

Cheveley Parish Council
Cheveley Parish Hall, 102 High Street, Cheveley, CB8 9DG.
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Chairman: Mrs Sallie Thomas. Vice-Chair: Mr James Hadlow. Clerk: Mrs Marilyn Strand.

MINUTES

Cheveley Parish Council Full Council Meeting on
Tuesday 12th April 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. Clerk: Marilyn Strand.
County & District Cllr Alan Sharp was also in attendance.

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

134/21/22 Apologies and approvals for absence
None.

135/21/22 Declarations of Pecuniary and Non-Pecuniary Interests
None.

136/21/22 Open Forum for Public Participation (10 mins)
None.

137/21/22 Approval of the Minutes of the meeting held on 8th March 2022.
The minutes of the meeting held on 8th March 2022 were approved as a true record and signed by the Chairman with the following amendments: -
Item 127/21/22 (a) Matters Arising (bullet point 7) – ~~Cllr Marvin had received complaints about sewage issues at Broomstick Corner and had referred the complainants to Anglian Water.~~

138/21/22 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 Laurel hedge was cut back on Monday 4th April.
 - Nu-Plan are hoping to begin work on the retaining wall at the beginning of May- confirmation of date awaited.
 - The Public Works Loan Board has confirmed a balance of £112,814.78 outstanding on the PC's loan at 31st March 2022. This figure will be stated on the AGAR.
2. Data from the MVAS is sent to Cambs Police Speedwatch team each month for analysis.
3. An additional MVAS has been ordered and should arrive by the end of April. A second team of volunteers is in the process of being set up.
4. An additional dog waste bin has been ordered for Broomstick Corner. No delivery date received as yet.
5. The s137 figure for 2022/23 is £8.82 per elector.
6. The revised Standing Orders have been uploaded to the website.
7. Community Groups were sent a reminder re: the APM, McCalmont Cup and Young Volunteer of the Year Award on 22nd March. Several posts about this had been placed on Facebook pointing to the PC's website where further information is available. Despite this, the number of responses this year had been very low.
8. All documentation and instructions for the year end has been received from PKF Littlejohn.
9. The agenda for the APM will be published on 13th April (7 clear days' notice required, not including Bank Holidays).

Other matters reported at the meeting: -

- The Independent Internal Auditor is coming on Thursday 5th May to carry out the year end audit.
- Richard Fullerton has taken down the temporary bollards on Oak Lane/Saxon Street Road. These will be put back after the October sales as agreed with Banstead Manor.

- Cllr Marvin charged up the two MVAS batteries but no new volunteers for North Ward had come forward to move the device or replace batteries. Phil Nutt and his team will replace the batteries when they are available. A team of volunteers had been identified for South Ward for the second MVAS which is currently on order.
- An outside oil leak had been identified and the Clerk will contact Tony Poole to rectify this. An inside oil leak (in the kitchen) will be looked at, at the same time.

139/21/22 Reports from District and County Councillors (Verbal).

District & County Councillor Alan Sharp reported the following: -

- CCC – The motion to introduce a congestion charge in Cambridge city centre had not been agreed at the last Full Council meeting.
- There had been two fatalities at the Swaffham Heath junction on the A1303 recently. Work to improve safety at the junction should start within this financial year.
- Church Lane bollards – Cllr Sharp is liaising with an officer regarding installation of these.
- Oak Lane flooding – CCC is planning to dig out the ditches and replace grips to try to improve drainage in heavy rainfall.
- ECDC – there had been some teething problems with the revised refuse collection days but these should now be resolved.

140/21/22 Planning Matters

- (a) 22/00210/FUL 19 Meadow Lane, Newmarket – single-storey rear extension with associated stove flue. For information only – NOTED.
- (b) 22/00250/FUL 188 High Street – summer house in rear garden (retrospective) – NOTED with no comments.
- (c) 21/01055/FMM Home Office Bungalows, Little Green – reserved matters for appearance, landscaping, layout and scale of previously approved 19/00767/OUM for outline planning application for residential development of up to 22 dwellings following the demolition of 6 bungalows. AMENDMENT: response to consultee representations from the Lead Local Flood Authority, Anglian Water and the Tree Officer – NOTED with the following comments: - Cheveley PC objects to this amendment as it does not address concerns regarding density, scale, loss of privacy, flood risk, landscaping and biodiversity which the PC had previously raised with the planning officer.
- (d) 22/00292/FUL 34a Ashley Road, Newmarket – construction of single-storey side/rear extension – NOTED with no comments.
- (e) 22/00299/VAR 75 Duchess Drive, Newmarket – to vary Condition 1 (approved plans) of previously approved 21/01348/FUL for demolish existing garage and car port and replace with single-storey side and rear extensions and storage area to rear – NOTED with no comments.
- (f) 22/00211/FUL Building rear of 130 & 132 High Street – proposed all-weather menage – NOTED with no comments.
- (g) 22/00028/FUL Lensfield Lodge, Coach Lane – construction of garage extension with room above. AMENDMENT (for information only): garage has been stepped in – NOTED.
- (h) Report on ECDC planning decisions & Tree Works Applications – NOTED.

141/21/22 Finance – Payments for agreement this month – AGREED.

(a)	Ref:	Payee/Item	Method	Total	Excl. VAT
	(1)	Twin Dots – website support Apr 22	DD	£50.40	£42.00
	(2)	Staff costs Mar 22	BACs	£1,583.35	
	(3)	HMRC Q4 2021-22	BACs	£1,244.71	
	(4)	Clerk expenses Mar-Apr 22	BACs	£55.35	
	(5)	N Power Jan 22	DD	£75.45	£71.86
	(6)	N Power Feb 22	DD	£64.91	£61.82
	(7)	McGregor Services – Mar 22	BACs	£342.00	£285.00
	(8)	ECDC play area inspection – Mar 22	DD	£30.00	£25.00
	(9)	Green Cloud Hosting – Mar 22	DD	£47.88	£39.90
	(10)	MHH – payroll services – Mar 22	DD	£28.80	£24.00
	(11)	Telephone/broadband – PH	DD	£38.90	£32.42
	(12)	Non domestic rates – PH	BACs	£148.55	

(13)	Non domestic rates – pavilion	-	£0.00	
(14)	CAPALC affiliation fee 2022-23	BACs	£589.53	
(15)	ShineTime Cleaning Services – pavilion	BACs	£180.00	£150.00
	<u>Total payments for the month</u>		<u>£4,479.83</u>	

- (b) To note monies received: -
- Parish Hall hire (March) – £355.00
 - ECDC play area inspection refund - £30.00.
- NOTED.

- (c) Q4 accounts & bank reconciliation – NOTED.

142/21/22 Administration

- (a) Review of Policies – Standing Orders: the front cover had been updated to reflect the updated contents (2020) agreed at the last meeting.
- (b) To consider and adopt CCTV Policy re: Pavilion and Parish Hall – AGREED with one amendment.
- (c) To consider correspondence from the National Association of Local Councils re: Smaller Councils' Committee – discussion of issues facing smaller local councils – NOTED.
- (d) To consider attendees to the East Cambridgeshire Parish Council Conference at The Maltings on Tuesday 3rd May, 11am – 4pm: the Clerk will attend.
- (e) Proposal re: PC's landline/broadband and purchase of a mobile telephone – it was AGREED to add a mobile telephone to the PC's current BT package at an upfront cost of £10, plus £20 per month on a two-year contract. The PC's landline and broadband package will be cancelled later in the year and the PC will, instead, contribute towards the Clerk's home broadband package.

143/21/22 Community/Community Groups

- (a) Cheveley Parish Hall: -
1. Review of hire charges – this item was deferred to next meeting.
 2. Weedkilling; ant killing; grass cutting – Cllr Marvin: it was AGREED to ask McGregor Services to spray weeds around the base of the building and around the bench and car park, and to cut the grass. It was also AGREED to contact a pest control contractor to deal with ants.
Cllr Marvin thanked Richard Fullerton for cleaning and oiling the bench outside, and Cllr Gibson who had helped move furniture and clean at the Hall. Cllr Marvin had posted fliers for users of the Hall in the new notice board and this had been well received. Councillors thanked Cllr Marvin for managing the bookings whilst the bookings secretary had been away.
 3. Naming of the front room and purchase of Jubilee photograph – it was AGREED that the front room would be named The Jubilee Room to commemorate HM Queen Elizabeth II's Platinum Jubilee. A portrait of the Queen will be purchased for the room in due course.
- (b) To consider supporting CCC's No Mow May verge management policy – the PC supports this in principal but it was agreed that there would be very little biodiversity value in allowing small parcels of land in the parish to become overgrown.
- (c) To consider correspondence from Stetchworth Parish Council re: Newmarket's market place – it was AGREED to write a letter to Newmarket Town Council and West Suffolk Council in support of the market returning to the High Street.
- (d) To consider request from St. Mary's PCC to borrow PC tables for the annual fete, Sunday 3rd July – AGREED.
- (e) To consider purchase of Jubilee flag – approximate cost £15.00 to £30.00 – not agreed. The Union Flag will be raised for the Jubilee celebrations instead.

Cllr Noble joined the meeting at 8:33pm.

- (f) Jubilee Celebrations.
- Request to note possible expenditure - Public Liability Insurance - £89.00; Road Closure costs - £575.00 +VAT – plans to close the road had now been rejected in favour of holding an event on the recreation ground. The Clerk will clarify whether the PC's insurance would cover this event.

- Request to use PC tables from the parish hall and pavilion for the event – AGREED.

144/21/22 Date of Next Meeting & Matters for Future Consideration.

Annual Parish Meeting – it was AGREED that this will now be held on Tuesday 3rd May; Cllr Hadlow will Chair the meeting.

Annual Meeting of the Parish Council – Tuesday 10th May.

It was AGREED that the following items be discussed to the exclusion of members of the public and the press.

All members of the public left the meeting.

145/21/22 Confidential Matters - Administration

- (a) To consider nominations for the McCalmont Cup & Young Volunteer of the Year Award 2022 – AGREED. Cllr Hadlow will announce the recipients at the Annual Parish Meeting on Tuesday 3rd May.

Cllr Noble left the meeting at 8:51pm.

- (b) NALC staff pay rise for 2021-22 – a 1.75% increase backdated to 1st April 2021 in line with NALC's recommendation was AGREED.

146/21/22 Confidential Matters – Parish Hall

- (a) Retaining wall: consideration of neighbouring property owner's contribution – it was agreed to negotiate further with the property owner over the cost of the wall.

The meeting was closed at 9:09pm.

- (1) LGA 1972, s.142.
(2-4) LGA 1972, s.112.
(5-6) 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.
(9-15) LGA 1972, s.111.