

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

**MINUTES**

Cheveley Parish Council Full Council Meeting on  
**Tuesday 14<sup>th</sup> June 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.

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

**16/22/23 Apologies and approvals of absence.**  
None.

**17/22/23 Declarations of Pecuniary and Non-Pecuniary Interests**  
None.

**18/22/23 Open Forum for Public Participation (10 mins)**  
None.

**19/22/23 Approval of the Minutes (and confidential minutes) of the Annual Meeting held on 10<sup>th</sup> May 2022.**  
The minutes and confidential minutes of the meeting held on 10<sup>th</sup> May were approved as a true record and signed by the Chairman with the following amendments: -  
Item 7/22/23 final bullet point: '~~there are no Parish Councillors~~ **neither is** present...'

**20/22/23 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: -
  - Three applications have been received for the post of caretaker/cleaner and the applicants have been interviewed. This matter will be discussed at the June meeting.
  - The neighbouring property owner has made a contribution to the cost of the repairs to the retaining wall.
  - CCC has contacted the PC to arrange a 'without prejudice' meeting to discuss the car park lease. A date is yet to be confirmed.
2. The additional Moveable Vehicle Activated Sign (MVAS) and mounting brackets have been delivered. The new unit will be deployed as soon as practicable. The additional brackets will allow both MVAS units to be deployed at all approved locations.
3. Delivery of the additional dog waste bin for Broomstick Corner is still awaited. Glasdon UK estimate a further lead time of 3-4 weeks but this is subject to change.
4. The Annual Governance and Accountability Return (AGAR) has been submitted to PKF Littlejohn for review.
5. The recently reviewed Retention of Documents Policy has been uploaded to the PC's website.
6. The cigarette litter bin was ordered and has been attached to the outside wall by one of the Hall volunteers. The same volunteer also put up the portrait of HM The Queen in the Jubilee Room above the High Street door.
7. The commemorative plaque and door name plates were purchased from Brunel Engraving. The commemorative plaque cost £236.55 +VAT and the name plates cost £104.85 +VAT. The portrait for the Jubilee Room cost £88.47 incl. VAT (including a £9.99 premium for Perspex).
8. Cakes for the Jubilee official opening were £50.50.
9. The PC's mobile phone is up and running and all contact details have been updated with the new number.
10. CCC's grass cutting contribution remains the same for 2022-23 at £473.83. An invoice for this amount has been sent.
11. Historic England is investigating whether to recommend Listing of the War Memorial following a request from a resident.

Other matters reported at the meeting: -

- A schedule of works for the approved Local Highways Initiative scheme had been received. Delivery of the project is expected to be between January and March 2023.
- Cllr Marvin said there were matters she wished to bring to the attention of the PC which were confidential. It was therefore agreed to defer these to the end of the meeting when the public and press would be excluded.

### 21/22/23 Reports from District and County Councillors.

District & County Cllr Alan Sharp reported the following: -

- There had sadly been another fatality on the A1303 where work is due to be carried out to improve the junction. Cllr Sharp is trying to find out when the work, which has been delayed, will take place.
- Cllr Sharp had been elected as Chairman of ECDC for a second term. Cllr Sharp also remains Chairman of the Highways & Transport Committee at CCC.
- Local Highways Initiative – schedules have been sent out for successful projects however, some projects from the last round have yet to be completed due to staff shortages. It is hoped that Highways can catch up with these and complete new projects in the times specified.
- Home Office Bungalows planning application – Cllr Sharp had attended the Planning Committee meeting when this was discussed and is continuing to liaise with the Planning Officer and flood team to discuss concerns around potential flooding issues and mitigation. Cllr Sharp will keep the PC informed of any progress.
- Waste collection – there had been issues in many villages across the district due to staff shortages and equipment failure. Cllr Sharp said all issues should be resolved within the coming week.

Cllr Noble asked if consideration had been given to improve the sewage system in South Ward given the amount of new housing being built. Cllr Sharp said that he would investigate this.

The Clerk reported that an elderly resident had written complaining about the state of the footpaths along the High Street which are in very poor condition. Cllr Sharp said he would look into whether any improvement work was planned for this area.

### 22/22/23 Planning Matters

- (a) 22/00550/FUL & 22/00551/LBC Oak Cottage, 137 High Street – construction of rear extension including removal of section of wall plate for access, demolition of existing garage/shed and erection of new garage, replacement of existing PVC doors and windows on rear elevation and pargetted waistband to front elevation – NOTED with no comments.
- (b) 22/00566/FUL 29 Park Road – proposed single-storey front and rear extensions and internal alterations – NOTED with no comments.
- (c) 22/00191/FUL 130 High Street – removal of existing canopy and construction of a porch, insulated render applied on front elevation and new site boundary flint wall with associated landscaping works. AMENDMENT: insulated render to all elevations. For information only – NOTED.
- (d) 22/00588/FUL 217 High Street – proposed demolition of existing building and development of new dwelling and cart lodge. New dwelling to have two storeys plus rooms in the roof – NOTED with the following comments: -  
It was agreed to object to this application on the following grounds: -
- The size and design of the proposed dwelling is out of character with the surrounding properties and will cause serious detrimental effect on the residential amenity and street scene.
  - Surrounding and neighbouring properties are mainly bungalows or 1.5 storey cottages. The addition of a 2.5 storey building will be imposing and cause overshadowing and loss of privacy to the small bungalow immediately next door.
  - There are two Grade II Listed thatched 1.5 storey cottages directly opposite the site. The proposed dwelling will have a detrimental effect to these listed buildings due to overshadowing. The design of the proposed dwelling is also completely out of character with these buildings.
  - As stated in our comments on the previous applications for this site, the Parish Council would have liked to have seen the existing derelict 17th century 1.5 storey cottage fully renovated. We reluctantly support the existing permitted development of a 1.5 storey house on the site (21/01389/FUL). The Parish Council insists that no dwelling greater than 1.5 storeys is permitted at this site.
- (e) 21/01055/RMM Home Office Bungalows, Little Green – reserved matters for Appearance, Landscaping, Layout and Scale of previously approved 19/00767/OUM for the outline planning application for residential development of up to 22 dwellings following demolition of 6 bungalows, with all matters reserved except for access. REFERRED TO PLANNING COMMITTEE MEETING, 8<sup>th</sup> June 2022 – it was NOTED that this application had been approved.

It was AGREED to write to the Planning Manager at East Cambs District Council regarding inaccurate information shared at the Planning Committee meeting at which this application had been discussed. It had been stated that a footpath exists all the way from the proposed development to the local shop and other amenities which is incorrect.

- (f) 22/00014/VAR Freshwinds, 47 High Street – to vary Conditions 1 (Approved Plans), 4 (Soft Landscaping), 5 (Hard Landscaping) & 7 (Parking & Turning) of previously approved 21/00136/RMA dated 06.08.21 for reserved matters of Landscape, Layout, Appearance and Scale following approval for the erection of 3 no new dwellings and access drive, changes to parking for no. 45 and widening of drive of no. 47 (18/01556/OUT). AMENDMENT: changes in design of the proposed dwellings and roofing amendments to show inset photovoltaic panels for plots 2 & 3 – NOTED with the following comments: - It was agreed to object to this amendment on the basis that the PC previously objected to the size and scale of the proposed dwellings which will be imposing on existing street-facing properties.
- (g) Neighbourhood Plan – Cllr Day had met with Cambridgeshire ACRE on 30<sup>th</sup> May to review the current progress of the NP and will be meeting with Places4People Planning Consultancy tomorrow to discuss how to proceed. Consultation on the NP is likely to begin in August/September. Cllr Hadlow thanked Cllr Day for her work on this.  
The Clerk had met with Kieran Carr of Cambridgeshire ACRE to discuss access to the PC's website and social media leading up to and during the consultation period. It was AGREED that ACRE would be given independent access to both platforms. Any items or announcements to be shared by ACRE on the PC's website and Facebook page would first be approved by the Clerk.
- (h) Report on ECDC planning decisions & Tree Works Applications – NOTED.

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

(a)	Ref: Payee/Item	Method	Total	Excl. VAT
(1)	Twin Dots – website support Jun 22	DD	£50.40	£42.00
(2)	Staff costs May 22	BACs	£1,723.83	
(3)	Clerk's expenses May-Jun 22	BACs	£69.75	
(4)	N Power Apr 22	DD	£58.87	£56.07
(5)	McGregor Services – May 22	BACs	£1,095.60	£913.00
(6)	ECDC play area inspection – May 22	DD	£30.00	£25.00
(7)	RH Landscapes – tree works March 22	BACs	£630.00	£525.00
(8)	Green Cloud Hosting – May 22	DD	£47.88	£39.90
(9)	MHH – payroll services – May 22	DD	£28.80	£24.00
(10)	BT – Mobile up-front cost of phone	DD	£10.00	
(11)	BT – mobile phone (to be queried)	DD	£39.53	
(12)	BT – PH broadband (to be queried)	DD	£98.56	£82.13
(13)	Pest Control Services – Parish Hall	BACs	£65.00	
(14)	Fire & Safety Solutions – parish hall lights	BACs	£123.60	£103.00
(15)	TBM – IT support x 4 hrs/6 months	BACs	£328.32	£273.60
(16)	Elan City – MVAS unit	BACs	£2,434.62	£2,028.85
(17)	Elan City – brackets	BACs	£203.02	£169.18
(18)	Hippoclean – PH windows	BACs	£80.00	
(19)	New Print – Jubilee flyers	BACs	£120.00	
	<b><u>Total payments for the month</u></b>		<b><u>£7,237.78</u></b>	

- (b) To note monies received: -
- Retaining wall contribution - £4,000.00.
  - VAT Q4 2021-22 reclaim - £923.36
  - Parish Hall hire (May) - £145.00.
  - ECDC CiL contributions - £10,108.13.

NOTED.

**24/22/23 Administration**

- (a) Review of Policies – defer to July.

**25/22/23 Community/Community Groups**

- (a) Cheveley Parish Hall: -
1. Verbal report on official opening by Lord Lieutenant – all: Cllr Thomas began by saying that the event had been a roaring success and that the Lord Lieutenant, Mrs Julie Spence, had been marvellous and had put everyone at their ease. Mrs Spence unveiled a plaque commemorating the opening of the Parish Hall and cut a ribbon to signify the official naming of the front room as 'The Jubilee Room'. Mrs Spence was photographed with the portrait of HM The Queen which is hanging in the Jubilee

Room, and stayed for tea and cake. Cllr Treanor will draft a letter of thanks to the Lord Lieutenant for her visit. Thanks were also given to all those who helped and attended on the day, particularly Cllrs Day and Gibson who had prepared and served the refreshments.

2. Cupboards for Garden Room – it was agreed to ask Nu-Plan to confirm whether their previous quotation is still valid, although the specification of the cupboards might need to be altered.
3. Proposal to purchase 4 bicycle anchors, cost approximately £80.00 – it was agreed to investigate this further as to whether a more substantial option is available as there were concerns about attaching anchors to the outside walls. Cllr Hadlow will report back to the next meeting.
4. Proposal to purchase curtain or draft excluder for High Street front door – this is a fire exit and therefore must not be blocked with curtains or other objects.
5. To note Hall accounts provided by CPHMT – NOTED.

Cllr Marvin thanked Chris Emmerson for putting up the name signs on the Jubilee and Garden rooms, as well as the portrait of HM The Queen and the outside ashtray. Cllr Marvin asked why the portrait of HM The Queen had been moved from its original position above the High Street door. Cllr Hadlow said that he had moved it on the day of the hall opening in consultation with other Cllrs in attendance and one of the hall volunteers to allow press photographers to take photos of the Lord-Lieutenant in front of it. It had been agreed that the portrait was too high above the High Street door to allow for photographs, and that it was obscured by the low-hanging ceiling lights.

Cllr Marvin reported that bunting had got entangled around some of the security cameras and needed to be cleared, and that the hot water had been turned off but should be left on so that it is available for all users of the Hall.

Cllr Marvin then handed in her keys to the Parish Hall saying, “I’ve worked very hard since April 2021 to get the hall into a condition which is attractive to hirers and an asset to the PC. Unfortunately, my work, thought and planning have not been appreciated; they have not even been acknowledged, so I have no incentive to continue”.

Cllr Hadlow said that Cllr Marvin had been thanked publicly at PC meetings and this had been recorded in the minutes each time. Cllr Day asked Cllr Marvin to reconsider but Cllr Marvin declined.

Cllrs thanked Cllr Marvin for all her work at the Hall to date and the Clerk collected the keys that had been handed in.

- (b) Closure of St Mary & The Holy Host of Heaven Churchyard extension – NOTED.

#### **26/22/23 Correspondence for Information**

- (a) Lucy Frazer QC MP re: thank you for work in the community during the pandemic – NOTED.
- (b) Reverend Naomi Wormell re: best wishes on the official opening of the Parish Hall and apologies for being unable to attend (emailed to Councillors ahead of the official opening) – NOTED.

The Chairman invited District & County Cllr Alan Sharp to bring his report.

#### **27/22/23 Date of Next Meeting & Matters for Future Consideration.**

12<sup>th</sup> July.

**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.

#### **28/22/23 Confidential Matters – Caretaker/Cleaner Vacancy.**

Two candidates had applied for the post and had been interviewed by Cllrs Hadlow and Thomas and Mr Philip Nutt (Hall management team). It was proposed by Cllrs Hadlow and Thomas that Vendula Egerova was the more suitable candidate and that the position should be offered to her, subject to references being obtained. Councillors voted 6 in favour with 1 abstention and the proposal was CARRIED. Details of the full proposal will be recorded in confidential minutes. The appointment of a cleaner/caretaker will cost the PC approximately £6,000 per annum and it is hoped that Hall and pavilion bookings will increase to cover at least part of this.

Cllr Mavin reported confidential Matters Arising and these full details will be recorded in confidential minutes. The matters reported were: -

- Data protection issues regarding the parish hall email account – this matter will be dealt with immediately by the Clerk.

- Arrears of payments of one hirer.
- Farmers Market – this requires a Temporary Event Notice which should be displayed in the Hall on the day.

The meeting was closed at 9:10pm.

- (1) LGA 1972, s.142.
- (2-3) LGA 1972, s.112.
- (4) Parish Councils Act 1957, s.3; Highways Act 1980, s.301.
- (5-7) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6); Local Authorities' Cemeteries Order 1977.
- (8-15) LGA 1972, s.111.
- (16-17) Road Traffic Regulation Act 1984, s.72(1)
- (18) LGA 1972, s. 111
- (19) LGA 1972, s. 142