

**Cheveley Parish Council**  
Cheveley Parish Hall, 102 High Street, Cheveley, CB8 9DG.  
Tel: 01638 780835  
Email: [clerk@cheveley-pc.gov.uk](mailto:clerk@cheveley-pc.gov.uk)  
Website: [www.cheveley-pc.gov.uk](http://www.cheveley-pc.gov.uk)

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

**MINUTES**

Cheveley Parish Council Full Council Meeting on  
**Tuesday 4<sup>th</sup> January 2022 at 7.30pm**  
held at Cheveley Parish Hall, 102 High Street.

**Present:** Alison Day, 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 was one member of the public present.

The meeting was opened at 7:30pm.

**101/21/22 Apologies and approvals for absence**

Cllr Richard Fullerton (personal).

**102/21/22 Declarations of Pecuniary and Non-Pecuniary Interests**

Cllr Noble declared a non-pecuniary interest in item 107/21/22 (d) – planning decisions (tree works at his property).

**103/21/22 Open Forum for Public Participation (10 mins)**

Claire Elbrow asked Councillors to re-consider the possibility of employing a cleaner/caretaker for the Parish Hall at their February meeting. This follows a decision made at the December meeting not to proceed with this. However, since then, further information had come to light regarding the current arrangement with volunteers. Ms Elbrow also said that a meeting will be planned for late January, early February to discuss plans for events at the Hall over the coming year. The meeting will be open to all current volunteers, Councillors and any others from the community with an interest in planning an event. A date will be set in due course.

Cllr Noble reported that one of the bollards near the war memorial had been pushed over and needs to be repaired.

**104/21/22 Approval of the Minutes of the meeting held on 14<sup>th</sup> December 2021.**

The minutes of the meeting held on 14<sup>th</sup> December were approved as a true record and signed by the Chairman with the following amendments: -

Cllr Jane Gibson's name was added to the list of attendees.

One typo was corrected under item 97/21/22 (a): ~~AGREED~~ **AGREED**.

**105/21/22 Matters Arising including reports from the Clerk, Councillors and volunteers** (for information only)

- (a) To note report from the Clerk (verbal) of work in progress and actions completed – NOTED as follows: -
- Termination of car park lease (parish hall) – Cllrs received a copy of the termination notice in this month's meeting packs. The PC's solicitor has so far received no response from CCC or the school.
  - A quotation to erect the parish hall notice board is being obtained from a local contractor.
  - The December newsletter was delivered to all parish households on Friday 24<sup>th</sup> December.
  - Hamill Landscapes are in the process of scheduling all tree works for completion in January.

Cllr Fullerton: -

The landowner has now cut the top of the northern hedge that borders the footpath from halfway down the Icknield Way towards Saxon Street, from Darwin Boxes to the Kirtling Road.

Cllr Treanor: -

Regarding business rates for the Parish Hall – the PC should benefit from 100% small business rates relief as the Hall is its only commercial building. However, the position needs to be clarified regarding the pavilion which is run, but not owned, by the PC. The pavilion is held in Trust by the Cheveley Pavilion & Recreation Ground Charity.

- (b) Report from Cllr Marvin (written) of work in progress or completed - NOTED. Cllr Marvin was thanked for her informative report.

#### 106/21/22 Reports from District and County Councillors (Verbal).

County & District Cllr Alan Sharp reported the following: -

- Flooding at Oak Lane – Cllr Sharp is liaising with Highways to rectify this ongoing issue.

The Clerk asked Cllr Sharp if he could help with an issue with the pavement at the Broad Green end of Coach Lane following a request from a member of the public who had reported this to CCC. Unfortunately, CCC had closed the report without taking any action. Cllr Sharp will look into this and make contact with the resident.

#### 107/21/22 Planning Matters

- (a) 21/01756/FUL 106 Ashley Road, Newmarket – proposed roof conversion with roof extensions – NOTED with no comments.
- (b) 21/01806/TPO Freshwinds, 47 High Street – reduction of 2 Silver Birch up to 1.5m; clearance of telephone wires – NOTED with no comments.
- (c) East Cambridgeshire Local Plan – Single Issue Review: Housing Requirements – NOTED with no comments.
- (d) Report on ECDC planning decisions & Tree Works Applications – NOTED.

#### 108/21/22 Finance – Payments for agreement this month – AGREED.

(a)	Ref: Payee/Item	Method	Total	Excl. VAT
(1)	Twin Dots – website support Jan 22	DD	£50.40	£42.00
(2)	Staff costs Dec 21	BACs	£1,535.23	
(3)	Clerk expenses Dec 21-Jan 22	BACs	£21.60	
(4)	Eon street lighting Dec 21	DD	£46.54	£44.32
(5)	McGregor Services – Dec 21	BACs	£96.00	£80.00
(6)	ECDC play area inspection – Nov 21	DD	£30.00	£25.00
(7)	Green Cloud Hosting – Dec 21	DD	£47.88	£39.90
(8)	MHH – payroll services - Dec 21	DD	£28.80	£24.00
(9)	Telephone/broadband – PH	DD	£34.74	£28.95
(10)	New Print – Dec newsletter	BACs	£135.65	
	<b><u>Total payments for the month</u></b>		<b><u>£2,026.84</u></b>	

- (b) To note monies received: -
- Parish Hall hire (November) - £425.00.
- NOTED.

#### 109/21/22 Administration

- (a) Review of Policies – Risk Management – the policy had been updated and was AGREED.

#### 110/21/22 Community/Community Groups

- (a) Cheveley Parish Hall: -
1. To consider purchase of kitchen equipment – hot plate, saucepans, crockery – Cllr Hadlow proposed a spend of up to £100 to purchase these items and Cllr Thomas seconded the proposal. Councillors voted 5 in favour, 1 against with 1 abstention and the proposal was CARRIED. Cllr Marvin asked it to be noted that the PC had previously agreed that the kitchen be designed as a kitchenette with no cooking facilities, and, therefore, purchasing this equipment went against the PC's previous decision.
  2. To consider request from resident for use of BBQ within the grounds if hiring for summer event – AGREED,
  3. Repair and testing of emergency lighting – this will be carried out on Friday 7<sup>th</sup> January.
  4. To consider proposed position of outside notice board – Cllr Hadlow: following discussion, it was agreed to put the notice board at the front of the building adjacent to the footpath where there is a gap between the hedge and the wall where it would be most visible to passers-by. Cllr Marvin suggested removing the picket fencing around the established hedge along the front boundary and car park entrance and a quotation for this will be obtained.

**111/21/22 Date of Next Meeting & Matters for Future Consideration.**

Proposal to start future Full Council meetings at 7pm – it was agreed to keep the start time at 7:30pm. The length of meetings will be monitored and the situation reviewed in six months' time.

8<sup>th</sup> February.

Cleaner/caretaker for Parish Hall.  
Neighbourhood Plan.

The meeting was closed at 8:20pm.

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.
- (7-9) LGA 1972, s.111.
- (10) LGA 1972, s.142