

Cheveley Parish Council
Cheveley Parish Hall, 102 High Street, Cheveley, 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 9th November 2021 at 7.30pm
held at Cheveley Parish Hall, 102 High Street.

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

There was 1 member of the public present.
The meeting was opened at 7:30pm.

76/21/22 Apologies and approvals for absence
Cllr Jane Gibson (personal).

77/21/22 Declarations of Pecuniary and Non-Pecuniary Interests
None.

78/21/22 Open Forum for Public Participation (10 mins)
None.

79/21/22 Approval of the Minutes of the meeting held on 12th October 2021.
The minutes of the meeting held on 12th October were approved as a true record and signed by the Chairman with the following amendments: -
Item 74/21/22 (a)(10) '~~Claire~~ *The Chairman of the Management Committee* to get quote from commercial cleaners....'
The Chairman thanked Cllrs Hadlow and Day for taking and writing up the minutes of the October meeting.

80/21/22 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 has still to complete the installation of the main entrance automatic door opener. This is due to staff shortages. It is expected that this work will be carried out within the next couple of months.
 - Roller blinds for the front room and Garden room were fitted on Tuesday 2nd November. One blind for the front room was the wrong size and needs to be re-cut so they will come back to do this as soon as possible.
 - Grass cutting – a final cut has been requested.
 - The electricity bill from SSE is high because we are catching up after underpaying since September 2020 due to estimated bills. A smart metre was installed on 12th August (the date this bill runs from). Our account will be brought up to date with this payment and future bills will be accurate each quarter.
 - The rateable value of the Hall has been set at £3,450 effective from 20th September 2021. The instalments are £216.00 per month and a Direct Debit will be set up for these. The Valuation Office Agency has used the small business multiplier to calculate the monthly payments.
 - The music licence from PPS/PRL has been applied for and will be received shortly.
 - In response to user feedback, two large clocks (one for each room) have been purchased at £16.99 each plus collection fee of £1.99 using Petty Cash.
2. Debit card application – this had not been received in the post and is therefore delayed. UPDATE: the application is being processed and an indemnity form has been completed and sent back.
3. The 12th Edition of Arnold-Baker on Local Council Administration was ordered at the SLCC conference. This has been updated from the last edition which was published in 2018.

Other matters reported at the meeting: -

- The process of adding Cllr Treanor as a signatory on PC bank accounts has been started.
- Dog bin at Broomstick – this had been agreed but it is difficult to see where it could be placed without the need for another post. The resident who requested it will be contacted and the situation monitored for now.
- Trees at Broomstick Corner: low branches overhanging the footpath – a quotation will be obtained to have these removed.
- Parish Hall door control post – this had been bent backwards by a reversing car. Mark Webb (DB Security) had been to have a look and said that the cable and button are undamaged. He disconnected the post and a member of the Management Team straightened out the foot plate. The post was then reconnected. One of the bolts could not be refixed because of a broken brick and the post may therefore need moving and concreting in place in future. No further action will be taken against the driver.

Richard Fullerton joined the meeting at 7:38pm.

- Cllr Marvin said that the rateable value on the Parish Hall seemed high. Cllr Treanor will research similar village halls for comparison.
- Car Park lease – a notice will be served to CCC and Cheveley Primary School informing them that the PC will not be renewing the lease on its current terms. The notice is served on the grounds of re-possession and re-development of the space i.e., the need for hirers of the Hall to use it.
- Footpaths – Icknield Way footpath has been cut. The Brook Stud path has not been cut, although the hedge on the field side has.

- (b) Report (verbal) from the Clerk from SLCC National Conference, 13th-14th October 2021 – the Clerk said that the conference, named 'Together We Can Do So Much', had been extremely useful and had covered subjects such as Accessing Apprenticeships, Dealing with Conflict, Connecting Communities and Civility in Public Life.

81/21/22 Reports from District and County Councillors (Verbal).

District & County Councillor Alan Sharp reported the following: -

- CCC's Children & Young People Committee had met today to set its budget for 2022-23.
- Highways and Transport – two consultations are ongoing re: Ely Area Enhancement Scheme and the Greater Cambridge Partnership proposals re: the Newmarket Road approach into Cambridge. Cllr Fullerton asked if houses would be built on the old Park & Ride site if the proposal to move it nearer the A14 was approved. Cllr Sharp will report back on this.
- The County Council is investigating new technology that will help to identify problems with gullies so that these can be cleared more quickly and so, hopefully, reduce incidents of localised flooding.
- The Chief Executive of CCC, Gillian Beasley, retires at the end of this month and her successor has been appointed.
- ECDC is considering methods of parking and speeding enforcement and a pilot scheme will be set up in Ely and some surrounding villages. The findings will be reviewed in October 2022.
- Bus, Cycling & Walking Routes review – Cllr Sharp raised issues identified in Cheveley and will report back on these next month.

82/21/22 Planning Matters

- (a) 21/01449/FUL 115 High Street – demolition of outbuilding and addition of a new single-storey extension – NOTED with no comments.
- (b) 21/01535/FUL 53 High Street – change of use of domestic outbuilding to commercial hair salon – retrospective – NOTED with no comments.
- (c) 21/01468/FUL 60 Centre Drive, Newmarket – single-storey extension and two-storey side extension – NOTED with no comments.
- (d) PROPOSED UPGRADE TO EXISTING RADIO BASE STATION INSTALLATION AT CTIL_10789123, WARREN HILL RS, OFF MOULTON ROAD, NEWMARKET HEATH, SUFFOLK, CB8 8QG – NOTED with no comments.
- (e) Neighbourhood Plan – proposal to outsource the remaining work to complete the Plan: Cllr Day proposed to employ a consultant to complete the plan. It was agreed to obtain costs for this, and to research a possible grant of up to £10,000, for consideration at a future meeting.

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

Approval of the application at Land rear of 19 Meadow Lane, Newmarket may impact on future applications which had previously been refused.

The original application for two dwellings at 217 High Street has been withdrawn.

83/21/22 Finance – Payments for agreement this month – AGREED.

(a)	Ref: Payee/Item	Method	Total	Excl. VAT
(1)	Twin Dots – website support Nov 21	DD	£50.40	£42.00
(2)	Staff costs Oct 21	BACs	£1,535.23	
(3)	Clerk expenses Oct 21	BACs	£29.70	
(4)	Eon street lighting Oct 21	DD	£46.54	£44.32
(5)	McGregor Services – Oct 21	BACs	£939.60	£783.00
(6)	ECDC play area inspection – Sep 21	DD	£30.00	£25.00
(7)	Green Cloud Hosting – Oct 21	DD	£47.88	£39.90
(8)	MHH – payroll services - Oct 21	DD	£28.80	£24.00
(9)	SSE – PH electricity Aug-Oct 21(& catch up)	DD	£351.50	£334.77
(10)	Wave – PH water Jul-Oct 21	DD	£11.09	
(11)	BT telephone/broadband (office)	DD	£72.39	
(12)	SLCC – Local Councils book 12 th edition	BACs	£119.00	
(13)	St Mary's Church (grant re: public clock)	BACs	£750.00	
(14)	Medisave – PH masks, first aid kit PAID	BACs	£34.05	
(15)	Sunrise Blinds – PH roller blinds (tbe)	BACs	£1,372.80	£1,144.00
(16)	Cartridge Save – printer ink	BACs	£39.65	£33.04
	Total payments for the month		£4,085.83	

The invoice for Sunrise Blinds will be agreed at a future meeting once all blinds have been fitted.

- (b) To note monies received: -
- Parish Hall hire (September) -£265.00
 - Stetchworth Parish Council - £193.00 (Conference & SLCC membership contribution).
 - HMRC - £1,957.86 (VAT claim Q2).

NOTED.

- (c) Proposed Q2 accounts and bank reconciliation (OCT 21: 72/21/22(c)) – NOTED.

- (d) To consider draft budget and precept 2022-23 – it was AGREED to keep the precept at £80,000 for the eighth consecutive year.

The budget was AGREED with amendments. It was also agreed to consider an alternative contractor for work to the recreation ground wall as funds had been earmarked for this for some time. This matter will be added to the Charity agenda in December.

84/21/22 Administration

- (a) Autumn/winter newsletter – it was AGREED to produce, print and distribute a newsletter in mid-December. Cllr Treanor will write an article on the Queen's Platinum Jubilee celebrations. Other ideas for articles included an update on various planning matters within the parish, an update on the Neighbourhood Plan, confirmation that the precept has not been raised, dog fouling, bulb planting and a thank you to Matilda Malagueira for the planters this year. A draft will be brought back to the December meeting for approval.

- (b) Asset inspections – the Clerk will send out the different areas to Councillors who will aim to complete their area by January.

85/21/22 Community/Community Groups

- (a) Cheveley Parish Hall: -
1. Update on retaining wall (written) – NOTED. Following discussion of various aspects of the work including method and appearance, it was agreed to await further information from the structural engineer so that different options can be considered.
 2. Snagging – response from Tony Poole Builders Ltd to issues raised so far – NOTED. The fans in both toilets do not work properly and this will be raised with the builder.
 3. To consider insurance implications of installing a key safe, to agree key policy for opening/locking up and to define the term 'regular user' in regard to the PC's Key Control Policy – it was noted that the PC's insurance provider had advised against using a key safe because the insurance

would be invalidated if malicious entry was gained into the building via this method. It was therefore proposed by Cllr Marvin that the PC issues a main door key and a unique alarm code to regular users (as defined) who will also be asked to sign the updated Key Control Policy, on a trial basis for six months. The proposal was AGREED. The definition of a regular user was agreed as 'someone who uses the hall at least fortnightly, for a minimum of 6 sessions, and we have had payment from them.'

4. Purchase of microwave/combi oven – Cllr Fullerton presented 3 options and checked the dimensions would work in the kitchen. It was agreed that the oven could go on a shelf above the counter top to save space. It was proposed to purchase the oven from John Lewis at a cost of £269.00 (including VAT) as it comes with a 3-year guarantee. Councillors voted 5 in favour and 2 against and the proposal was CARRIED. A fire blanket and smoke detector will need to be installed at the same time and a quotation for these will be obtained for the December meeting.
5. To consider quotation from P&B Flooring to lay surplus vinyl in storage room - £138.60 +VAT – AGREED. Cllr Marvin and Phil Nutt will liaise with the contractor.
6. To consider quotation from DB Security Services to install additional CCTV camera - £250.00 – AGREED.
7. To consider quotation from DB Security Services to move Fire Control Panel - £427.00 – AGREED.
8. To consider quotations for regular cleaning – this item was deferred to a future meeting.
9. To consider sale or disposal of wooden chairs (Claire Elbow) – it was agreed the chairs should be kept as they would be useful and expensive to replace.
10. To consider drawings and quotation for internal storage units – Cllr Marvin proposed to accept the quotation as per the drawings presented - £3,505.00 and this was AGREED. Cllr Marvin and Phil Nutt will liaise with the contractor. The electric sockets will need to be moved above the level of the side cupboards and this was AGREED.
11. To consider delegation of decisions on free hire for community events to CPHMT – it is not anticipated that there would be more than 6 occasions a year when this might apply. Any request for free hire that might be considered arguable will be brought back to the PC for a decision – AGREED.
12. Christmas Fayre – proposal to purchase gifts for children up to £100.00 – AGREED. The fair is taking place on 12th December, 1-3pm.
13. To consider quotation from Fire & Safety Solutions for fire extinguishers - £415.00 +VAT – it was agreed that the stand (cost £59) would not be needed. The quotation was therefore reduced to £356.00 +VAT and this was AGREED. Cllr Marvin will liaise with Fire & Safety Solutions regarding installation. The emergency lights had been tested and the one in the Garden Room needs to be repaired as it does not come on when the electricity is turned off.
14. To note Hall accounts provided by CPHMT – NOTED.

The following was also NOTED: -

- A locksmith is required to look at the rear door as it cannot be opened from the outside.
- A contractor needs to be found to erect the outdoor notice board.
- Various supplies need to be purchased, including lamp shades for the front hall.

- (b) To consider suitable work for Duke of Edinburgh candidate and risk assessment – it was agreed that litter picking, tree planting and cleaning of road signs across the parish would be suitable work. The tree behind the Hall which is covered in ivy needs to be felled. Cllr Hadlow will liaise with the candidate and the Clerk will send him a risk assessment for signing.
- (c) HM The Queen's Platinum Jubilee 2022 –
 1. Proposal to hold the Council's event (Parish Hall opening and street party in car park) on Thursday 2nd June 2022 – AGREED. A community meeting is taking place this Thursday and Cllr Treanor will put forward the PC's proposal and report back. It was also agreed to invite the Lord Lieutenant of Cambridgeshire to open the Hall.
 2. Beacon lighting – letter from The Pageant Master – NOTED.

86/21/22 Date of Next Meeting & Matters for Future Consideration.

14th December.

Erection of notice board.

The member of the public in attendance left the meeting allowing the confidential matter to be discussed.

87/21/22 Staffing – CONFIDENTIAL.

It was AGREED to move the January meeting from Tuesday 11th to Tuesday 4th to allow for staff annual leave.

The meeting was closed at 9:35pm.

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.
- (7-12) LGA 1972, s.111.
- (13) Parish Councils Act 1957, s.2
- (14,16) LGA 1972, s.111.