

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

MINUTES

Cheveley Parish Council Full Council Meeting on
Tuesday 8th March 2022 at 7.30pm
held at Cheveley Parish Hall, 102 High Street.

Present: Jane Gibson, James Hadlow (Vice-Chair), Sheila Marvin, Brent Noble, Sallie Thomas (Chairman) and Robert Treanor. Clerk: Marilyn Strand.

There were 2 members of the public present.
The meeting was opened at 7:30pm.

123/21/22 Apologies and approvals for absence
Cllr Alison Day (personal).

124/21/22 Declarations of Pecuniary and Non-Pecuniary Interests
Cllr Hadlow declared a non-pecuniary interest in item 132/21/22 (b) – bollards for Church Lane (lives on Church Lane).

Cllr Marvin joined the meeting.

125/21/22 Open Forum for Public Participation (10 mins)
None.

126/21/22 Approval of the Minutes of the meeting held on 8th February 2022.
The minutes of the meeting held on 8th February were approved as a true record and signed by the Chairman.

127/21/22 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: -
 - The defibrillator has been moved to the Parish Hall and the new location is now registered with the ambulance service. Monthly checks will continue.
 - The Valuation Office has confirmed that Small Business Rates Relief can only be claimed on one of the PC's properties. As the Parish Hall is the larger of the two properties, the Relief will be transferred from the Pavilion to the Hall from September 2022.
 - The notice board is due to be erected on Friday 4th March – completed.
2. The vacancy left by Richard Fullerton can now be filled by co-option. The vacancy has been advertised on the PC's website and Facebook page.
3. Speed reduction measures, Oak Lane – Cllr Treanor attended the LHI panel meeting on 21st February. Applicants will be notified of the result of their application at the end of April.
4. The Grant Awarding Policy has been updated on the PC's website.
5. McCalmont Cup & Young Volunteer of the Year awards – an email has been sent to all community groups inviting nominations and/or reports for the Annual Parish Meeting. Details of the awards are also on the PC's website and have been shared on Facebook.
6. The caretaker/cleaner position has been advertised on the website, Facebook page and notice boards.
7. Facebook updates this month include: bin day changes; Councillor vacancies; defibrillator; Storm Eunice; latest meeting round-up and clothes bank issues.

Other matters reported at the meeting: -

- Cheveley's refuse collection day will be a Monday from 28th March. McGregor Services will put black sacks out at the recreation ground on a Sunday evening for collection Monday, although occasionally they will have to put them out on a Friday evening.
- Asset checks – new litter bin for Park Road/High Street has been ordered by ECDC and new stickers have been purchased for the dog bin on Park Road.
- There has been no response so far to the advert for a cleaner/caretaker.
- There has been no response from CCC regarding the termination of the car park lease.

- The work on the laurel hedge and self-set trees at the Parish Hall has been scheduled for 17th March. However, the contractor will be asked to clarify whether permission is needed from the Trees Officer at ECDC.
- Keys for parish hall notice board – Cllr Hadlow will distribute these after the meeting. Cllrs Hadlow and Thomas had nailed the fencing back on around the entrance to make it tidy.
- Cllrs Marvin & Gibson will take down the temporary bollards on Oak Lane/Saxon Street Road.

128/21/22 Reports from District and County Councillors (Verbal).

The Chairman deferred this item pending the arrival of Cllr Sharp.

129/21/22 Planning Matters

- (a) 22/00126/FUL 33 Centre Drive, Newmarket – demolition of side canopy, construction of lean-to side canopy, fencing and gates, bathroom dormer, ground floor window, replacement windows and replacement guttering and downpipes – NOTED with no comments.
- (b) 22/00147/FUL 41 Centre Drive, Newmarket – construction of extension of existing outbuilding to create 2-bedroom annexe in rear garden – NOTED.
The PC strongly objects to this application on the following grounds: -
- The proposal is actually a two-bedroom, 2-bathroom, pitched-roof, detached, back-fill bungalow, not an annexe;
 - Centre Drive is a busy and narrow road. Many residents park on the road due to a lack of driveway space making the road difficult to navigate at times. Increased vehicle movements relating to back-fill would increase the danger to drivers and pedestrians (there is no pavement for pedestrians along the entire length of Centre Drive);
 - Centre Drive is renowned for its lovely, large gardens with views over Side Hill Stud and The Heath. Most properties have garages or side entrances that could easily be used for access for back-fill dwellings. If this application is approved, it will set a precedent for further back-fill development which, in time, would create a 'double' street and cause a large increase in vehicle movements on the narrow lane. This could also open up back-fill development in nearby Duchess Drive and Ashley Road as properties in these locations also have large gardens with potential access;
 - This proposal has the potential to cause long-term demonstrable harm to the amenity of surrounding properties and we are concerned at the potential harmful effects of a large increase in traffic if other property-owners take this as a precedent for back-fill development.
- (c) 21/01389/FUL 217 High Street – construction of two-storey dwelling with cart lodge, demolition of existing building. AMENDMENT FOR INFORMATION ONLY: alterations to the proposed access to overcome concerns of the Local Highways Authority. This application has now been approved – NOTED.
- (d) 22/00191/FUL 130 High Street – removal of existing canopy and construction of a porch, insulated render applied on the front elevation and new site boundary flint wall with associated landscaping works – NOTED with no comments.
- (e) 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. AMENDMENT: landscaping plans – NOTED with no comments.
- (f) Report on ECDC planning decisions & Tree Works Applications – NOTED.
- (g) Neighbourhood Plan – to consider quotation for consultancy support to complete the Plan, and grant application to cover the cost. It was AGREED to accept Cambridgeshire ACRE's proposal for admin support budgeted at £5,000 +VAT, and to accept the proposal from Places4People to apply for Locality Funding when it reopens in April.

District & County Cllr Sharp joined the meeting.

130/21/22 Finance – Payments for agreement this month – AGREED.

| (a) | Ref: Payee/Item | Method | Total | Excl. VAT |
|------|--|--------|------------------|-----------|
| (1) | Twin Dots – website support Mar 22 | DD | £50.40 | £42.00 |
| (2) | Staff costs Feb 22 | BACs | £1,583.35 | |
| (3) | Clerk expenses Feb-Mar 22 | BACs | £40.50 | |
| (4) | Eon street lighting Feb 22 (now Npower) | DD | - | |
| (5) | McGregor Services – Feb 22 | BACs | £96.00 | £80.00 |
| (6) | ECDC play area inspection – Feb 22 | DD | £30.00 | £25.00 |
| (7) | Green Cloud Hosting – Feb 22 | DD | £47.88 | £39.90 |
| (8) | MHH – payroll services – Feb 22 | DD | £28.80 | £24.00 |
| (9) | Telephone/broadband – PH | DD | £34.74 | £28.95 |
| (10) | K&M Lighting – street lights maint. 2022-23 | BACs | £272.16 | £226.80 |
| (11) | Dorans Plumbing – repairs at pavilion | BACs | £60.20 | |
| (12) | Fire & Safety Solutions – pavilion | BACs | £282.90 | £235.75 |
| (13) | Fire & Safety Solutions – parish hall | BACs | £159.60 | |
| (14) | Mark Bouttell – pavilion consumer unit check | BACs | £240.00 | £200.00 |
| (15) | Community Heartbeat – move defib | BACs | £300.00 | £250.00 |
| | Total payments for the month | | £3,226.53 | |

It was also AGREED to pay Moy Maintenance Services £280.00 for the erection of the Parish Hall notice board.

- (b) To note monies received: -
- Parish Hall hire (Dec 21-Feb 22) – £1,560.00.
 - HMRC – Q3 VAT return - £1,520.30.
 - Burials - £190.00.

NOTED.

The Chairman returned to item 128/21/22 – District & County Cllrs Report.

128/21/22 Reports from District and County Councillors (Verbal).

County & District Cllr Alan Sharp reported the following: -

- ECDC has frozen its share of the precept for the 9th year running.
- ECDC Street Scene has reorganised its refuse collection rounds to save diesel and reduce carbon. Details can be found on their website.
- CCC – the Transport & Highways Committee has set up a '20mph' funding scheme separate to the Local Highways Initiative.
- Oak Lane flooding – Cllr Sharp had spoken to Highways and will escalate the ongoing matter of flooding to senior management. The road is badly damaged but cannot be repaired until the water has completely dissipated.

131/21/22 Administration

- (a) Review of Policies – Standing Orders and Financial Regulations – AGREED.

- (b) CAPALC – invitation to renew membership for 2022-23, cost £589.53 - AGREED.

132/21/22 Community/Community Groups

- (a) Cheveley Parish Hall: -

1. To consider quotations for building a new retaining wall and liaise with owner of neighbouring property – Cllr Hadlow proposed to accept the quotation from Nu-Plan Builders for £9,854.00 +VAT. The quote was the cheapest of the three received but also proposed the best method of building. The proposal was AGREED unanimously. The neighbouring property owner will be contacted and informed of the PC's decision.
2. To agree updated hire agreement and terms & conditions of hire – AGREED. It was also agreed to review hire charges at the April meeting in light of the increased cost in heating oil.
3. Proposal to re-locate projector screen from the pavilion to the parish hall – AGREED.
4. To note Hall accounts provided by CPHMT – NOTED.

- (b) To consider quotation for 5 Oak bollards for Church Lane - £475 +VAT – AGREED. It was agreed to ask CCC to install them as they had installed the previous bollards free of charge.

- (c) To consider purchase of 2nd Moveable Vehicle Activated Sign, cost £2028.85 +VAT – AGREED. Update on volunteers – three volunteers had been identified from the current Speedwatch Team and it was agreed to advertise for more on the PC's Facebook page. Teams will be coordinated by Cllr Day (North Ward) and the current Speedwatch Regional Coordinator (South Ward).

- (d) To consider placement of additional dog waste bin at Broomstick Corner – it was AGREED to purchase a dog waste bin with its own post so that it can be positioned next to the litter bin.
- (e) To consider preparation of a Community Emergency Plan – Councillors agreed not to take this on at present.
- (f) The Great British Spring Clean – 25th March to 10th April 2022 – it was agreed not to go ahead with a litter pick due to a lack of volunteers from the community in previous years.
- (g) Correspondence from resident re: parking on Broad Green – cars parked on the green and causing damage to the grass is an ongoing issue. However, the area is registered as a village green and it is therefore extremely unlikely that anything can be done to provide car parking spaces within it.

133/21/22 Date of Next Meeting & Matters for Future Consideration.

12th April – Parish Council Meeting (apologies Cllr Noble).

26th April – Annual Meeting of the Parish

Hall hire prices

McCalmont Cup & Young Volunteer nominations.

The meeting was closed at 8:47pm

Statutory powers relating to this month's payments:

- (1) LGA 1972, s.142.
- (2-3) LGA 1972, s.112.
- (4) -
- (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) Parish Councils Act 1957, s.3; Highways Act 1980, s.301.
- (11-14) LGA 1972, s.111.
- (15) Public Health Act 1936, s.234.