

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

MINUTES

Cheveley Parish Council Full Council Meeting on
Tuesday 14th December 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, Brent Noble, Sallie Thomas (Chairman) and Robert Treanor.
County & District Cllr Alan Sharp was also in attendance.

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

88/21/22 Apologies and approvals for absence
None

89/21/22 Declarations of Pecuniary and Non-Pecuniary Interests
None

90/21/22 Open Forum for Public Participation (10 mins)
None

91/21/22 Emma Grima, Director (Commercial & Corporate Services) ECDC: Community Infrastructure Levy (CiL contributions).
ECDC introduced CiL in 2013 (£143/sqm). Twice a year the money is transferred to Parish Councils. PCs can spend the money how they wish so long as it is within the regulations (i.e infrastructure eg play areas, village halls). So far Cheveley PC have received around £90K. PCs must report how they have spent the money. ECDC need to audit how the money was spent. If PCs have not spent the money correctly then ECDC are allowed to take the money back and they are then responsible for spending it in the parish. PCs need to spend the money within 5 years. Once have a Neighbourhood Plan completed the CiL increases to 25% rather than 15%. There is a budget available at ECDC for larger improvements.

92/21/22 Approval of the Minutes of the meeting held on 9th November 2021.
85/21/22 4. Cllr Marvin stated that the microwave does not come with a 3 year guarantee due to not being used by the home consumer. Cllr Fullerton is going to double check.

93/21/22 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: -

- Sunrise Blinds fitted the last blind in the front room on Friday 19th November.
- Response from Keith Johns re: extraction fans in the toilets: - *The fans are trickle fans, and they have to be in all public buildings. They work on reduced power until someone turns on a light and the fans then give a surge extraction accordingly. These fans are actually better than those originally specified.*
- Tony Poole and the window installer will adjust the fire exit door and main doors on Thursday 9th December as both have become difficult to open due to the damp weather.
- The Direct Debit for payment of non-domestic rates has been set up.
- P&B Flooring have laid the vinyl in the store cupboard.
- Gifts for children for the Christmas Fair were purchased using Petty Cash.
- The microwave/combi oven and the light shades for the front room were purchased using the PC debit card.
- A letter has been sent to the Lord Lieutenant inviting her to officially open the Parish Hall as part of the Jubilee celebrations next year.
- Music licence from PPS/PRL – this will cover the pavilion and parish hall. Clarification of cover is awaited but the licence should be received shortly.
- The Notice of Termination of Lease (car park) has been served on the primary school and CCC concurrently. A letter from the PC offering to meet to talk over future plans for the car park have also been sent.

2. PC Debit Card – this has now been received and is operational.
3. The PC's precept request for 2022/23 has been submitted to ECDC.
4. Cllr Fullerton has replaced the traffic bollards along Oak Lane & Saxon Street Road. However, a lorry had already severely damaged a 100m stretch of the verge and Cllr Fullerton has repaired this as well as possible.

Other matters reported at the meeting: -

- Cllr Treanor noted that the Lord Lieutenant of Cambridgeshire has confirmed she will attend the Jubilee celebrations and open the Parish Hall Jubilee Room (2nd June 2022) – Thanks to Cllr Treanor for organising.
- Daffodil and bluebell planting at the rec completed – Thanks to Cllrs Fullerton, Marvin, Day, Treanor and Hadlow
- Microwave has been installed in the kitchen – thanks to Cllr Fullerton.

94/21/22 Reports from District and County Councillors (Verbal).

ECDC accounts signed off end of Nov by EY.

Green bin collection paused until February – notice went out on the bins last week. A lot of frustration from parishioners that there was no adequate warning. Cllr Sharpe to give feedback to ECDC on the poor communication.

All bin collections will be a day earlier from next week until Monday 17th January – Ask to post it on the PC FB page.

Pavement funding – money apparently switched to this so Cllr Sharpe investigating A1302 Swaffham Bulbeck junction improvements postponed until 2022 financial year.

Flooding on Oak Lane – Cllr Sharpe investigating with Highways & following up in relation to Home Office Bungalows planning application.

95/21/22 Planning Matters

- (a) 21/01389/FUL 217 High Street – construction of two-storey dwelling with cart lodge, demolition of existing building. AMENDMENT: changes to the proposed access to the dwelling in response to Local Highway Authority comments, as well as further trees proposed. **For information only.**
- (b) 21/01610/FUL 2 Hobbs Warren – proposed two-storey side and rear extension and internal alterations. **For information only.**
- (c) 21/01631/FUL 133 High Street – single-storey rear extension. No comments.
- (d) 21/01055/RMM Home Office Bungalows – reserved matters for Appearance, Landscaping, Layout and Scale of approved 19/00767/OUM for outline planning for residential development for up to 22 dwellings following the demolition of 6 bungalows with all matters reserved except access. AMENDMENT: to address concerns raised within technical consultee comments. OBJECT
Cllrs object to the amendments because they do not address any of their concerns regarding density and scale, loss of privacy, flooding risk and landscaping and biodiversity set out in their objection letter dated 11th August 2021. In addition, the materials being proposed for the two bungalows were considered inappropriate for the local surroundings. Cllr Hadlow to draft an objection letter and the Clerk to send to ECDC.
- (e) Report on ECDC planning decisions & Tree Works Applications – NOTED.

96/21/22 Finance – Payments for agreement this month: - AGREED.

(a)	Ref: Payee/Item	Method	Total	Excl. VAT
	(1) Twin Dots – website support Dec 21	DD	£50.40	£42.00
	(2) Staff costs Nov 21	BACs	£1,535.23	
	(3) Clerk expenses Nov/Dec 21	BACs	£59.40	
	(4) Eon street lighting Nov 21	DD	£48.09	£45.80
	(5) McGregor Services – Nov 21	BACs	£360.00	£300.00
	(6) ECDC play area inspection – Oct 21	DD	£30.00	£25.00
	(7) Green Cloud Hosting – Nov 21	DD	£47.88	£39.90
	(8) MHH – payroll services - Nov 21	DD	£28.80	£24.00
	(9) Telephone/broadband – PH	DD	£26.38	£21.98
	(10) CAPALC – locum Clerk	BACs	£90.00	
	(11) P&B Flooring Ltd – store room vinyl	BACs	£166.32	£138.60
	(12) ECDC – Parish Hall rates Dec 21	DD	£215.13	
	(13) Community Heartbeat – defib pads	BACs	£52.80	£40.00
	(14) Sunrise Blinds	BACs	£tbc	
	(15) PPL/PRS music PH & pavilion music licence	BACs	£655.80	£546.50
	(16) Petty Cash top-up.	Chq101380	£48.57	
	<u>Total payments for the month</u>		<u>£3,414.80</u>	

- (b) To note monies received: -
- Parish Hall hire (October) - £545.00.
 - Burial fees - £95.00.
 - ECDC (CiL) - £14,997.00.

NOTED

97/21/22 Administration

- (a) To consider draft newsletter.
Cllr Day to include Cllrs Day, Treanor and Hadlow in the section mentioning the daffodil planting in the draft newsletter. The newsletter was agreed by councillors – AGREED.

98/21/22 Community/Community Groups

- (a) Cheveley Parish Hall: -
1. Update on retaining wall – Clerk.
Cllr Hadlow proposed to ask 3 builders to quote for building the retaining wall. Cllr Fullerton asked that and one should be CB groundworks. Cllrs to email Cllr Hadlow with potential builders and the Clerk to call them in early January. The proposal was CARRIED
 2. Final inspection and release of retainer - £2,800.32 +VAT (KJ Architects & Tony Poole Builders)
Cllr Marvin reported that the extractor fans in both toilets were still making continuous and loud noise despite being trickle fans which are only supposed to speed up when the light is switched on. Cllrs agreed to release the retainer but asked the Clerk to contact Tony Poole to rectify the continuous noise or replace the fans. AGREED.
 3. To consider quotation from Hamill Landscapes for reduction of laurel hedge and removal of self-set trees and Cherry - £475.00 +VAT.
Cllr Marvin asked to reduce the laurel height to 5ft and depth to 1ft from the trunk. It was agreed by Cllrs not to ask for any changes in the proposal given by the tree experts as this would delay the work by at least a month. The Clerk to ask Hamill Landscapes to apply for permission via ECDC planning due to the trees and hedge being in the conservation area. The proposal was CARRIED
 4. Quotations for regular cleaning – none received therefore further consideration of taking on a part-time employee to open/lock up and clean the Hall.
Cllr Marvin reported that Mr Philip Nutt and Cllr Sheila Marvin were more than happy to continue to be “caretakers” of the hall so no further action was required. Therefore, Cllrs did not consider taking on a part-time employee.
 5. To note Hall accounts provided by CPHMT. NOTED
- (b) To consider quotation for tree work on Broomstick Corner - £250.00 +VAT – AGREED.
- (c) Proposal for refurbishment of Public Right of Way (Brook Stud) – Cllr Fullerton.
Cllr Fullerton presented plans and costs to have reclaimed road chippings placed on the remaining 500m of the public right of way between Brook Stud and Broad green. The proposal was NOT CARRIED.
- (d) Create Your Own Community Orchard – ECDC funding initiative. Cllrs agreed that there was no land available within the parish for such an initiative. Noted.
- (e) Local Highways Initiative – feasibility and confirmation of PC contribution of £1,400.00 NOTED.

99/21/22 Date of Next Meeting & Matters for Future Consideration.
4th January 2022

100/21/22 Staffing – CONFIDENTIAL.
The Clerk’s pay increase was APPROVED.

The meeting was closed at 8:55pm.

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.
- (7-10) LGA 1972, s.111.
- (11) LGA 1972, s.133
- (12-16) LGA 1972, s.111