

# 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 13<sup>th</sup> December 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) Phil Nutt, Rob Treanor 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.

**96/22/23** Apologies and approvals of absence and Councillor Vacancy  
No apologies

**97/22/23** Declarations of Pecuniary and Non-Pecuniary Interests  
Cllr Marvin – item 103 (18) expenses  
Cllr Nutt – item 103 (12) expenses  
Cllr Hadlow – item 95 (k)

**98/22/23** Open Forum for Public Participation (10 min)  
No members of the public present.

**99/22/23** Approval of the Minutes of the meeting held on 14<sup>th</sup> November 2022  
The minutes of the meeting held on 14<sup>th</sup> November 2022 were approved.

**100/22/23** Matters Arising including reports from the Clerk, Councillors and volunteers (for information only)  
Cllr Nutt reported that decorations had been bought for the hall and small Santa gifts for the Christmas Market. He asked if the balance of the £150 allowance (approved at the November meeting) could be used to buy more decorations for future years. This request was **approved**.  
Cllr Marvin reported that she had attended an online seminar run by the Susie Lamplugh Trust about street harassment.

**101/22/23** Reports from District and County Councillors (verbal)  
Cllr Sharp reported on the following matters: roadworks on Church Lane are marked out but not yet started. He will follow up with Highways. Black bin bags are on their way. An extraordinary full council was held regarding Making Connections, the Cambridge congestion charge. There is an online consultation that finishes at 5pm on 23<sup>rd</sup> December. The final decision will be at a full meeting of the county council and will most likely be in mid-summer 2023.  
The new scheme for 20mph zones will be opening in late Feb.  
Budgets for both county and district are not yet set.  
Buses – services are now back running, although there are still some issues.

### **102/22/23 Planning Matters**

- (1) [22/01402/FUL – 9 Cheveley Park – replacement of rear garden room and additional window. New front doors and dwarf wall with gates](#)  
Noted – no comments

Signed:

Date:

- (2) [22/00654/FUL - Plot 1, 47 High Street – proposed detached garage](#)  
Time extension – noted, no comments
- (3) [22/01267/FUL – Longholes Stud - two pole barns with open side and front](#)  
The information on the planning portal is very scant with no meaningful diagrams/plans. The council is unable to comment on the plans at this time as more information is needed to make an informed decision.  
**Action:** Clerk to respond to ask for more detailed plans.
- (4) Wildlife and Countryside Act 1981 - Section 53 - Order Making Authority: Suffolk County Council. Title of Order: Definitive Map & Statement for the Parish of Newmarket in the District of Forest Heath, Suffolk County Council (Parish of Newmarket) Modification Order 2018  
For information only.
- (5) Pre-application notification – this application was reviewed by council. There were no concerns or comments at this stage.

#### Planning Outcomes

- (1) 22/01083/FUL, 33 Centre Drive - Demolition of side canopy, construction of lean-to side canopy, fencing and gates, bathroom dormer, ground floor window, replacement windows, and replacement guttering and downpipes – APPROVED
- (2) 22/00588/FUL – 217 High Street, proposed demolition of existing building and development of new dwelling and cart lodge - APPROVED
- (3) 22/00929/FUL & 22/00930/LBC – Oak Cottage, 137 High Street, construction of new garage, replacement of doors and windows, removal of shower room – APPROVED
- (4) 22/01025/FUL – 53 Centre Drive, replacement dwelling and garage – APPROVED
- (5) 21/01535/FUL – 53 High Street, change of use to hair salon - APPROVED

#### 103/22/23 Finance – payments for agreement this month:

Ref	Payee/Item	Method	Total	Exc VAT
(1)	Twin Dots – website support Dec 22	DD	£50.40	£42.00
(2)	Staff Costs – November 22	BACS	£2631.15	
(3)	Clerk's Expenses – Oct-Dec 22	BACS	£70.20	
(4)	Npower Oct 22 (street lighting)	DD	£36.31	£34.58
(5)	McGregor Services – Nov 22	BACS		
(6)	Green Cloud Hosting – Dec 22	BACS	£57.46	£47.88
(7)	MHH – payroll services – Nov 22	BACS	£36.00	£30.00
(8)	BT Broadband and MobileDD Nov 22	DD	£68.34	£56.95
(9)	ECDC – rates for hall	DD		
(10)	Royal British Legion Poppy Appeal	CHQ		
(11)	Newmarket Cycling Club – deposit refund	BACS	£50.00	
(12)	P Nutt – printing, hall sundries, Halloween and Xmas market sundries	BACS	£196.27	
(13)	St Mary and the Holy Host of Heaven – Xmas tree	BACS	£150.00	
(14)	CAPALC – councillor training	BACS	£50.00	
(15)	Nu-Plan – hall cupboards	BACS	£4950.00	£4125.00
(16)	PRSPPL - music licence for 2023	BACS	£498.54	£415.45
(17)	Npower – Nov 22 (street lighting)	DD	£40.86	£38.91
(18)	Cllr Marvin – expenses	BACS	£113.65	
(19)	Moy Home Maintenance – repair bench and zip wire	BACS	£302.00	
(20)	dB Security Systems – extra CCTV cameras	BACS	£1591.00	

**Total Payments for the month**

**£10892.18**

#### Notes:

- a) The council discussed and **approved** payment (16) for the music licence for the parish hall.
- b) The council will implement an Expenses Policy for councillors. **Action:** Clerk to draft a policy

Signed:

Date:

- (b) **To note monies received**  
(1) HMRC £3049.83
- (c) **Annual Budget** - to approve Annual Budget – the council reviewed and **approved** the revised budget.
- (d) **Precept** - to set Precept for 2023/24 – based on the final budget for 2023-24, the council **resolved** to set a precept of £80,000. It was noted that the precept has been set at this same level for several years, resulting in a net reduction for residents.
- (e) **Finance** – the council **resolved** to set up a group to review the finances and bank accounts for the council. The group will be ST, JH, PN and clerk. This work will start in February 2023. The main Unity bank account will receive priority.
- (f) **Finance** – to review bank signatories – it was **resolved** that the clerk will work with the council’s banks to update the account contact and signatory details.

#### 104/22/23 Administration

#### 105/22/23 Community/Community Groups

##### Cheveley Parish Hall:

- (a) To note hall accounts, bookings spreadsheet and analysis (sent by email) – Cllr Nutt  
Cllr Nutt’s parish hall reports had been previously circulated to all councillors. He will work with the clerk in the new year to produce a summary report for the meetings as the current format are not that easy to read. He reported that the Christmas Market had raised £339.65  
With relation to the monies owed and unpaid, the council will write to the debtor and escalate to the small claims court if the debt isn’t settled.  
The council has been approached to host a COVID vaccination drop-in centre in January. Cllr Nutt is speaking to the NHS coordinator about this.  
Funding has been sought to support the Warm Hub drop-in sessions that are happening on Monday mornings. It was suggested that moving the time or extending the sessions may attract more people.  
There will be a bingo evening at the end of January.
- (b) Parish Hall Car Park – to receive an update from Cllr Treanor  
The Heads of Terms have been drafted and sent to the school’s representatives. The council is currently waiting for a response. Cllr Treanor was thanked for working on this matter.
- (c) Hall Storage – to form a working party to clear out and organise PC belongings in parish hall and pavilion store rooms - proposal to consolidate and move all PC items to hall store room and all hall items to cupboards in the garden room – postponed
- (d) Hall Cupboards – to consider quote to stain and paint new cupboards. The quote of £155 was accepted.
- (e) Maintenance – to consider quote for maintenance of hall electrical systems. The quote for £420 for annual maintenance for the electrical systems at the hall (alarm, doors, CCTV etc.) was accepted.
- (f) Hall – to consider an annual insurance policy for events cover. Cllr Nutt explained that it is better value to purchase an annual policy for all non-council events than to buy each one individually. The council **approved** the purchase of an annual policy with Event Insurance for £231 which also includes Employers Liability.
- (g) Local Highways Improvement Initiative
  1. To receive an update from Cllr Treanor  
Cllr Treanor reported that the successful LHI bid to reduce speed on Oak Lane is progressing. The gates Broomstick corner have rotted through and these will be changed as part of the LHI scheme.
  2. The council considered whether to bid for the LHI scheme for 2023/24 and **resolved** to not put forward a bid for this coming year in order to focus on the successful delivery of the current scheme.
  3. Coach Lane – to consider an additional street light – having reviewed the location, the council did not think that an additional light was necessary so this request will not be taken forward.

Signed:

Date:

- (h) To consider adding the speed sign data to website – Cllr Nutt explained how the speed sign data is shared with the police but thought it would be useful to also put it on the website. The clerk has provided a template for completion. The council agreed this was a good idea.  
Cllr Willows asked about the location of the speed sign for Centre Drive. Cllr Nutt will work with her to identify a new location that can be used.
- (i) Broad Green tree planting – to receive an update from Cllr Treanor  
All stakeholders were in agreement about the planting of an additional tree which will now proceed.
- (j) Neighbourhood Plan – to receive a written update from A Day.  
Cllr Hadlow reported that the team had been working with stakeholders to get plans and studies done. The first revision of the plan should be done in January with a view to holding the referendum in the summer.
- (k) Cemetery – purchase of Yellow Rattle flower seeds – the council **approved** the purchase Yellow Rattle Seeds for the wildflower area. They will be sown in January before the ground has been harrowed.

**106/22/23 Staffing Matters**

1. Resignation and vacancy for cleaner/caretaker role – to discuss recruitment and potential candidates.  
It was noted that the current caretaker has resigned in order to taken on a full-time role. Cllr Nutt and the clerk will interview a candidate for the role on Wednesday 14<sup>th</sup> December 2022.

**107/22/23 Date of Next Meeting and Matters for Future Consideration**

Expenses policy  
10<sup>th</sup> January 2023

Meeting closed at 9.10pm

Signed:

Date: