

**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 8<sup>th</sup> February 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 were 6 members of the public present.

The meeting was opened at 7:30pm.

**112/21/22 Apologies and approvals for absence & Councillor Vacancy**

Richard Fullerton had tendered his resignation and the Chairman thanked him for his work during his time on the Council. There are now four vacancies.

**113/21/22 Declarations of Pecuniary and Non-Pecuniary Interests –**

Cllr Hadlow declared a non-pecuniary interest in item 121/21/22 (f) Church Lane bollards (lives on Church Lane).

**114/21/22 Open Forum for Public Participation (10 mins)**

A resident had attended the meeting to speak about the planning application at The Shieling, 33 Newmarket Road. The resident said that a neighbour had asked ECDC to impose conditions on the permission restricting the use of the access road for deliveries of materials. Cllr Hadlow advised the resident to speak directly to the planning officer, pointing out that no such condition had been placed on the original planning permission at this location.

Another resident asked if the PC would consider installing a defibrillator at Somerset Court.

**115/21/22 Approval of the Minutes of the meeting held on 4<sup>th</sup> January 2022.**

The minutes of the meeting held on 4<sup>th</sup> January were approved as a true record and signed by the Chairman.

**116/21/22 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: -
1. Parish Hall: -
    - DB Security Services has repaired the wireless router which had not been working. They also moved the Fire Panel and installed the extra camera overlooking the main entrance.
    - The Notice of Termination of the car park lease was forwarded to Mark Freer at Cambridgeshire County Council following advice from the Headteacher of the primary school that this is the correct contact. A reply has not yet been received by the PC's solicitor.
    - An enquiry has been made to the Valuation Office to determine whether the PC can apply for 100% small business rates relief. A reply is awaited.
    - Kitchen equipment has been purchased (saucepans, glass bowls and hot plate) at a total cost of £71.49 incl. VAT.
    - A quotation for removal of the picket fence and erection of the notice board was obtained following a meeting with the contractor at the Hall to explain what was needed/possible.
    - Retaining Wall – 4 contractors have been contacted, 2 of whom have been met on site to give their assessment of what can be done (only 1 quotation had been received in time for the February meeting packs). The other 2 contractors have promised to look at the wall when they can and report back.
    - A dedicated website page for the Parish Hall has now been published. This will be updated with more information shortly.

2. Npower Business Solutions (powered by Eon) is now invoicing us for our street lights electricity. Their first invoice is considerably higher than our usual monthly payment but this is because they invoice seasonally rather than spreading the annual cost over 12 months. The bills will be monitored over the coming year.
3. HSBC has introduced a monthly charge of £5.00 on the PC's current account.
4. Councillor vacancies have been advertised on Facebook and the PC's website and posters placed in parish notice boards this month.
5. The PC, as a local authority, is ineligible for the Omicron Hospitality and Leisure Grant Government Funding.
6. The Risk Management Policy has been updated on the PC's website.
7. The street lighting maintenance contract was renewed for a further 3-year period on 1<sup>st</sup> February with K&M Lighting Services. The annual fee will £226.80 per year (slightly lower than the previous cost).
8. Cllr Treanor will attend the LHI Panel Meeting on 21<sup>st</sup> February to put forward the PC's application for a speed limit reduction on Oak Lane.
9. Following the resignation of Cllr Fullerton, Green Cloud Hosting have deleted his PC email address and the PC's website has also been updated.

Other matters reported at the meeting: -

- The defibrillator will be moved from the pavilion to the Parish Hall on 10<sup>th</sup> February. Community Heartbeat Trust will carry out the installation and inform the ambulance service of the change of location.
- Cllr Marvin had cleared leaves from the bus shelter.
- Chris Emmerson was thanked for disposing of the Christmas Tree from the Parish Hall.
- Laurel Hedge at Parish Hall – the contractor is in the process of obtaining permission to cut this back.

- (b) Report from Cllr Marvin (written) of work in progress or completed – NOTED. Cllr Marvin had reported on various issues she had been involved with regarding the Parish Hall and was thanked for all her work to rectify them.

#### **117/21/22 Reports from District and County Councillors (Verbal).**

District & County Cllr Alan Sharp reported the following: -

- CCC has agreed to raise its share of the precept for 2022-23 by 4.99%. Of this, 3% will be for adult social care with the rest going into the Council's reserves. This year's underspend was £11m and this will also go into reserves rather than being rolled over into the new budget year.
- The Police & Crime Panel has proposed a £10 increase on a Band D property each year for the next three years. This helps fund the government initiative of 20,000 new officers across the country.
- The Mayor of Cambridgeshire & Peterborough will produce a transport and connectivity plan for the region. However, the public consultation on this has been postponed until after the May elections due to the period of purdah. The consultation is now expected to start on 10<sup>th</sup> May and run for three months.
- The A1303 Swaffham Heath crossroad improvement has been delayed to the 2022-23 financial year.
- ECDC has not yet decided whether to increase its share of the precept.

#### **118/21/22 Planning Matters**

- (a) 21/01812/FUL Newholme, 204 High Street – removal of detached garage and construction of side extension and new front porch. For information only – NOTED.
- (b) 21/01829/VAR The Shieling, 33 Newmarket Road – Variation of Condition 1 (Approved plans) of previously approved 19/01244/FUL for demolition of existing dwelling and erect new dwelling – NOTED with the following comment: -
- We note that a neighbour has requested a condition that delivery of materials must not involve lorries parking on the right of way. However, if lorries are unable to use the right of way for delivery, they would have to park on the road which would create a danger to passing traffic. Some materials could not be delivered this way due to the distance from the road to the site. As there was no such condition on the approval of the original application, we would expect this to also be the case on this variation.
- (c) 22/00028/FUL Lensfield Lodge, Coach Lane – construction of garage extension with room above – NOTED with no comments.

- (d) 21/01449/FUL 115 High Street – demolition of outbuilding and add a new single-storey extension. AMENDMENT: revisions to design of the proposed extension to reduce its scale – NOTED with no comments.
- (e) 22/00065/FUL 95 Duchess Drive, Newmarket – proposed 4-bedroom dwelling with double garage and garden, access from Meadow Lane – resubmission – NOTED with the following comments: -  
The PC objects to this application for the following reasons: -
- The access from Meadow Lane is via a Public Right of Way (Cheveley 11) meant for pedestrians and which is wholly unsuitable for regular vehicular use.
- (f) CONFIDENTIAL: PREAPP/00001/22 – this item was deferred to end of the meeting.
- (g) Report on ECDC planning decisions & Tree Works Applications – NOTED.
- (h) Update on the Neighbourhood Plan – a written update from Cllr Day was NOTED. Quotations and information regarding the use of consultancy services is awaited.

**119/21/22 Finance – Payments for agreement this month – AGREED.**

(a)	Ref:	Payee/Item	Method	Total	Excl. VAT
	(1)	Twin Dots – website support Feb 22	DD	£50.40	£42.00
	(2)	Twin Dots – domain name renewal	BACs	£120.00	£100.00
	(3)	Staff costs Jan 22	BACs	£2,017.97	
	(4)	HMRC NIC/PAYE Q3	BACs	£987.27	
	(5)	Clerk expenses Jan-Feb 22	BACs	£61.20	
	(6)	Eon street lighting Jan 22 (now Npower)	DD	£75.38	£71.79
	(7)	McGregor Services – Jan 22	BACs	£120.00	£100.00
	(8)	ECDC play area inspection – Jan 22	DD	£30.00	£25.00
	(9)	Green Cloud Hosting – Jan 22	DD	£47.88	£39.90
	(10)	MHH – payroll services – Jan 22	DD	£28.80	£24.00
	(11)	Telephone/broadband – PH	DD	£34.74	£28.95
	(12)	Telephone/broadband – office	DD	£87.07	
	(13)	SSE – PH electricity Oct 21-Jan 22	DD	£135.93	£129.46
	(14)	Wave – PH water	DD	£11.09	
	(15)	TBM – renewal of ESET	BACs	£30.60	£25.50
	(16)	TBM – 6-month IT support	BACs	£311.04	£259.20
	(17)	Pavilion expenses – R Fullerton	BACs	£42.62	
	(18)	Cartridge Save – printer ink	BACs	£122.06	£101.72
	(19)	KJ Architects – 6 months defect inspection	BACs	£420.00	£350.00
	(20)	AFP Firebrace – retaining wall advice	BACs	£496.50	£403.75
	(21)	D2D Distribution – newsletter	BACs	£306.00	£255.00
	(22)	Simpson’s Nurseries – rec ground trees	BACs	£524.16	£436.80
	(23)	DB Security – PH relocated fire panel	BACs	£427.00	
	(24)	DB Security – PH additional CCTV camera	BACs	£250.00	
	(25)	DB Security – pavilion CCTV	BACs	£955.00	
	(26)	Mark Bouttell – PH electrical works	BACs	£321.60	£268.00
	(27)	Fire & Safety Solutions – PH extinguishers	BACs	£187.20	£156.00
	(28)	Fire & Safety Solutions – PH fire blanket	BACs	£29.40	£24.50
	(29)	PWLB – PH loan payment	DD	£4,485.10	
		<b>Total payments for the month</b>		<b>£12,716.01</b>	

- (b) To note monies received: -
- Parish Hall hire (November) – £340.00
  - ECDC re: playground inspection not carried out Dec 21 - £30.00
- NOTED.
- (c) Proposed Q3 accounts and bank reconciliation – NOTED.

Cllr Thomas will have the Cambridgeshire Building Society book brought up to date in branch.

**120/21/22 Administration**

- (a) Review of Policies – Grant Awarding Policy; AGREED.

- (b) Asset inspections – these have almost been completed and minor repairs will be carried out where necessary.
- (c) McCalmont Cup & Young Volunteer of the Year 2022 and date for Annual Parish Meeting – the criteria for this year's awards was AGREED. The closing date for nominations is Friday 1<sup>st</sup> April. The date of the Annual Parish Meeting will be Tuesday 26<sup>th</sup> April 2022.

**121/21/22 Community/Community Groups**

- (a) Cheveley Parish Hall: -
  1. To consider employing a cleaner/caretaker for the long-term upkeep of the Hall – it was agreed that a cleaner/caretaker would help manage the PC's risks in regard to both the Parish Hall and the Sports Pavilion. It was therefore proposed to employ a cleaner/caretaker to manage both the Hall and Pavilion. Councillors voted 5 in favour, 1 against with 1 abstention and the proposal was CARRIED. The post will be advertised on the PC's Facebook page and website and on local notice boards. It was also agreed that the Clerk will be the post holder's line manager.

District Cllr Alan Sharp joined the meeting at 8:05pm.

2. To consider quotations for building a new retaining wall – this item was deferred to the next meeting as only one quotation had been received. Two other quotations are in progress.
3. To consider quotation for erection of notice board and removal of picket fencing – It was AGREED to have the notice board erected at a cost of £280.00 and to leave the picket fencing in place for now.
4. To consider process for dealing with hire payment arrears – the hire agreement and terms & conditions of hire will be updated and agreed at the next meeting. The PC currently has one bad debt of £100.00 which is unlikely to be recovered.
5. To note update from Parish Hall volunteers' meeting, 19<sup>th</sup> January – NOTED. The meeting included discussion of the Jubilee weekend as well as other possible events that could be held at the Hall throughout the year.
6. To note Hall accounts provided by CPHMT – NOTED. Income is steady and the Hall is paying for itself with regards to utility bills. Councillors thanked Mr Philip Nutt for all his hard work in his capacity as a volunteer helping with the day-to-day running of the Hall.

The Chairman moved to item 117/21/22 – Reports from District & County Councillors.

- (b) Request for funding from Jubilee Celebration Group of up to £1,000 for community Platinum Jubilee celebrations – it was proposed to earmark £1,000 towards the Jubilee celebrations, subject to approval of expenses as they arise. Councillors voted all in favour and the proposal was AGREED.
- (c) Speeding issues, Community Speedwatch & traffic calming measures – there had been some discussion and criticism of the PC on social media about speeding, particularly in South Ward. The PC plans to have a further MVAS flashing sign that can be moved around various locations but has so far been unsuccessful in obtaining permission to attach the sign to street lights owned by CCC, despite several applications being submitted. Once agreed, however, there will be 10 further locations that the sign can be placed in, 5 of which are on Cheveley High Street. A second sign will also require volunteers to take it from location to location every 4 weeks in line with the agreement with CCC, and it is possible that the Speedwatch group will be able to help with this.

Cllr Marvin left and returned to the meeting during this item.

- (d) To consider nomination of community assets for the Assets of Community Value register – no properties were identified.
- (e) Cambridgeshire Heritage Listing Project – buildings which had been identified in this regard were already included in the PC's Neighbourhood Plan.
- (f) To consider purchase and installation of 3 Oak bollards for Church Lane – a resident had requested extra bollards to try to prevent lorries from turning in the lane and destroying the verges. Two existing bollards have rotted and these also need replacing. It was agreed to obtain a quotation for 5 new bollards to match the existing. Councillors thanked Cllr Hadlow for repairing the metal bollards opposite the church which had been bent back, presumably by a lorry.

**122/21/22 Date of Next Meeting & Matters for Future Consideration.**

8<sup>th</sup> March.  
Neighbourhood Plan.

It was AGREED to return to the confidential item and all members of the public left the meeting.

**118/21/22** CONFIDENTIAL: PREAPP/00001/22 – no comments or objections will be submitted regarding this.  
**(f)**

The meeting was closed at 9:04pm.

Statutory powers relating to this month's payments:

- (1-2) LGA 1972, s.142.
- (3-5) LGA 1972, s.112.
- (6) Parish Councils Act 1957, s.3; Highways Act 1980, s.301.
- (7-8) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6); Local Authorities' Cemeteries Order 1977.
- (9-18) LGA 1972, s.111.
- (19-20) LGA 1972, s.133
- (21) LGA 1972, s.142
- (22) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6)
- (23-26) LGA 1972, s.133
- (27-28) LGA 1972, s.111
- (29) Local Government Act 2003, schedule 1, paragraph 2.