

**Cheveley Parish Council**  
Cheveley Parish Hall, 102 High Street, Cheveley, CB8 9DG.  
Tel: 07483 107014  
Email: [clerk@cheveley-pc.gov.uk](mailto:clerk@cheveley-pc.gov.uk)  
Website: [www.cheveley-pc.gov.uk](http://www.cheveley-pc.gov.uk)

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

**MINUTES**

Cheveley Parish Council Full Council Meeting on  
**Tuesday 9<sup>th</sup> August 2022 at 7.30pm**  
held at Cheveley Parish Hall, 102 High Street.

**Present:** Jane Gibson, James Hadlow, Sheila Marvin, Brent Noble, Philip Nutt, Sallie Thomas (Chairman), Robert Treanor and Sue Willows. Clerk: Marilyn Strand.  
District & County Cllr Alan Sharp was also in attendance.

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

**44/22/23 Apologies and approvals of absence & Councillor Vacancy.**

Alison Day had tendered her resignation and the Chairman thanked her for her work during her time on the Council. There are now three vacancies.

**45/22/23 Declarations of Pecuniary and Non-Pecuniary Interests**

Cllr Hadlow declared non-pecuniary interest in the following items: -

- Item 53/22/23(d) – PCC request for community Christmas tree (church warden).
- Item 54/22/23(a) – Cemetery fees & regulations (lives adjacent to cemetery).

**46/22/23 Open Forum for Public Participation (10 mins)**

None.

**47/22/23 Approval of the Minutes of the meeting held on 12<sup>th</sup> July 2022.**

The minutes of the meeting held on 12<sup>th</sup> July were approved as a true record and signed by the Chairman.

**48/22/23 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: -
  - New locks have been fitted to the front door and are 'keyed-alike' as before. All keyholders have been issued with a new key.
2. The dog waste bin for Broomstick Corner has been delivered will be installed by the handyman shortly.
3. Register of Interests forms have been sent to the Monitoring Officer at EDCD for newly co-opted Cllrs Nutt and Willows. Their details have been added to the PC website.
4. Cllr Nutt is training the South Ward MVAS team on Wednesday 28<sup>th</sup> September at the Parish Hall. A new volunteer for North Ward has been invited to attend.
5. Building valuations – these are in progress with BHIB following payment made in advance. They have raised several queries and the Clerk is liaising with them to resolve these.
6. Oak posts on Church Lane – Bob Rossiter at CCC has been in touch to confirm they will install the posts for free however, a date for installation has not yet been arranged.

Other matters reported at the meeting: -

- The Clerk had tendered her resignation giving a month's notice and requested this matter be discussed in closed session at the end of the meeting.
- Bike anchors have been ordered. The lead time on these is 4-6 weeks.
- Changes of address – all contacts have been updated with the Parish Hall address and bank account change of address forms will be submitted.
- Bob Rossiter (CCC) is collecting the oak posts this Thursday for installation.

**49/22/23 Reports from District and County Councillors (Written annual report and verbal update).**

District & County Cllr Alan Sharp reported the following: -

- Local Highways Initiative working group – the group’s recommendations will be put to the Highways and Transport Committee in due course. The main area of concern is to catch up with the backlog of schemes waiting to be implemented.
- ECDC refuse collections – difficulties with staffing and equipment had now been resolved and the service is running smoothly.

Cllr Sharp said that he is awaiting confirmation from CCC as to who is responsible for the maintenance of parish gateways (see item 53/22/23(b)).

### 50/22/23 Planning Matters

- (a) CONFIDENTIAL: PREAPP/00095/22 – the Chairman deferred this item to the end of the meeting.
- (b) 22/00014/VAR Freshwinds, 47 High Street – To vary Conditions 1 (Approved Plans), 4 (Soft Landscaping), 5 (Hard Landscaping) & 7 (Parking and 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 to no. 47 (18/01556/OUT). **For information only.** NOTED.
- (c) 22/00796/FUL 4 Meadow Lane, Newmarket – proposed garage conversion – NOTED with no comments.
- (d) 22/00654/FUL Plot 1, 47 High Street – proposed detached garage associated with partially completed residential dwelling – NOTED with the following comments: - Cheveley PC objects to this proposal due to its close proximity to a mature hedgerow. The proposed garage will block light to the hedgerow causing it to die back which is detrimental to the environment. The already high density of buildings on this development is also a concern.
- (e) 22/00211/FUL Building rear of 130 & 132 High Street – proposed all-weather menage for private and commercial use. AMENDMENT: the only change to this application is the updated proposal description so that it matches the application. NOTED.
- (f) Neighbourhood Plan (NP): proposal to set up a NP specific email address – AGREED. The cost of the email address will be £3.99 +VAT per month and the email address will be neighbourhoodplan@cheveley-pc.gov.uk. It was also AGREED that Alison Day would continue to work on the Neighbourhood Plan as a resident following her resignation from the PC.  
A grant funding application had been submitted for £10,000 and a decision on whether this is granted is expected within 15-20 days. It is hoped this funding will facilitate the completion of the NP so that it can go out to referendum next May at the same time as local elections.
- (g) Report on ECDC planning decisions & Tree Works Applications – NOTED.

It was also NOTED that an Appeal had been made to the Secretary of State against the refusal of planning permission for a 2-bedroom annexe at 41 Centre Drive, Newmarket (22/1147/FUL).

### 51/22/23 Finance – Payments for agreement this month – AGREED.

(a)	Ref:	Payee/Item	Method	Total	Excl. VAT
	(1)	Twin Dots – website support Aug 22	DD	£50.40	£42.00
	(2)	Staff costs Jul 22 (incl. agreed back pay).	BACs	£2,186.06	
	(3)	HMRC Q1 NIC/PAYE	BACs	£1,128.12	
	(4)	Clerk’s expenses Jul-Aug 22	BACs	£51.30	
	(5)	N Power Jun 22 (street lighting)	BACs	£49.97	£47.59
	(6)	McGregor Services – Jul 22	BACs	£114.00	£95.00
	(7)	ECDC play area inspection – Jul 22	DD	£30.00	£25.00
	(8)	Green Cloud Hosting – May 22	DD	£43.09	£35.91
	(9)	MHH – payroll services – Jul 22	DD	£28.80	£24.00
	(10)	BT – mobile phone	DD	£24.00	£20.00
	(11)	BT – PH broadband	DD	£44.34	£36.95
	(12)	Wave – cemetery water Apr-Jun 22	DD	£11.10	
	(13)	MAGPAS – donation	BACs	£150.00	
	(14)	BHIB insurance – building valuations PAID	BACs	£252.00	
	(15)	Sunrise Blinds (Parish Hall blinds – Jan 22)	BACs	£1372.80	£1,144.00
	(16)	PWLB – loan repayment Aug 22	DD	£4,485.10	
	(17)	BT – office telephone/broadband	DD	£98.31	
	(18)	Lock Doctor – PH locks	BACs	£80.00	
		<b>Total payments for the month</b>		<b>£10,199.39</b>	

- (b) To note monies received: -
- HJ Paintin (burial) - £1,090.00
  - Parish Hall hire - £405.00.
  - Stetchworth Parish Council (SLCC membership) - £72.00.

NOTED.

- (c) Q1 accounts and bank reconciliation – NOTED.

#### **52/22/23 Administration**

- (a) Review of Policies – Risk Management Policy (addition of data breach risk assessment) – AGREED.
- (b) To appoint bank account signatory – it was AGREED to appoint Cllr Willows as a signatory on all PC bank accounts.

#### **53/22/23 Community/Community Groups**

- (a) Cheveley Parish Hall: -
1. To consider quotation from Nu-Plan for Garden Room storage cupboards - £4,125.00 +VAT – AGREED.
  2. Update on car park lease – Cllrs Hadlow and Thomas and the Clerk had met with representatives of Cheveley primary school and CCC to discuss the car park lease. CCC had expressed their intent to extend the lease under its current terms for a peppercorn rent and that they had no wish to contribute financially to an extension of the car park. CCC had contested the PC's Notice of Termination of Lease and the case will have to go to court unless an agreement on new Heads of Terms can be reached. It was AGREED that Cllr Treanor would take a lead on this and contact Bar Ellison Law for advice on drawing up Heads of Terms. This item will be discussed again at the September meeting.
  3. To consider Parish Hall Facebook page – AGREED. Cllr Nutt will facilitate the page which will promote local events and availability.
  4. Upcoming events and bookings – Book Club (monthly from 14<sup>th</sup> September); Farmers' Market (25<sup>th</sup> September); Christmas Fair (11<sup>th</sup> December) – NOTED. A hire agreement will be completed for the Farmers' Market and a Temporary Event Notice will be applied for. A Street Trading Licence will not be required as an entrance fee will be charged.
  5. Carpet bowls – Cllr Marvin had been contacted regarding free equipment from a club in Landbeach. However, the equipment had also been offered to a club in Ely who had viewed it and decided to have it.
  6. To note Hall accounts and booking spreadsheet – NOTED.

Debtor – it was reported that no further monies had been received towards the outstanding debt for parish hall hire. It was agreed to discuss this at the September meeting with a view to taking further action through the small claims court.

- (b) Update on repairs needed to parish gateways: Cllrs Nutt and Treanor reported that the both posts nearest the road on the gateways at Broomstick Corner need replacing. The gateways also need repainting. It is yet to be established whether the PC or CCC is responsible for the maintenance of the gateways. If it falls to the PC the repairs will be carried out as soon as practicable.
- (c) To consider request from St Mary's PCC for purchase of community Christmas tree, cost £100 - £150. Councillors voted 6 in favour and 1 against (Cllr Hadlow abstained) – AGREED.
- (d) War Memorial – proposal from Hermitage Memorials to clean the memorial (free of charge) – AGREED.
- (e) East Cambridgeshire Growth and Infrastructure Fund – applications open until 7<sup>th</sup> October: Cllr Nutt will look into whether an application for pavilion improvements can be put together before the closing date. It was agreed that the application should be for a path from the recreation ground car park to the pavilion and on to the children's play area to improve access to these facilities for all.
- (f) Confirmation of closure of Cheveley Churchyard Extension, St Mary's Church – NOTED.

#### **54/22/23 Cemetery Matters**

- (a) Regulations and fees – no review of the regulations and fees is necessary at present.

#### **55/22/23 Date of Next Meeting & Matters for Future Consideration.**

13<sup>th</sup> September.

**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.

**50/22/23 Confidential Matters – Planning**

- (a) CONFIDENTIAL: PREAPP/00095/22 – the Chairman returned to this item. It was AGREED that if this came forward as a full planning application the PC would object to it on the same grounds as a similar application that had recently been refused.

**48/22/23 Matters Arising**

- (a) The Chairman returned to the matter of the Clerk's resignation. It was agreed to hold an Extra-Ordinary Meeting on Tuesday 23<sup>rd</sup> August to discuss starting salary. The post will be advertised straight away and the closing date for applications will be 31<sup>st</sup> August.

The meeting was closed at 8:55pm

Statutory powers relating to this month's payments:

- (1) LGA 1972, s.142.
- (2-4) LGA 1972, s.112.
- (5) Parish Councils Act 1957, s.3; Highways Act 1980, s.301.
- (6-7) Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6); Local Authorities' Cemeteries Order 1977.
- (8-12) LGA 1972, s.111.
- (13) LGA 1972, s.137
- (14) LGA 1972, s.111.
- (15) LGA 1972, s.133
- (16) Local Government Act 2003, schedule 1, paragraph 2.
- (17-18) LGA 1972, s.111.