

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 Sally Hughes

MINUTES

Cheveley Parish Council Full Council Meeting on

Tuesday 14th November 2022 at 7.30pm

held at Cheveley Parish Hall, 102 High Street.

Present:

Parish Councillors: Jane Gibson, James Hadlow (Vice-Chair), Sheila Marvin, Brent Noble, Sallie Thomas (Chairman) and Sue Willows. Clerk: Sally Hughes

District and County Councillor: Alan Sharp

There were no members of the public present.

The meeting was opened at 7:30pm.

84/22/23 Apologies and approvals of absence and Councillor Vacancy
Cllr P Nutt (personal)
Cllr R Treanor (personal)

85/22/23 Declarations of Pecuniary and Non-Pecuniary Interests
Cllr Hadlow non-pecuniary item 93(g)
Cllr Noble non-pecuniary item 93(g)

86/22/23 Open Forum for Public Participation (10 min)
No members of the public present

87/22/23 Approval of the Minutes of the meeting held on 11th October 2022
The minutes of the meeting held on 11th October 2022 were approved with one minor amendment; 'n visitors' was changed to 'no visitors' on the statement pertaining to public present.

88/22/23 Matters Arising including reports from the Clerk, Councillors and volunteers (for information only)
To note report from the Clerk (verbal) of work in progress and actions taken. Copy attached.

89/22/23 Reports from District and County Councillors (verbal)
Cllr Alan Sharp reported that the LHI scheme is open again for bids.
Bus services are in place but some have been split and the timings for onward travel are not working.
A new round-robin bus for Newmarket is in place.
County Council is waiting for a paper from the Combined Authority regarding future funding for buses and public transport.
The District Council are waiting on figures from central government before they declare their precept.
A meeting has been held with Sanctuary Housing regarding the number of vacant properties in the district.

90/22/23 Planning Matters

- (a) 22/00980/VAR – Glebe Stud Park Road – to vary condition 13 (occupancy) of previously approved 20/01541/FUL for demolition of stud worker's detached dwelling and construction of replacement detached owners' dwelling – no comment.
- (b) 22/01172/FUL – Commander in Chief Cottage, Warren Place – change of use of redundant land for use as domestic garden and erection of greenhouse – no comment
- (c) 22/00588/FUL – 217 High Street – proposed demolition of existing building and development of new dwelling and cart lodge.

Objection: the council **resolved** to object to this application on the basis that a higher storey dwelling will have a detrimental impact on the surrounding properties, none of which are more than 1.5 storeys high. The application is missing measurements to show the overall impact of the proposed dwelling.

Action: Clerk will respond to ECDC Planning Dept.

- (d) 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 – no comment.

Planning Outcomes

- (a) 22/00014/VAR – Freshwinds, 47 High Street – approved.

91/22/23 Finance – payments for agreement this month:

Ref	Payee/Item	Method	Total	Exc VAT
(1)	Twin Dots – website support Nov 22	DD	£50.40	£42.00
(2)	Staff Costs Oct 22	BACS	£1244.22	
(3)	Clerk's Expenses Oct 22		£0	
(4)	N Power Sep 22 (street lighting)	DD	£52.77	£50.26
(5)	McGregor Services – Oct 22	BACS	£963.60	£803.00
(6)	Green Cloud Hosting – Oct 22	BACS	£57.46	£47.88
(7)	MHH – payroll services – Oct 22	BACS	£28.80	£24.00
(8)	Cartridge Save – black toner	Card	£47.81	£39.84
(9)	Charles Arnold Baker book 13 th Edition	BACS	£131.00	
(10)	CAMBSAcre subscription	BACS	£57.00	
(11)	Roger's Gardening Service	BACS	£95.00	
(12)	WAVE – water bill, cemetery	DD	£11.21	
(13)	WAVE – water bill, toilets at rec ground	DD	£21.00	
(14)	ECDC – rates for pavilion		0	
(15)	ECDC – rates for hall	DD	£143.00	
(16)	Rialtas – financial software support	BACS	£154.80	£129.00
(17)	BT Broadband and mobile – Aug 22	DD	£64.00	£60.00
(18)	BT Broadband and mobile – Sep 22	DD	£66.75	£55.63
(19)	BT Broadband and mobile – Oct 22	DD	£68.34	£56.95
	Total Payments for the Month		<u>£3257.16</u>	

- (b) To note monies received:

£618.46 pa Parish Hall account (booking fees)

- (c) Accounts for Q2 – to review accounting reports

Q2 accounting reports were reviewed and accepted

- (d) HSBC Bank Account – to consider closing account and transferring funds.

The clerk had produced a short report (attached). The council **resolved** to write to the bank to keep the account active for the time-being and to add an agenda item in the new year for a review of the account and to consider options available.

Action: Clerk will write to HSBC.

- (e) To review draft budget

The budget spreadsheet was reviewed by councillors. Amendments have been suggested that will be put into the final draft for approval at the December meeting.

Action: Clerk will contact ECDC to find out if any CIL money is due for the coming financial year.

92/22/23 Administration

Review of Policies:

Procurement Policy – the council and clerk reviewed the Procurement Policy and **resolved** to accept it without update. **Action:** the clerk will update the review date on the document and upload to the website.

93/22/23 Community/Community Groups

- (a) Cheveley Parish Hall

To note Hall accounts, booking spreadsheet and analysis (sent by email) – Cllr Nutt

- (b) Village Hall Car Park – to receive update from Cllr Treanor – deferred

- (c) Halloween Party Contribution – to approve expenditure for Halloween and Christmas events. The council **resolved** to set a budget of £150 for decorations for the hall.

Local Highways Improvement Initiative

1. To receive an update from Cllr Treanor – deferred
 2. To consider bid for 2023/24 – take forward to December meeting
- (d) Broad Green tree planting – permissions and agreements have been sought and received. The planting will now go ahead.
- (e) War Memorial – to acknowledge work done to clean the memorial. The council **resolved** that the clerk would write and thank Dean Hermitage for his excellent work.
- (f) Cemetery Tree maintenance – Cllr Hadlow reported that some of the trees in the cemetery need inspection and maintenance to ensure they remain safe.
Action: Clerk to contact Luke Hamill. Cllr Hadlow to meet with him on site to discuss.
- (g) Neighbourhood Plan – written update from A Day circulated with the meeting paperwork. Cllr Hadlow gave a further verbal update to say that the plan is moving forward.
- (h) Defibrillator – to consider the check and record process. The defibrillator needs to be checked on a weekly basis. **Action:** Clerk will ask Vendula to do this as part of her duties.

94/22/23 Staffing Matters

- (a) To note CILCA qualification – the council congratulated the clerk on attaining her CILCA qualification.
- (b) The council **approved** the spine point increase on completion of CILCA.
- (c) The council noted and **approved** the NJC Pay Award that is backdated to 1st April 2022.
Action: Clerk will update payroll.
- (d) Pension – the clerk is speaking to MHH Payroll regarding her pension scheme.

95/22/23 Date of Next Meeting and Matters for Future Consideration

Next meeting date 13th December.

Check when last asset inspection was carried out.