

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 27th September 2022 at 7.30pm
held at Cheveley Parish Hall, 102 High Street.

Present: Jane Gibson, Sheila Marvin, Brent Noble, Philip Nutt, Sallie Thomas (Chairman), Robert Treanor and Sue Willows. Clerk: Marilyn Strand.

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

60/22/23 Apologies and approvals of absence
Cllr James Hadlow (work commitments).

61/22/23 Declarations of Pecuniary and Non-Pecuniary Interests
None.

62/22/23 Open Forum for Public Participation (10 mins)
Both residents made comments on Broad Green in favour of planting an Oak tree (see item 69/22/23 (f)). One resident had come to ask if the PC would consider leaving a circle of longer grass around an existing Oak tree on the Green.
Both members of the public left the meeting.

63/22/23 Approval of the Minutes.
(a) To approve minutes of the meeting held on 9th August 2022 – the minutes of the meeting held on 9th August were approved as a true record and signed by the Chairman.
(b) To approve minutes of the extra-ordinary meeting held on 23rd August 2022 – the minutes of the meeting held on 23rd August were approved as a true record and signed by the Chairman.

64/22/23 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.
1. Parish Hall: -
 - Cllrs Hadlow and Nutt have installed the bike anchors.
 - Nu-Plan have been instructed to install storage cupboards in the Garden Room but have not yet given a date of when the work will start.
 - Cllr Nutt has set up a Parish Hall Facebook page.
 - A Temporary Event Notice is in place for the Farmers' Market on 25th September and separate public liability insurance will be arranged.
 - Hand towels and toilet rolls have been purchased and stored at the Hall.
 - Car park lease – an extension to the lease of 6 months has been agreed with CCC whilst new Heads of Terms are negotiated. Legal proceedings have been halted whilst this process takes place.
 2. The handyman is installing the dog waste bin at Broomstick corner this week.
 3. The vacancy left by Alison Day can now be filled by co-option and notices have been posted on boards and the PC's website.
 4. A specific email address for the Neighbourhood Plan has been set up and is in use – neighbourhoodplan@cheveley-pc.gov.uk.
 5. The revised Risk Management Policy has been uploaded to the PC's website.
 6. The addition of Cllr Willows as a signatory is in progress on all PC bank accounts.
 7. The PC's registration with the Information Commissioner's Office has auto-renewed, cost £35.00.
 8. The PC's registration with Fields in Trust has auto-renewed, cost £65.00.

Signed: Approved and signed by the Chairman Dated: 11th October 2022
Minutes for CPC Meeting 27th September 2022

9. Dog fouling/dogs on leads signage has been purchased for the cemetery gate.
10. The PC's landline and broadband at the Clerk's home will end on 8th September. The final bill on cancellation is £254.78.
11. Following completion of the external audit, Sections 1, 2 and 3 of the AGAR and a Notice of Conclusion of Audit have been posted on the PC's website and notice boards in accordance with Sections 20(2) and 25 of the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 (SI 2015/234).

Other matters reported at the meeting: -

- The PC's insurance will renew on 1st October. The long-term agreement with BHIB expires in October 2024.
- The boiler service (Parish Hall) had not been carried out as SS Motors had failed to contact Cllr Nutt before attending. Another appointment to carry this out will be made as soon as practicable.
- ECDC is no longer able to carry out monthly play equipment inspections. Play Safety Ltd, who carry out the annual inspection, have quoted £240 +VAT per month due to the distance they have to travel to carry out the inspection. Other options are being explored. Training is available so that inspections can be carried out by volunteers and this will be investigated.
- HSBC – the branch in Newmarket has closed and the nearest one is now in Cambridge. The PC will consider opening a new account at a bank or building society with a branch in Newmarket.
- Cllr Nutt had trained a gentleman from North Ward on the MVAS and how to move it around and change the batteries. A team of volunteers for South Ward will undergo the same training tomorrow.
- Cllr Willows reported that 'Newmarket Joggers' had carried out a litter pick in North ward and had picked up between 12 and 14 bags of rubbish. Councillors wished to record their thanks to all those involved.

65/22/23 Reports from District and County Councillors (Written annual report and verbal update).

District & County Cllr Alan Sharp reported the following: -

- Following HM Queen Elizabeth II's death, Cllr Sharp had been honoured to be involved in the proclamation of HM King Charles III, and to have given a reading at the service of thanksgiving at Ely Cathedral in his role as Chairman of ECDC.
- Local Highways Initiative – current projects are being rolled out. The new funding round will open on 31st October and run until 6th January 2023. A 'fast-track' system for uncomplicated schemes, such as speed limit buffer zones and yellow lines, is to be one new feature of the funding scheme.
- Talks with a landowner regarding the acquisition of land for the Swaffham Heath Junction on the A1303 are ongoing.
- There had been two fatalities on the A1303 this year (near the Wilbrahams junction) and discussions had taken place with CCC officers to investigate plans to improve safety.
- HGV Policy – this is being put together by the Highways & Transport Committee to try to alleviate problems associated with HGV's using cut-throughs in towns and villages, particularly when there are severe traffic problems on the A14.
- Bus services – a proposal for funding will be put forward by CCC; details to follow.

Cllr Treanor said that flooding on Oak Lane had not been too bad after recent heavy rain. The grips installed by CCC appear to be keeping the majority of the water in the ditch.

Cllr Noble said that oak posts had been installed on Church Lane by CCC.

It had been established that the village gateways are the responsibility of the Parish Council

66/22/23 Planning Matters

- (a) 22/00929/FUL & 22/00930/LBC Oak Cottage, 137 High Street – demolition of existing garage/shed and construction of new garage, replace existing PVC doors and windows on rear elevation and remove modern ground floor shower room – NOTED with no comments.
- (b) 22/00147/FUL 41 Centre Drive, Newmarket – construction of extension of existing outbuilding to create 2-bedroom annexe in rear garden. APPEAL TO SECRETARY OF STATE – NOTED.
- (c) Neighbourhood Plan – update from Alison Day – NOTED. Meetings are ongoing between Cllr Hadlow and Ms Day and consultants at places4people and AECOM to discuss changes needed to make the Plan more robust. A further update will be given at the October meeting.
- (d) Report on ECDC planning decisions & Tree Works Applications – NOTED.

67/22/23 Finance – Payments for agreement this month – AGREED.

(a)	Ref: Payee/Item	Method	Total	Excl. VAT
(1)	Twin Dots – website support Sep 22	DD	£50.40	£42.00
(2)	Twin Dots – domain hosting	BACs	£84.00	£70.00
(3)	Staff costs Aug 22	BACs	£1,847.98	
(4)	Clerk's expenses Aug-Sep 22	BACs	£70.20	
(5)	N Power Jul 22 (street lighting)	DD	£50.50	£48.10
(6)	McGregor Services – Aug 22	BACs	£630.00	£525.00
(7)	ECDC play area inspection – Aug 22	DD	£30.00	£25.00
(8)	Green Cloud Hosting – Aug 22	DD	£52.67	£43.89
(9)	MHH – payroll services – Aug 22	DD	£28.80	£24.00
(10)	BT – Parish Hall broadband	DD	£44.34	£36.95
(11)	ECDC – PH rates	DD	£143.00	
(12)	Medisave – PH & Pavilion supplies	BACs	£58.87	£49.05
(13)	RH Landscapes – PH tree work	BACs	£180.00	£150.00
(14)	BHIB Insurance 2022-23 (LTA)	BACs	£1845.86	
(15)	PKF Littlejohn – external audit 2021-22	BACs	£480.00	£400.00
	<u>Total payments for the month</u>		<u>£5,596.62</u>	

- (b) To note monies received: -
- Neighbourhood Plan grant funding - £9,917.00.
 - HMRC VAT Q1 2022-23 - £1,035.52.
 - Parish Hall booking fees (Aug) - £280.00.

NOTED.

- (c) Conclusion of Audit 2021-22 – to note External Auditor's Report – NOTED. No matters had been raised by the auditor.

68/22/23 Administration

- (a) Review of Policies – Procurement Policy (defer to October)
- (b) To approve the draft minutes of the Annual Parish Meeting (APM) held on 3rd May 2022 (for final approval at next year's APM) – AGREED.

69/22/23 Community/Community Groups

- (a) Cheveley Parish Hall: -
1. Car park lease between the PC and CCC (see also Clerk's report) – to consider quotation from Barr Ellison for £2,500-£2,750 +VAT to prepare Lease, Heads of Terms and Rent Deposit Deed for car parking spaces – AGREED. Cllr Treanor will progress this.
 2. Debtor – proposal to refer the debt for parish hall hire fees to Small Claims Court – AGREED. The court order will be served at the debtor's last known address. Cllr Nutt will progress this
 3. To note Hall accounts, booking spreadsheet and analysis (sent by email) – Cllr Nutt - NOTED.
- Cllr Nutt reported on the Farmers' Market which had taken place on Sunday 25th September. The event had taken approximately £250.00 in entrance and stall holder fees plus a £50.00 donation given by one of the stallholders. The cost to the PC had been £21.00 for a TENs licence and £89.00 for event insurance, resulting in a profit of around £190.00 for the Parish Hall. Cllr Nutt also said that the newly set up book club is going well. A Halloween party and Christmas Fair are being planned for October and December respectively.
- (b) East Cambridgeshire Growth and Infrastructure Fund – to review draft application for funds for a pathway from the recreation ground car park to the pavilion and children's play area. (Submission deadline 7th October) – it was AGREED not to submit a funding application as the quotation for a new path for around £50k did not seem reasonable relative to the benefits achieved. Further options will be investigated for future consideration.
- (c) Local Highways Improvement Initiative – to approve draft design for Oak Lane buffer zone scheme – the positioning of the dragons' teeth, gates and 30mph buffer zone should be sited south of Hobbs Warren on Oak Lane to capture all of the residential properties in the village – AGREED. Cllr Treanor will feed this back to the CCC officer.
- (d) Public Right of Way (bridleway) no. 3:
- Urgent work carried out by McGregor Services – it was not clear at the meeting whether this had been carried out, although it had been authorised by the Clerk and two Councillors.

- To consider writing to adjacent land owners re: cutting back overgrown vegetation – AGREED.
- (e) Royal British Legion Poppy Appeal 2022 – to consider wreath and donation: it was AGREED to give a donation of £100.00. Cllr Noble will lay the wreath on behalf of the PC.
- (f) To consider request from resident re: tree planting on Broad Green – AGREED as long as there are no objections from nearby studs who look after the green.

70/22/23 Staffing Matters

- (a) Appointment of Clerk & Responsible Financial Officer (RFO):
1. Consideration of candidate – interview notes from Cllrs Hadlow & Nutt (CONFIDENTIAL) – NOTED.
 2. Appointment of Clerk & RFO – it was AGREED to appoint Mrs Sally Hughes following her interview and subsequent informal meeting with Councillors. Mrs Hughes will start on pay scale SCP26 and rise to SCP27 once she has attained the CiLCA qualification.
- The Chairman welcomed District & County Cllr Alan Sharp to the meeting. Cllr Sharp apologised for being late and gave his report.
3. To add new Clerk to PC's bank accounts to facilitate payments (non-signatory) – AGREED.
 4. Handover of keys and other PC equipment, documents and assets held at the Clerk's home office – this will be arranged with the new Clerk.

71/22/23 Date of Next Meeting & Matters for Future Consideration.

Moved to 18th October – AGREED.

Dog show 2023.

The meeting was closed at 9:00pm.

Statutory powers relating to this month's payments:

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| (1-2) | LGA 1972, s.142. |
| (3-4) | 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) | Open Spaces Act 1906, ss.9-10 s.15; LGA 1972, s.214(6) |
| (14-15) | LGA 1972, s.111. |