

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

MINUTES

Cheveley Parish Council Full Council Meeting on
Tuesday 12th October 2021 at 7.30pm
held at Cheveley Parish Hall, 102 High Street.

Present: Alison Day, Richard Fullerton, Jane Gibson, James Hadlow, Sheila Marvin, Brent Noble, Sallie Thomas (Chairman) and Robert Treanor.

There were 3 members of the public present.
The meeting was opened at 7.30pm.

65/21/22 Apologies and approvals for absence
None

66/21/22 Declarations of Pecuniary and Non-Pecuniary Interests
Cllr Hadlow declared a non-pecuniary interest in the following:
Item 74/21/22 (b) - To consider grant application from St Mary's Parochial Church Council (church warden)

Cllr Noble & Cllr Fullerton joined at 7.31pm
67/21/22 Open Forum for Public Participation (10 mins)
A member of the public asked what was Cheveley Parish Council's (CPC) policy on individual Cllrs making unilateral decisions on items for the Parish Hall. The member of the public said that a number of people had approached her concerned that one councillor was making decisions on items and asked what authority they had to do this. The chair stated that all decisions regarding the hall had to be made by CPC collectively not individual councillors.

A member of the public asked for the Parish Hall grass to be cut before the end of the season. The vice Chair confirmed that he would ask the grounds maintenance contractors to do it.

68/21/22 Approval of the Minutes of the meeting held on 14th September 2021.
The minutes of the meeting held on 14th September were approved as a true record and signed by the Chairman. No amendments were made

69/21/22 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. Parish Hall: -

- DB Security Services have still to complete the installation of the main entrance automatic door opener. This is due to staff shortages.
- The boiler was serviced by SS Motors Ltd on 22nd September and they have raised some issues with its installation. Tony Poole was contacted and his plumber has inspected one of the issues. He is now liaising with SS Motors to discuss solutions to the issues raised.
- Two members of the Parish Hall Management Team are setting up the Hall Master Software for bookings.
- Roller blinds for the front room and Garden room have been ordered by Cllr Gibson and the Clerk – blue for the front room and green for the Garden room. It was not possible to have patterned fabric as it is not fire retardant and does not come with 'black out' backing. The blinds should be ready for installation by the end of October.
- Retaining wall – John Freer is arranging a meeting with a piling contractor to see if this method of construction is feasible given the limited access.
- Renewal of car park lease – Aaron Menuhin is drafting a letter of termination of the lease. This will be sent to CCC along with a letter from the PC offering to discuss the future of the car park as agreed at the September meeting.
- The notice board for the Hall has been delivered and will be erected once a suitable contractor is found.

2. A debit card application has been submitted to Unity Trust bank and the card should be received shortly.

3. The Employer's Liability Certificate has been updated on the website following renewal of the insurance policy with BHIB on a 3-year long-term undertaking.
4. The Model Code of Conduct adopted at the September meeting has been uploaded onto the PC's website.
5. St Mary's PCC has sent an email thanking the Council for purchasing this year's community Christmas tree.
6. The public inquiry re: Weatherby Crossing and the proposal to modify the Definitive Map & Statement for the Parish of Newmarket will be held on Tuesday 1st February 2022 at 10am at the King Edward VII Memorial Hall, Newmarket.

County and district councillor Alan Sharp joined at 7.39pm

Cllr Marvin asked that an update on the retaining wall to be added to the November meeting agenda together with consideration of using Gabions (Metal cages filled with stone)

70/21/22 Reports from District and County Councillors (Verbal).

County and district councillor Alan Sharp reported the following:

- Milestone, new highways contractor has taken over from Skanska
- Children and young people's committee budget under pressure. Cllr Sharp will update CPC at future meeting
- Police and Crime Commissioner will produce a draft plan by November. Anything CPC want including should be emailed to the Police Commissioner or Cllr Sharp
- Auditing and accounts committee "Farmgate" report will be available soon, Cllr Sharp will keep CPC updated
- Full County council meeting postponed to 9th November
- Full ECDC council meeting on 21st Oct – are looking to consider a parking enforcement scheme across the district
- A1303 work will start soon on Swaffham Heath Road, A1303 junction to improve road safety. Will become a staggered junction.

71/21/22 Planning Matters

- (a) 21/01328/FUL 114 High Street – proposed erection of new single-storey hobbies/garden equipment room with kennels and bike shelter (revised location to previous approval 21/00687/FUL) – NOTED with no comments
- (b) 21/01335/FUL Tanners, 18 Newmarket Road – outdoor swimming pool and associated building - NOTED with no comments
- (c) 21/01348/FUL 75 Duchess Drive, Newmarket – demolish existing garage and car port and replace with single-storey side and rear extensions and storage area to rear - NOTED with no comments
- (d) 21/01387/FUL 217 High Street – construction of two-storey dwelling with cart lodge, demolition of existing building – NOTED with the following comment:

Cheveley Parish Council (CPC) are pleased to see that the new proposal for this site takes into account most of their concerns as outlined in the objection for proposal 21/00823/FUL at the same site. Whilst the council would have preferred to see the current historic 17th century timber frame cottage restored to its former glory, we do not object to the proposed single dwelling and cart lodge garage. However, we would like to insist on the use of high-quality materials so that the dwelling is completed to a high standard which will enhance the locality.

- (e) 21/01452/FUL 33 High Street – single-storey rear extension - NOTED with no comments
- (f) TPO/E/05/21 Wallhouse Stud, 41 Newmarket Road – Tree Preservation Order on T1 Pear Tree, T2 Oak and G1 group of Oaks - NOTED with the following comment:

CPC fully support the proposal to place TPOs on the listed trees due to their significance on the character of the surrounding area.

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

72/21/22 Finance – Payments for agreement this month – AGREED

(a)	Ref: Payee/Item	Method	Total	Excl. VAT
(1)	Twin Dots – website support Oct 21	DD	£50.40	£42.00
(2)	Staff costs Aug 21	SO	£1,535.23	
(3)	HMRC PAYE/NIC Q2	BACs	£987.27	
(4)	Clerk expenses Sep 21	BACs	£75.60	
(5)	Eon street lighting Sep 21	DD	£41.84	£39.85
(6)	McGregor Services – Sep 21	BACs	£606.00	£505.00
(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)	Eurooffice – stationery	BACs	£21.18	£17.65
(11)	SS Motors – PH boiler service	BACs	£102.60	£85.50
(12)	Harry Stebbing – PH notice board	BACs	£1552.20	£1,293.50
(13)	SSE – PH electricity	DD	£34.78	£33.13
(14)	BT – PH telephone/broadband	BACs	£34.74	
(15)	Rialtas – finance software support (annual)	BACs	£148.80	£124.00
(16)	Cambridgeshire ACRE membership 2021-22	BACs	£57.00	
(17)	Royal British Legion – wreath & donation	300001	£100.00	
(18)	Community Christmas Tree	BACs	£150.00	
(19)	Bunting for PH open day – PAID	BACs	£36.50	
(20)	St Mary's PCC – donation for baby unit	BACs	£125.00	
(21)	RH Landscapes – tree work in car park	BACs	£180.00	£150.00
	Total payments for the month		£5,945.82	

- (b) To note monies received: -
- Parish Hall hire (September) – £265.00.
 - ECDC Precept 2021/22 1 of 2 - £40,000.00.

NOTED

- (c) Proposed Q2 accounts and bank reconciliation – NOTED. Deferred to November meeting.

- (d) To consider draft budget and precept 2022-23 – Deferred to November meeting.

73/21/22 Administration

- (a) To consider further signatories for Unity Trust bank account – Cllr Treanor offered to be an additional signatory - AGREED

74/21/22 Community/Community Groups

- (a) Cheveley Parish Hall: -

1. Proposal to move Fire Control panel - Cllr Marvin had checked with Mark Webb at DB securities who confirmed that the cost to do this would be less than £450. Cllr Hadlow proposed that Cllr Marvin get an official quote from DB Securities and then if it was no more than £450 Cllrs agree to employ DB securities to move the fire control panel. Councillors voted 8 in favour and the proposal was CARRIED
2. Proposed unique access code for hirers – Cllr Marvin proposed that regular users of the Parish Hall be issued with a key for the hall and unique alarm code. Councillors voted 3 in favour and 5 against – NOT CARRIED. Cllr Fullerton made an alternative proposal and Cllr Day seconded that regular users of the Parish Hall be issued with a unique alarm code and that a key safe be purchased and positioned outside the main entrance for which regular users should be given the code. Councillors voted 6 in favour, 1 against and 1 abstention and the proposal was CARRIED. Cllr Marvin to inform DB securities and update key policy. Councillors need to define the criteria for a regular user including policy, and check insurance implications. November meeting.
3. Proposal for additional CCTV camera – NOTED Cllr Marvin to obtain an official quote from DB securities
4. Proposal to have surplus vinyl flooring laid in store room – NOTED Cllr Marvin to obtain an official quote from PB flooring
5. Delegation of powers to the Clerk to purchase sundry items as needed - Cllr Noble proposed. Cllr Treanor seconded. Councillors voted 7 in favour and 1 against and the proposal was CARRIED
6. Proposal to purchase microwave/combi oven – Cllr Fullerton – It was reported that several potential users had asked for such a facility. In addition, there were some comments suggesting an oven would be useful at the open day. Some councillors disagreed that such a facility was needed. Cllr Fullerton proposed that he would investigate costs and return to the November meeting with a quote for final decision. Councillors voted 6 in favour and 2 against the proposal was CARRIED.

7. To consider revised quotation for built-in storage cupboards - Cllr Marvin asked that a revised quote from NuPlan dated 12 Oct 2021 and totalling £3505 be accepted. Councillors were concerned that they had not seen any plans for the storage units so could not make an informed decision, especially because users have asked that chairs and tables be able to fit within the cupboards. – NOTED. Cllr Fullerton proposed that NuPlan be asked to provide detailed drawings for council to assess before committing to the cost. Cllr Marvin to ask NuPlan for drawings and bring back to the November meeting. Councillors voted 5 in favour and 3 abstentions. The proposal was CARRIED
 8. To consider hire to another dog trainer – Councillors agreed that if the hirer only uses one room, they would agree to this on the same terms as the current dog trainer using the Parish Hall. Phil Nutt (CPHMT) to go back to potential hirer - AGREED
 9. To consider fee waiver for Christmas event on 12th December (to be organised by CPHMT) - Request to waive the fee for both rooms on Sunday 12th Dec for community event, with different community organisations. Councillors voted 8 in favour - AGREED
 10. To consider job description and advertisement for part-time employee for opening/locking up and caretaker duties – NOTED. Proposal discussed by councillors but it was agreed that the decision on the earlier item on the Alarm code and Key safe meant the outlined proposal from CPHMT for a caretaker/cleaner wasn't required. So, the proposal was rejected. Cllr Marvin proposed that the use of contract cleaners be investigated for the Parish Hall. Councillors thought this would be a good option to trial and then reassess if a caretaker was really required. Chair of Management Committee to get quotes from commercial cleaners and specification on what they will do and item to go on November agenda.
 11. To note Hall accounts provided by CPHMT – NOTED with thanks.
- (b) To consider grant application from St Mary's Parochial Church Council - £750.00 - Cllr Treanor proposed the PC fund the full £750 and councillors voted 7 in favour and 1 against the proposal was CARRIED
- (c) Refurbishment of Brook Stud Public Right of Way – Cllr Fullerton - NOTED
Deferred to a future meeting. Cllr Fullerton to come back with specification and costing
- (d) Update on HM The Queen's Platinum Jubilee 2022 – Cllr Treanor - NOTED
There will be a four-day weekend 2-5 June 2022. An exploratory meeting via zoom with interested parish groups indicated an interest to organise activities. W/c 8th November organising committee meeting planned at the Parish Hall.
- (e) ECDC Bus, Cycling & Walking Groups Consultation – request for information: NOTED
No comments

75/21/22 Date of Next Meeting & Matters for Future Consideration.
9th November

Update on retaining wall and use of Gabions.
Hall fire extinguishers.

The meeting was closed at 9.35pm

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.
- (8-11) LGA 1972, s.111.
- (12) Notice board
- (13-16) LGA 1972, s.111.
- (17-18) LGA 1972, s.137
- (19-20) LGA 1972, s.111
- (21) Open Spaces Act 1906, ss. 9-10 s.15; LGA 1972, s.214(6).