

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

**ANNUAL MEETING OF THE PARISH COUNCIL
MINUTES**

Cheveley Parish Council Full Council Meeting on
Tuesday 10th May 2022 at 7.30pm
held at Cheveley Parish Hall, 102 High Street.

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

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

1/22/23 Election of Chairman and signing of Declaration of Acceptance of Office form

Cllr Hadlow nominated Cllr Thomas to the office of Chairman for the ensuing year and the nomination was seconded by Cllr Gibson and AGREED by all. Cllr Thomas accepted the position and signed the declaration of acceptance of office.

2/22/23 Election of Vice-Chair

Cllr Thomas nominated Cllr Hadlow to the office of Vice-Chair for the ensuing year and the nomination was seconded by Cllr Noble and AGREED by all.

3/22/23 Apologies and approvals of absence

Cllr Alison Day (personal); Cllr Robert Treanor (work commitments).

4/22/23 Declarations of Pecuniary and Non-Pecuniary Interests

Cllr Noble declared a non-pecuniary interest in item 9/22/23(b) – tree works at 139 High Street (neighbour).

5/22/23 Open Forum for Public Participation (10 mins)

The Moveable Activated Sign, currently on Duchess Drive, will be taken down as there are no available volunteers at present to change the batteries. The sign will be reinstated in a few weeks' time.
A member of the public present at the meeting was thanked for moving the sign and re-charging and changing the batteries as required.

6/22/23 Approval of the Minutes of the meeting held on 12th April 2022.

The minutes of the meeting held on 12th April were approved as a true record and signed by the Chairman with the following amendments: -
Item 145/21/22(a) – ~~Brent~~ **Cllr Noble** left the meeting at 8:51pm.

7/22/23 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: -
 - Oil leaks in the kitchen and outside have been repaired.
 - McGregor Services will spray weeds around the base of the building and around the bench, and cut the grass. They are not able to trim the bank due to restrictions placed on their insurance policy regarding potential damage to buildings/windows from strimming.
 - One application had been received for the post of caretaker/cleaner. However, due to unexpected personal circumstances, the applicant had to withdraw.
2. Delivery of the additional MVAS and mounting brackets is awaited.
3. Delivery of the additional dog waste bin for Broomstick Corner is awaited.
4. The agenda for the APM was re-posted on Friday 22nd April to reflect the change of date.
5. The Clerk attended ECDC's Parish Councils' Conference on Tuesday 3rd May. The focus of the conference was climate change.
6. A mobile telephone has been ordered and will replace the BT landline currently used by the PC as its main telephone contact number. The PC's new number will be widely publicised once it is known. In order to obtain a discounted price on the mobile, it was necessary to begin a new business contract (relating to WiFi at the Parish Hall) which will cost approximately £1 per month more over two years.

7. The PC's insurance policy does not cover events on the recreation ground which aren't solely organised by the PC. The Jubilee Committee has been informed of this.
8. This year's McCalmont Cup and Young Volunteer of the Year Award were presented to recipients Ian Jackson and Edward Berridge at the Annual Parish Meeting on 3rd May.
9. The Clerk has updated some of the information on the PC's website. Councillors are asked to please look through the website and inform the Clerk of any further updates needed.
10. The CCTV policy has been uploaded to the PC's website.

Other matters reported at the meeting: -

- Cllr Marvin will cut the bank at the back of the Parish Hall before the Jubilee celebrations.
- Cllr Marvin said that the Annual Parish Meeting (APM) could have gone ahead on the original date set as it is not necessary for either the Chairman or Vice-Chair of the Parish Council to be present and preside. If neither is present, the APM elects its own Chairman.

8/22/23 Reports from District and County Councillors (Written annual report and verbal update).

County & District Cllr Alan Sharp had sent a written annual report which was NOTED. Cllr Sharp also reported the following: -

- Local Highways Initiative (LHI) – the results had been ratified by the Highways & Transport Committee. Four of Cllr Sharp's parishes had been successful, including Cheveley. It is hoped that all agreed schemes can be implemented as quickly as possible but there is some back log due to staff shortages. The 2023-24 LHI scheme opens on 3rd October this year.
- CCC & ECDC Full Council meetings had taken place and had been mainly administrative following the local elections.
- Home Office Bungalows planning application – Cllr Sharp will call this in to the Planning Committee, if necessary, because of concerns around flooding.

Cllr Noble asked if any progress had been made on installation of the oak posts on Church Lane. Cllr Sharp will make further enquiries.

9/22/23 Planning Matters

- (a) 22/00441/FUL Tanners, 18 Newmarket Road – proposed annexe building – NOTED with the following comments:

The PC **objects** to this application for the following reasons: -

- The addition of a self-contained annex on this site will damage the appearance of the village. The proposal is a backfill which will harm the character of the village by creating a more urbanised appearance. The section of the village where the dwelling is proposed is characterised by good spacing between the houses and open countryside to the rear.
- Drainage is an issue in this part of the village. The proposed annex will cause extra runoff and will be liable to flooding itself due to the drainage channels for the village running close by.
- The plans submitted do not indicate any size or height of the proposed building.
- There has recently been three attempts to build dwellings at this location all which were refused (17/00196/OUT, 18/00003/OUT and 20/01432/FUL). The Parish Council urges the planning officer to closely view the refusal letter for application 20/01432/FUL dated 23rd December 2020. The Parish Council is concerned that should an approval for such a dwelling be given it will open the door for a larger development at the same location which has now been refused 3 times.

- (b) 22/00511/TRE 139 High Street – T1 Hornbeam: reduce in height to 10m and reduce sides to leave crown balanced and away from wires – NOTED with no comments.

- (c) Neighbourhood Plan update (written report from Cllr Day) – NOTED.

- (d) East Cambridgeshire Local Plan – Single Issue Review: housing requirement – NOTED.

- (e) Report on ECDC planning decisions & Tree Works Applications – NOTED.

10/22/23 Finance – Payments for agreement this month – AGREED.

(a)	Ref:	Payee/Item	Method	Total	Excl. VAT
	(1)	Twin Dots – website support May 22	DD	£50.40	£42.00
	(2)	Staff costs Apr 22	BACs	£1,723.83	
	(3)	Clerk's expenses Apr-May 22	BACs	£69.70	
	(4)	N Power Mar 22	DD	£68.21	£64.96
	(5)	McGregor Services – Apr 22	BACs	£1,255.20	£1,046.00
	(6)	ECDC play area inspection – Apr 22	DD	£30.00	£25.00
	(7)	Green Cloud Hosting – Apr 22	DD	£47.88	£39.90
	(8)	MHH – payroll services – Apr 22	DD	£28.80	£24.00
	(9)	BT – office telephone/broadband	DD	£101.36	
	(10)	Wave – cemetery water Jan-Apr 22	DD	£10.86	

(11)	Cartridge Save – printer ink	BACs	£41.93	£34.94
(12)	RH Landscapes – PH laurel	BACs	£480.00	£400.00
(13)	Versa – bollards for Church Lane	BACs	£570.00	£475.00
(14)	Shane Smalley – rec ground wall	BACs	£6,500.00	
(15)	Play Safety – annual play area inspection	BACs	£121.80	£101.50
(16)	LGS Services – Internal Audit 2021-22	BACs	£186.00	£155.00
	<u>Total payments for the month</u>		<u>£11,285.97</u>	

(b) To note monies received: -

- ECDC precept 1 of 2 (2022-23) - £40,000.00.
- Parish Hall hire (April) – £420.00.

NOTED.

(c) To consider Independent Internal Auditor's Report – NOTED.

(d) To approve and sign the Annual Governance Statement for 2021/22 – AGREED and signed by the Clerk and Chairman.

(e) To approve and sign the Annual Accounting Statements for 2021/22 – AGREED and signed by the Chairman.

11/22/23 Administration

(a) Review of Policies – Retention of Documents Policy & Appendix – noted and AGREED.

(b) Allocation of responsibilities for PC projects – AGREED as follows: -

- Planning, North & South Wards – Cllrs Day, Hadlow and Gibson.
- Neighbourhood Plan – Cllrs Day and Hadlow.
- Highways – Cllr Treanor.
- Public Rights of Way – Cllr Thomas.
- Cemetery – Cllrs Hadlow and Thomas.
- Speedwatch/speed reduction – Cllrs Day and Gibson, Phill Nutt (volunteer).
- Parish Hall – Cllrs Gibson and Marvin.
- Pavilion – Cllrs Hadlow and Thomas.
- Press Report – Cllr Thomas.
- Trees, biodiversity – Cllr Hadlow.
- Newsletter – Cllr Thomas and the Clerk.
- Financial review – Cllrs Day, Gibson, Thomas & Treanor (signatories) and Cllr Marvin (bank statement review).
- Staffing – Cllrs Day, Hadlow and Thomas.

12/22/23 Community/Community Groups

(a) Cheveley Parish Hall: -

1. Review of hire charges – it was AGREED to leave the pricing as it is but review again in March next year and then annually. Once the Hall has been trading for a whole year an income and expenditure budget will be put together to help inform the decision on whether to increase hire charges.
2. Purchase of outside litter/cigarette bin – Cllr Marvin proposed a suitable container which will be attached to the left-hand wall in the alcove to the right of the front doors. The cost of the container is £63.99 +VAT and this was AGREED.
3. To consider obtaining a building valuation on the Parish Hall for insurance purposes – AGREED. A valuation will also be obtained for the Pavilion. The cost of each valuation will be approximately £102.00.
4. Official Opening, Thursday 2nd June – planning: it had not been possible to book musicians for a tea dance and it was therefore agreed to have tea and cakes after the unveiling of a commemorative plaque by the Lord-Lieutenant. The event will begin at 2:30pm, with the unveiling and official opening taking place at 3pm. The event will conclude at 4:30pm. The Chairman and Vice-Chair will be in attendance along with all available Councillors. The event will be promoted on the PC's Facebook page, website and notice boards and all hirers of the Hall will be invited by email. The local press will also be informed. It was AGREED to purchase a commemorative plaque to be placed in the reception area (costs to be confirmed) and to order cakes for the event, cost approximately £50.00.
5. To note Hall accounts provided by CPHMT – NOTED.

Cllr Marvin reported the following: -

- McGregor Services had sprayed the weeds around the building and bench.
- A pest control contractor had dealt with ants in the car park and around the building.
- Cllr Marvin and a volunteer will tidy the outside area before the opening event. Cllr Marvin asked that work on the retaining wall be delayed until after the event and this was agreed.

Cllr Marvin proposed that the notice board at the Hall be restricted to notices relating specifically to Hall hire and events. It was agreed that, although other notices may be placed in this notice board from time to time, notices relating to the Hall would take precedence.

Cllr Hadlow reported that one application had been received for the caretaker/cleaner position. It was agreed that the advert should be shared on the PC and local Facebook pages to see if there were any other applicants before proceeding with a formal interview.

- (b) Jubilee – community celebrations: approximate expenses outlined by the Jubilee committee were AGREED as follows: -
- Recorded music - £150.00 (it needs to be clarified as to who is providing the music);
 - Public Liability insurance - £90;
 - Design, print and delivery of a flyer for all households - £250;
 - Jubilee bunting - £65.00;
 - Sundries - £85.00.

It was also AGREED to grant £170.00 to Cheveley Primary School PTFA for the purchase of commemorative key rings or pin badges.

- (c) To consider quotation for brackets for MVAS locations - £169.18 +VAT – AGREED.
- (d) Local Highways Initiative application results 2022-23 – the PC had been successful in its bid for speed reduction measures at Oak Lane/Saxon Street Road. Cllrs thanked Cllr Treanor for all his work in putting the application forward.

13/22/23 Correspondence for Information

- (a) HM The Queen re: message of thanks for taking part in the Queen’s Green Canopy initiative – NOTED.

14/22/23 Date of Next Meeting & Matters for Future Consideration.

14th June.

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

All members of the public left the meeting.

15/22/23 Confidential Matters – Parish Hall

- (a) Retaining wall – further consideration of neighbouring property owner’s contribution – it was AGREED to negotiate further on the offer made by the neighbouring property owner. Confidential minutes of this item will be drafted to provide a full record of negotiations.

The meeting was closed at 9:09pm.

- (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.
- (7-11) LGA 1972, s.111.
- (12) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6)
- (13) Parish Councils Act 1957, s.3; Highways Act 1980, s.301
- (14-15) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6).
- (16) LGA 1972, s.111.