

Cheveley Parish Council
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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 July 2022 at 7.30pm
held at Cheveley Parish Hall, 102 High Street.

Present: Jane Gibson, Sheila Marvin, Brent Noble, Sallie Thomas (Chairman) and Robert Treanor.

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

29/22/23 Apologies and approvals of absence.

Cllr Alison Day (personal); Cllr James Hadlow (work commitments).

30/22/23 Councillor Vacancies – Co-option (North Ward & South Ward).

Two applications had been received for co-option. It was proposed by Cllr Thomas that both candidates be co-opted as follows: - Mrs Susan Willows (North Ward) and Mr Philip Nutt (South Ward). The proposal was AGREED and Mrs Willows and Mr Nutt signed their Declarations of Acceptance of Office forms.

31/22/23 Declarations of Pecuniary and Non-Pecuniary Interests

Cllr Treanor declared a non-pecuniary interest in Item 36/22/23(d) – planning application at 7 Hobbs Warren (lives opposite).

32/22/23 Open Forum for Public Participation (10 mins)

None.

33/22/23 Approval of the Minutes (and confidential minutes) of the meeting held on 14th June 2022.

The minutes and confidential minutes of the meeting held on 14th June were approved as a true record.

34/22/23 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: -
 - Work on the retaining wall was completed by Nu-Plan on 5th July.
 - Cllrs Thomas and Hadlow and the Clerk are meeting with representatives of the primary school and CCC on Tuesday 19th July to discuss the car park lease.
 - Farmers' Market – a Temporary Event Notice (TEN) was obtained for this event and displayed at the Parish Hall as required. A Street Trading Licence was not needed as an entrance fee was charged.
 2. The dog waste bin for Broomstick Corner has been delivered and installation will be carried out shortly.
 3. £473.83 has now been received from CCC for verge cutting.
 4. Cllr Treanor drafted a letter of thanks to the Lord-Lieutenant of Cambridgeshire and this was sent (please see attached).
 5. Payroll services – The MHH Partnership has confirmed that their current monthly charge covers up to two employees so there will be no increase due to taking on a cleaner/caretaker. A New Starter Form has been completed.
 6. SLCC membership fees - £143 CPC, £72 Stetchworth PC (to be agreed) and £55 Principal Membership fee to be paid by Clerk = £270.00 (see enclosed leaflet).
 7. The PC's data protection registration has been renewed by the Information Commissioner's Office.
- Other matters reported at the meeting: -
- It was noted that a late payment policy for hirers of the parish hall/pavilion is already in place.
 - The additional Moveable Vehicle Activated Sign (MVAS) is not in operation as volunteers for South Ward have not yet come forward for training. A member of the public in North Ward is awaiting training so that he can join the North Ward team. The Clerk will follow this up with the resident coordinating volunteers for South Ward so that all volunteers can be trained at the same time.

- Cllr Marvin asked if the portrait of HM The Queen would be moved back to the far wall (above the High Street door) but it was thought that there was no plan to move it from its current position.
- A request had been received for the burial of a non-resident in Cheveley cemetery and this had been granted due to the deceased's qualifying connection to Cheveley. The fees for this will be tripled in accordance with the PC's Cemetery Regulations.

35/22/23 Reports from District and County Councillors (verbal update).

The Chairman deferred this item to later in the meeting.

36/22/23 Planning Matters

- (a) 22/00707/FUL Tor Cottage, 12 The Dip, Newmarket – construction of ground and first floor extensions, pitched roof to garage and new annexe to replace single garage – NOTED with no comments.
- (b) 22/00732/FUL 104a Centre Drive, Newmarket – construction of cart lodge with gym/studio above – NOTED with no comments.
- (c) 21/07156/FUL 106 Ashley Road, Newmarket – proposed roof conversion with roof extension. AMENDMENT: reduction in size of roof extension – NOTED with no comments.
- (d) 22/00785/FUL 7 Hobbs Warren – construction of single-storey rear extension – NOTED with no comments.
- (e) CONFIDENTIAL – PREAPP/00080/22 – the Chairman deferred this to the end of the meeting.
- (f) Neighbourhood Plan – an email update from Cllr Day was NOTED. A working group meeting will be held week commencing 18th July and an update will be given at the next meeting.
- (g) Report on ECDC planning decisions & Tree Works Applications – NOTED.
- (h) Correspondence: response from Rebecca Saunt, Planning Manager, ECDC re: Home Office Bungalows, Little Green – NOTED.

37/22/23 Finance – Payments for agreement this month – AGREED.

(a)	Ref: Payee/Item	Method	Total	Excl. VAT
(1)	Twin Dots – website support Jul 22	DD	£50.40	£42.00
(2)	Staff costs Jun 22	BACs	£1,723.83	
(3)	Staff costs Jul 22 (back pay MAY 145/21/22)	BACs		
(4)	Clerk's expenses Jun-Jul 22	BACs	£70.20	
(5)	N Power May 22 (street lighting)	DD	£56.64	£53.94
(6)	Eon – CREDIT (street lighting)	DD	-£34.67	-£33.02
(7)	McGregor Services – Jun 22	BACs	£1,099.20	£916.00
(8)	ECDC play area inspection – Jun 22	DD	£30.00	£25.00
(9)	Green Cloud Hosting – May 22	DD	£43.09	£35.91
(10)	MHH – payroll services – May 22	DD	£28.80	£24.00
(11)	BT – mobile phone	BACS	£24.00	£20.00
(12)	BT – PH broadband	DD	£44.34	£36.95
(13)	SSE – PH electricity Jan-Jun 22	DD	£234.57	£223.40
(14)	Jubilee expenses – PAID	BACs	£120.21	
(15)	Glasdon – dog waste bin	BACs	£363.79	£303.16
(16)	SLCC membership	BACs	£270.00	
(17)	Petty cash top up	101381	£41.17	
(18)	Nu-Plan – retaining wall	BACs	£12,271.20	£10,226.00
	Total payments for the month		£16,436.77	

It was also AGREED to pay MDW Solutions £150.00 (Jubilee public address system and compering) as this had previously been agreed within the budget for the Platinum Jubilee celebrations.

- (b) To note monies received: -
- CCC verge cutting contribution - £473.83.
 - M. Strand, SLCC Principal membership contribution - £55.00.
 - Parish Hall hire (Jun) – £390.00.
- NOTED.

- (c) Q1 accounts and bank reconciliation – defer to August.

38/22/23 Administration

- (a) Review of Policies – Complaints Form – AGREED.

- (b) Building valuations for Parish Hall and Pavilion (agreed under item MAY: 12/22/23(a)(3)) – payment upon instruction required, £105.00 +VAT per building – AGREED.

39/22/23 Community/Community Groups

- (a) Cheveley Parish Hall: -
1. Proposal from Cllr Hadlow to purchase bicycle anchors, cost £93.58 – AGREED.
 2. To note Hall accounts provided by CPHMT – NOTED.
- (b) Farmers' Market – feedback from residents and future licencing of events: there had been some issues with parking on the High Street and measures will be taken to mitigate this before the next Market. Cllr Marvin said that it was not clear how much money had been raised for the PTFA and it was agreed that the PC should be informed of this. It was also noted that a hire agreement for use of the Parish Hall had not been completed and this needs addressing in future.
Licencing of events - it was AGREED that the Clerk will deal with all licencing for events held on PC property in liaison with ECDC's licencing officer.
Cllr Treanor thanked Cllr Marvin for raising awareness of potential issues surrounding the use of the PC property for community events.
- (c) To consider request from MAGPAS Air Ambulance for a donation towards its operating expenses – it was AGREED to make a donation of £150.00.
- (d) Report from resident of rotting posts on village gateways – Cllr Marvin proposed that the gateways be removed and not replaced if they are unsafe because they make verge cutting difficult and are not a good deterrent for speeding. Councillors voted 2 in favour, 3 against with 2 abstentions and the proposal was NOT CARRIED.
It was agreed that Cllrs Treanor and Nutt would look at the gateways and report back to the next meeting. It is unclear whether the PC is responsible for the maintenance of them as they were installed by CCC as part of a Local Highways Initiative. District & County Cllr Sharp will find out whether CCC or the PC owns them and report back to the next meeting.

District & County Cllr Alan Sharp apologised for being late to the meeting. The Chairman returned to item 35/22/23.

35/22/23 Reports from District and County Councillors (verbal update).

District & County Cllr Alan Sharp reported the following: -

- The Highways & Transport Committee had met today and discussed the Mill Road bridge in Cambridge which had been re-opened in July 2021. In a recent consultation, the majority of respondents had been in favour of closing it again. The results of this consultation will now go forward into a more formal and detailed consultation looking at the possible knock-on effect of closing the bridge.
- Greater Cambridge Partnership's Road classification consultation – looking at forcing traffic in Cambridge onto A and B roads and shutting down residential 'rat-runs' in the city centre. One idea, to make the city centre a bus-free zone, is concerning because of the effect this may have on people trying to access amenities, particularly the disabled and elderly. The consultation runs until Monday 18th July and Councillors were encouraged to respond.
- Cambridgeshire Highways has agreed to install the oak posts on Church Lane free of charge. The Clerk will liaise with Bob Rossiter to arrange this work.
- Little Green footpath – Cllr Sharp is investigating whether this work could be done as part of the Active Travel Initiative and will update further at a future meeting.
- Rebecca Saunt, Planning Manager at ECDC, has left to pursue a career in lecturing at Cambridge University. A replacement has not yet been appointed.

40/22/23 Date of Next Meeting & Matters for Future Consideration.

9th August –

Cemetery regulations – Cllrs Thomas and Hadlow.

Cllr Sharp left the meeting and there were no members of the public in attendance

- 36/22/23** CONFIDENTIAL – PREAPP/00080/22 – it was AGREED that the proposals would be a tremendous improvement should they come forward as a full planning application.

41/22/23 Confidential Matters – Caretaker/Cleaner.

The caretaker/cleaner started employment on 1st July. Inductions at the Parish Hall and pavilion will be conducted by Cllrs Hadlow and Nutt, and the Clerk. Timesheets will be completed each month and authorised by the Clerk for payment.

42/22/23 Confidential Matters – Data Protection.

An issue with the Parish Hall email address had arisen because more than one user had access to the account (to cover holidays). This has now been resolved and all personal data is stored securely on the PC's hosted email account.

43/22/23 Confidential Matters – Debtors (Parish Hall hire).

The hirer in question has begun to repay monies owed for hire which have been outstanding since January 2022. It was AGREED that the whole debt should be repaid by the end of August and that they should not be allowed to hire the Hall or pavilion in future unless hire fees are paid upfront.

The meeting was closed at 8:45pm.

Statutory powers relating to this month's payments:

- (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.
- (9-14) LGA 1972, s.111.
- (15) Litter Act 1983, ss.5-6
- (16-17) LGA 1972, s.111.
- (18) LGA 1972, s.133