the possibility of a key safe or code system for regular user groups. This will be fed back to the Management Team for consideration.
12. Management Team – Terms of Reference & recruiting more volunteers – this was deferred to a future meeting.

- (b) Public Rights of Way – issues with overgrown grass and vegetation – it was AGREED to ask the PC's grounds maintenance contractor to cut the bridleway and Brook Stud footpath (Broad Green end).
- (c) Cllr Marvin left the meeting at 9:35pm.
To consider purchase of poppy wreath and donation for Remembrance Sunday – it was AGREED to make a donation to the Royal British Legion of £100 which includes purchase of a wreath.
- (d) To consider request from St Mary's PCC for purchase of community Christmas tree, cost £150 – AGREED.

62/21/22 Cemetery Matters

- (a) Wildflower meadow – to agree cutting/harrowing and proposal to add this to the PC's grounds maintenance contract – AGREED.

63/21/22 Correspondence for Information.

- (a) MAGPAS re: thanks for donation – NOTED.
- (b) Resident re: thank you for supporting objections to planning application at Wallhouse Stud – NOTED.

64/21/22 Date of Next Meeting & Matters for Future Consideration.

12th October.

Sundry items for Parish Hall – Cllr Marvin.

Microwave/combi oven for Parish Hall – Cllr Fullerton.

The meeting was closed at 9:39pm.

Statutory powers relating to this month's payments:

- (1-2) LGA 1972, s.142.
- (3-4) 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.
- (8-9) LGA 1972, s.111.
- (10-11) LGA 1972, s.142.
- (12) LGA 1972, s.11
- (13-20) LGA 1972, s.133
- (21-22) LGA 1972, s.111