

Cheveley Parish Council

Cheveley Parish Hall, 102 High Street, Cheveley, CB8 9DG.

Tel: 07483 107014

Email: clerk@cheveley-pc.gov.uk

Website: www.cheveley-pc.gov.uk

Chairman: Mrs Sallie Thomas Vice-Chair: Mr James Hadlow Clerk: Mrs Sally Hughes

MINUTES

Cheveley Parish Council Full Council Meeting on

Tuesday 10th January 2023 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.

108/22/23 Apologies and approvals of absence and Councillor Vacancy
No apologies

109/22/23 Declarations of Pecuniary and Non-Pecuniary Interests
Cllr Hadlow – cemetery – neighbouring property

110/22/23 Open Forum for Public Participation (10 min)
No members of the public present.

111/22/23 Approval of the Minutes of the meeting held on 13th December 2022
The minutes of the meeting held on 13th December 2022 were approved with one correction to the date of the meeting.

112/22/23 Matters Arising including reports from the Clerk, Councillors and volunteers (for information only)
Cllr Nutt reported that the parish hall had been given an electric projector screen by Celia & Peter Bruce. He has mounted on wall.

Action: the clerk will write to Celia and Peter to thank them.

Cllr Treanor updated the council on the legal situation pertaining to the car park lease. The matter will be discussed formally at the meeting on 17th January.

Action: Clerk to produce a fact sheet. Cllr Treanor to update Cllr Sharp.

Written report from the Clerk

1. PKF Littlejohn has been assigned as the external auditor for the 2022/23 financial year.
2. Parish Hall – an order has been placed for the new cupboards at the hall to be painted/stained. Roger Island will carry out the work.
3. The parish hall had a delivery of 1000 litres of heating oil from SS Fuels.
4. Cllr Nutt has created a simpler version of the hall report for future meetings and to comply with GDPR.
5. ECDC - communication has been received from ECDC regarding new street renumbering – 45A, 45B and Russet House 45C.
6. Bank Access Updates – the clerk now has access to the Unity bank accounts. She has applied for a Multipay card. Work is ongoing to update details for the other bank accounts.

113/22/23 Reports from District and County Councillors (verbal)

1. Cllr Sharp reported that ECDC will still be collecting furniture items such as sofas etc. despite the new legislation on landfill restrictions.
2. Making Connections (Cambridge congestion charge) consultation finished in December 2022. All decisions will be taken by Cambridgeshire County Council at a full meeting.

Signed:

Date:

3. The 20mph scheme is being launch in February 2023.
4. Budgets – budgets for ECDC, CCC and CPCA are still in discussion.

114/22/23 Planning Matters

- (a) [22/01182/FUL- Construction of two storey rear extension and addition of door on side elevation - 96 New Cheveley Road Newmarket Suffolk CB8 8BS](#)
- (b) [22/01456/FUL | Construction of 1.5 storey side extension | 16A Cheveley Road Saxon Street Newmarket Suffolk CB8 9RN](#)
Clerk error – both applications are outside the Cheveley parish so will not be consulted upon.

Planning Outcomes

- (a) Proposed detached garage associated with partially completed residential dwelling – Plot 1 47 High Street Cheveley Newmarket Suffolk - 22/00654/FUL: APPROVED
- (b) 22/01172/FUL - Change of use of redundant land for use as domestic garden and erection of greenhouse - Commander In Chief Cottage Warren Place - APPROVED

115/22/23 Finance

(a)	Payee/Item	Method	Total	Exc. VAT
(1)	Twin Dots – website support (inv 4043)	DD	£50.40	£42.00
(2)	Staff Costs – December 22	BACS	£2018.60	
(3)	Clerk’s Expenses – Dec-Jan 23	BACS	£46.90	
(4)	McGregor Services – Dec 22	BACS	£228.00	£190.00
(5)	Green Cloud Hosting – Jan 23	BACS	£57.46	£47.88
(6)	BT Broadband and Mobile - Dec 22	DD	£68.34	£56.95
(7)	ECDC – rates for hall- Dec 22	DD	£143.00	
(8)	ECDC – rates for hall Jan 23	DD	£143.00	
(9)	EBAC Plumbers – fix burst pipe in pavilion	BACS	£169.56	£141.30
(10)	HMRC (tax and NI)	BACS	£1539.96	
(11)	TBM – IT technical support	BACS	£328.32	
(12)	TBM – anti-virus renewal	BACS	£36.00	
(13)	Boston Seeds – seeds for wildflower meadow	BACS	£119.00	£99.16
(14)	PRSPPL - music licence for 2023	BACS	£498.54	£415.45
(15)	Unity Bank – service charge (main account)	DD	£18.00	
(16)	Unity Bank – service charge (hall account)	DD	£18.00	
(17)	SS Motors – heating oil for hall	BACS	£915.60	£872.00

Total Payments for the month

£6398.68

(b) To note monies received

- (1) Village hall £821.65
- (2) Unity bank interest £97.89

(c) Expenses Policy – to review and approve

Reviewed and accepted.

(d) Funding opportunity from ECDC – the council reviewed an email containing information on various funding opportunities and decided that none of them are priorities for the council at this time.

Action: Clerk to thank CE for forwarding the information.

116/22/23 Highways

(a) Broomstick Corner, white gates – to receive proposal from Cllr Treanor.

Cllr Treanor reported that he had received two quotes for the replacement of the white gates. The first one was from CCC Highways at a cost of £2k-£3k depending on size of the gates and a second, supply only quote of £1896.55. The council resolved to look into the cost of repairing the existing gates.

Action: clerk to ask handyman for a quote.

(b) Litter pick – to acknowledge work carried on Oak Lane

Signed:

Date:

Cllr Treanor reported that two junior residents of Cheveley have been carrying out a litter pick in Oak Lane every New Year's Day for the past three years. The council would like to thank Lena and Sophie for their hard work.

117/22/23 Community/Community Groups

Cheveley Parish Hall:

(a) To note hall accounts, bookings and analysis – thanks to Cllr Nutt

It was **resolved** that the payments pertaining to the hall such as the utilities etc. should be paid from the Hall bank account and documented on the monthly reports to better reflect the cost of running the facility.

Action: Clerk to amend standing orders/direct debits.

(b) Warm Hub funding - a £200 grant has been received from a Newmarket charity for the Warm Hub. It will be used to offset the cost of providing the hall and refreshments (up to 10 sessions).

The council **resolved** that going forward, any community event where the hall is being provided on a free of charge basis, should be brought to council first for approval and the council's sponsorship of the event should be mentioned on the event publicity.

Action: Cllr Nutt to update organisers

(c) Bad debt – to receive an update from Cllr Nutt – the debtor has received both a hand-delivered and email final demand letter but the council has not received a response. The council will now pursue the debt via the Small Claims court (SCC).

Action: Cllr Nutt to trigger claim via the SCC.

It was also noted that a resident has a bed and mattress in their front garden and that their property is within a conservation area.

Action: Clerk to get advice from ECDC and report back to council.

(d) Defibrillator - request from Sanctuary Housing for a defibrillator for Somerset Court

The council considered the above request and noted that the existing defibrillator is in a central location in the village and voted not to progress this request. It was also noted that there is not a device in the North Ward.

Action: Clerk to respond to Sanctuary Housing officer.

118/22/23 Cemetery – to approve tree works quotation

Cllr Hadlow reported that he had met with RH Landscapes and presented an estimate for tree works at the cemetery. The council **resolved** to accept the full estimate.

Action: Clerk to accept estimate. Cllr Hadlow to liaise for a mutually agreeable date for the work to be done.

Clerk to contact Brook Stud to advise them of the work and ask for their side and top of the hedge to be cut back.

119/22/23 Staffing Matters

Appointment of caretaker/cleaner –to ratify decision made in December 2022.

Rowena Berridge was appointed as caretaker/cleaner for the council commencing 1st January 2023.

120/22/23 Date of Next Meeting and Matters for Future Consideration

17th January and 14th February 2023.

Meeting closed at 9pm