

# Cheveley Parish Council

c/o 59 West Street, Isleham, Ely, Cambridgeshire, CB7 5SD

Chair: Claire Elbrow  
Vice Chair: Tracey Peel  
Clerk: Marilyn Strand

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## MINUTES

Cheveley Parish Council Full Council Meeting on  
**Tuesday 17<sup>th</sup> April 2018 at 7.30pm**  
at the Community Room, Cheveley Primary School, Park Road.

**Present:** Claire Elbrow (Chair), Tracey Peel (Vice-Chair), Alison Day, Jane Gibson, James Hadlow, Jaquilyn Hascombe-Brook, Ian Jackson, Sheila Marvin, Brent Noble and Sue Willows. District Cllr Cresswell was also in attendance.

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

**175/17/18 Apologies and approvals for absence** – apologies received and accepted from Cllr Sallie Thomas (unwell). Cllr Elbrow had informed the Clerk that she would be arriving late and therefore Cllr Peel took the Chair in Cllr Elbrow's absence until she arrived.

**176/17/18 Declarations of Pecuniary and Non-Pecuniary Interests**  
Cllr Hadlow declared a personal interest in item 181/17/18 (d) Tree Works Application from St Mary's Church and item 184/17/18 (c) WW1 Commemorations.

**177/17/18 Open Forum for Public Participation (10 mins)**  
Mr Fullerton had attended the meeting to discuss the Neighbourhood Plan and his comments are therefore noted under item 181/17/18 (e) below.

**178/17/18 Approve and sign Minutes** of PC meeting held on 13<sup>th</sup> March 2018 – AGREED and signed by the Chairman.

**179/17/18 Matters Arising including reports from the Clerk, Councillors and volunteers (for information only)**

- (a) Report from the Clerk (written) of work in progress and actions completed – NOTED as follows:
1. Canals will carry out the end of year internal audit on 8<sup>th</sup> May and the Annual Governance and Accountability Return (AGAR) (formerly the Annual Return) will therefore be agreed and signed at the May meeting.
  2. Hosted exchange email addresses for all Councillors have been set up and instructions on how to set these up on various devices will be sent out shortly.
  3. The agent for planning application 17/02011/OUM 1 Home Office Bungalows (recently withdrawn) has said that, due to the personal circumstances of the applicant, the application will not be re-submitted for at least six months and that he will contact us once they begin to put the plans together again.
  4. Cllr Claire Elbrow and the Clerk are attending a meeting with Twin Dots on 12<sup>th</sup> April to discuss the website re-build.

Cllr Peel said that she had opened the pavilion toilet for the public to use however, the lock is broken and needs to be fixed as soon as possible.

- (b) LCPAS Councillor training, 27<sup>th</sup> March – Cllr Marvin reported that the course had been attended by 7 Parish Councillors from Cheveley PC as well as 3 from Ashley, 1 from Stetchworth and 2 from Woodditton. Councillors agreed the course had been very informative and feedback received from Woodditton had also been positive. The Chairman thanked Cllr Marvin for organising the course.

**180/17/18 Reports from District and County Councillors (Verbal)**  
District Cllr Cresswell reported the following:

- The transfer of waste services from Veolia to ECDC Street Scene has gone smoothly however, residents are urged to report any issues which might arise to ECDC.
- The recycling rate in the district currently stands above the national average at 57% but the aim is to increase this further. Additional blue bins are available from ECDC for a one-off fee of £25 and additional green bins are available for an annual fee of £40.
- The railway service through Newmarket is to see vast improvements including rolling stock.
- Work on the Ely bypass is continuing. Currently there are major tailbacks on the approach to Ely from Soham due to work on the roundabout at Stuntney and residents are advised to avoid the area if possible.

**181/17/18 Planning Applications & Planning Matters**

- (a) 18/00266/FUL 105 High Street – erection of two dwellings with revised highway access and rebuilding of front flint walls. AMENDMENT: annotated orientation of dwelling elevations corrected on plans – NOTED with no comments.
- (b) 18/00359/FUL 55 Centre Drive, Newmarket – single-storey rear extension replacing existing conservatory and part re-roof of existing property (re-submission of 17/01734/FUL). See also (c) below – NOTED with no comments.
- (c) 18/00359/FUL 55 Centre Drive, Newmarket – single-storey rear extension replacing existing conservatory and part re-roof of existing property. AMENDMENT: change to the proposed roof layout – NOTED as above.
- (d) 18/00389/TRE St Mary’s Church – to fell mature Sycamore tree due to health and safety concerns and due to damage to the church drainage and retaining wall in relation to the presence of the tree – NOTED with no comments.
- (e) To consider a Neighbourhood Plan (NP) – Mr Fullerton had prepared a document outlining the process, and some of the pros and cons, of putting together a Neighbourhood Plan and this will be circulated in due course. Mr Fullerton asked if a NP would have made a difference to the outcome of the planning application at The Paddocks (phase 2) and Cllr Cresswell answered that it would have because it would hold legal weight within the planning process, although a NP does not stop all development. Information given by Richard Kay at the Parish Forum had also been very helpful in informing Councillors on the process of putting together a NP.  
Cllr Elbow proposed the PC puts together a NP for Cheveley parish only (rather than a joint plan with neighbouring parishes) and this was agreed in principle. This would require the input of at least two Councillors, together with Mr Fullerton, to push it forward and Cllrs Day and Hadlow showed an interest, subject to further information on how much time it might take up. This matter will therefore be discussed again at the next meeting.  
The Chairman thanked Mr Fullerton for the considerable amount of work he had done on this.
- (f) Report on ECDC planning decisions & Tree Works Applications – NOTED.

It was agreed to move to item 182/17/18 (d) before approving this month’s payments.

**182/17/18 Finance – Payments for consideration and approval this month – AGREED.**

| (a)  | Ref: Payee/Item                             | Chq. No. | Total             | Excl. VAT |
|------|---|----------|-------------------|-----------|
| (1)  | Twin Dots – website support Apr 18          | SO       | £50.40            | £42.00    |
| (2)  | Clerk payroll Mar 18                        | SO       | £1,002.62         |           |
| (3)  | Collaboration 23 Construction (rec gd wall) | 101034   | £12,000.00        |           |
| (4)  | Clerk payroll Mar 18                        | 101035   | £57.58            |           |
| (5)  | Pension Contribution (employer) Mar 18      | DD       | £12.38            |           |
| (6)  | Pension contribution (employee) Mar 18      | DD       | £9.90             |           |
| (7)  | Clerk Mileage expenses Mar 18               | 101036   | £100.80           |           |
| (8)  | HMRC PAYE/NIC Q4                            | 101037   | £787.18           |           |
| (9)  | McGregor Services Mar 18                    | 101038   | £390.00           | £325.00   |
| (10) | ECDC play inspection Mar 18                 | DD       | £24.00            | £20.00    |
| (11) | Eon street lighting Apr 18                  | DD       | £94.91            | £90.39    |
| (12) | CAPALC – GDPR training                      | 101039   | £70.00            |           |
| (13) | Mylyn Security – rec ground bollards        | 101040   | £558.00           | £465.00   |
| (14) | Twin Dots – website 50% deposit             | 101041   | £720.00           | £600.00   |
| (15) | Cheveley Community Assoc. (room hire)       | 101042   | £150.00           |           |
| (16) | Hamill Landscaping – cemetery tree works    | 101043   | £600.00           | £500.00   |
| (17) | Eon – pavilion electricity Dec 17 – Mar 18  | DD       | £221.74           | £211.18   |
| (18) | SJP Gardening (rec ground fence)            | 101044   | £418.75           |           |
| (19) | Cambridgeshire ACRE – payroll/pension Q4    | 101045   | £54.00            | £45.00    |
| (20) | G Signs & Design (rec ground signage)       | 101046   | £1,368.00         | £1,140.00 |
| (21) | Eurooffice – stationery                     | 101047   | £55.89            | £46.57    |
| (22) | Charity expenditure 2018/19                 | 101048   | £7,313.51         |           |
|      | <b>Total payments for the month</b>         |          | <b>£26,059.66</b> |           |

(b) To note monies received:

- HMRC - £2,701.83 VAT refund Q3.

NOTED.

(c) Proposed Q4 2017/18 PC accounts/bank reconciliation – NOTED.

(d) Proposed Charity Grant 2018/19 - £10,000 (minus April 2018 expenses already paid) – this item was discussed prior to item 182/17/18 (a) (approval of payments) and the grant was AGREED.

(e) To consider grant application from Cheveley Evergreens for £315 – AGREED. The grant will enable the charity to continue to bus residents in for their monthly meetings. The Chairman of Evergreens will be invited to give a report at the Annual Parish Meeting as part of the terms of the grant. Cllr Elbrow joined the meeting at 8pm.

(f) To consider funding request from Neighbourhood Watch Association – a donation of £100 was proposed by Cllr Noble and AGREED. It was agreed to return to item 181/17/18 (e) after this item now that Cllr Elbrow had joined the meeting.

**183/17/18 Administration.**

(a) General Data Protection Regulations 25<sup>th</sup> May 2018:

- Proposal from CAPALC re: Data Protection Officer (DPO) service - the Clerk reported that membership fees will rise by 3% this year. The DPO service will cost an additional £50 per year. It was agreed to continue the PC's membership of CAPALC for the ensuing year and to take up the DPO service.

Cllr Jackson joined the meeting at 8:40pm.

(b) Update on the future of Cheveley Pavilion & Recreation Ground Charitable Trust – this item was deferred to a future meeting.

(c) Update on recreation ground boundary dispute – a response to the PC's letter is awaited.

(d) To update the PC's Standing Orders to comply with best practice set out by the National Association of Local Councils (NALC) – this item was deferred to the next meeting as new model Standing Orders had now been produced for 2018 which include the new GDPR legislation.

(e) Information to be made available to the public at this year's APM – Cllr Elbrow had pulled together relevant information regarding the PC's activities and role in the community and it was agreed that the information be displayed at next week's APM. This will give residents the opportunity to be more accurately informed

of the PC's work and current resources. Councillors thanked Cllr Elbrow for putting the information together.

- (f) To adopt standard complaints form to replace current forms – AGREED.
- (g) To consider draft Chairman's Report for the Annual Parish Meeting - minor changes can be emailed to Cllr Elbrow by Friday 20<sup>th</sup> April – AGREED.
- (h) Archiving of PC Minutes 1980 – 2015 with CCC: cost approx. £40.00 – AGREED.
- (i) To consider employing Rialtas to separate PC and Charity accounts – AGREED. The cost will be £399.00 +VAT (day-rate) plus mileage and the work will be completed in one day.

#### **184/17/18 Community/Community Groups**

- (a) Report from the Parish Forum held on 27<sup>th</sup> March – a written report had been circulated by Cllr Marvin and was NOTED. It was agreed that the meetings are very useful and District Cllr Cresswell was thanked for arranging them.
- (b) LHI applications for 2018/19 re: North Ward traffic calming and consideration of Radar Speed Signs – Cllr Day said that Radar Speed Signs had the following benefits over the current fixed flashing speed limit signs:
  - They record data on vehicle numbers and speed which would be useful as evidence in a future bid for LHI approval, if further speed reduction measures proved necessary.
  - They are smaller and less intrusive and can be moved from one location to another.
  - Messages can be displayed to drivers providing a more compelling deterrent to speeding.A rough estimate of cost is £2,500 per sign plus delivery and installation. It was agreed to get quotations for two signs and to bring these back to the next meeting for consideration.
- (c) WW1 commemorations – 100-year anniversary, November 2018 – it was agreed in principle to purchase two trees and a commemorative plaque to be placed in the churchyard; costs for this will be presented at the next meeting for a final decision.  
St Mary's Church will be peeling the bells to signify peace at 7pm on 11<sup>th</sup> November and District Cllr Cresswell will notify the National Pageant Master of this.
- (e) Repair of bus shelter seating, High Street – repairs have been made by a resident however, the bench will still need replacing and the cost of this will be investigated. The Chairman passed on the PC's thanks to the resident.
- (f) Correspondence from resident re: village lottery – a lottery is already being run by the church and it was thought that something similar might dilute the number of participants for both schemes. A letter of thanks will be sent to the resident.
- (g) Proposal to provide a children's summer holiday programme, including mobile skate park – Cllr Jackson's proposal to provide a mobile skate park during the holidays at the school was rejected by Councillors. However, other ideas were put forward for ways in which the PC could provide services to young people in the parish and these included the youth bus, subsidised passes to Newmarket Sports Centre or free transport into Newmarket. It was agreed to bring ideas and information to the next meeting for further consideration.

#### **185/17/18 Cemetery Matters**

- (a) Drain – Cllr Elbrow will investigate whether the Community Payback service can finish clearing the drain. A tree which was planted last year and has subsequently died will be replaced by Barcham Trees free of charge.  
It was agreed to write to Bayer to thank them for their considerable efforts in the cemetery ahead of the Spring clean-up day.

#### **186/17/18 Correspondence for information.**

- (a) ECDC Planning re: improvements to the planning process for applicants – NOTED.

#### **187/17/18 Date of Next Meeting**

Annual Parish Meeting, Tuesday 24<sup>th</sup> April; Annual Parish Council Meeting, 8<sup>th</sup> May.

**188/17/18 Matters for Future Consideration**

Autumn tidy up.

**189/17/18 Motion to exclude the Public and Press.** (Public Bodies (Admission to Meetings) Act 1960, s. 1(2).) – AGREED.

**190/17/18 McCalmont Cup**

CONFIDENTIAL: to consider nominations for the McCalmont Cup and to decide on recipient for 2018/19 – AGREED. Cllr Elbow will announce the recipient at the Annual Parish Meeting.

The meeting was closed at 9:40pm.

Statutory powers relating to this month's payments:

- (1) Local Government Act (LGA) 1972, s.142
- (2) LGA 1972, s.112
- (3) Public Health Act 1875, s.164; Public Health Act – England; Open Spaces Act 1906, ss.9-10 England; Local Government (Miscellaneous Provision Act 1976, s.19.
- (4-8) LGA 1972, s. 112
- (9) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214
- (10) Public Health Act 1875, s.164; Public Health Act – England; Open Spaces Act 1906, ss.9-10 England; Local Government (Miscellaneous Provision Act 1976, s.19.
- (11) Parish Councils Act 1957, s.3; Highways Act 1980, s.301.
- (12) LGA 1972, s.111
- (13) Road Traffic Regulation Act 1984, s.57(1)(b).
- (14) LGA 1972, s.142
- (15) LGA 1972, s.111
- (16) Open Spaces Act 1906, ss.9-10; LGA 1972, s.214 (2).
- (17) LGA 1972, s.111
- (18) Road Traffic Regulation Act 1984, s.57(1)(b).
- (19) LGA 1972, s.111
- (20) Public Health Act 1875, s.164; Public Health Act – England; Open Spaces Act 1906, ss.9-10 England; Local Government (Miscellaneous Provision Act 1976, s.19.
- (21) LGA 1972, s.111
- (22) Charities Act 2011, ss.298-303; LGA 1972, s.139(1).