

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 February 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), Rob Treanor and Sue Willows

Clerk: Sally Hughes

District and County Councillor: Alan Sharp

There were 2 members of the public present.

The meeting was opened at 7:30pm.

125/22/23 Apologies and approvals of absence and councillor vacancy (LGA 1972, s.85)
Cllr Nutt – personal

126/22/23 Declarations of Pecuniary and Non-Pecuniary Interests – declarations of pecuniary and non-pecuniary interests pertaining to agenda items for this meeting (Standing Orders section 2 (m)).
None

127/22/23 Open Forum for Public Participation (10 mins) – at the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman.
A resident reported that they had been told by the engineers installing the sewer services for 47 High Street that the existing sewer infrastructure is too narrow will not be able to handle any further development in the area.

128/22/23 Approval of the Minutes for meetings held on 10th and 17th January 2023.
10th January – approved.
17th January – approved.

129/22/23 Matters Arising including reports from the Clerk, Councillors and volunteers (for information only)
To note report from the Clerk of work in progress and actions completed.

130/22/23 Reports from District and County Councillors (verbal)
County

Cllr Sharp reported that there are two consultations for Newmarket Road, Cambridge. The first is a regarding moving the Newmarket Road Park and Ride to a new location. The second is a proposal for narrowing the road space and increasing room for cyclists and pedestrians.

Budgets – the county council proposed a 4.99% increase in council tax of which 2% is for social care and 2.99% for other council services. This budget has not yet been approved. There is concern that the highways and transport maintenance budget is the same as last year but inflation on building materials is at 20%.

There are currently over 6500 potholes reported but not yet fixed. Residents are encouraged to log any potholes on the CCC portal. Cllr Sharp will remind residents by posting on local Facebook pages.

District

Budget - ECDC are proposing no increase on their element of council tax for 10th year running.

Combined Authority

Budget – CAPCA are proposing a £12 p.a.levy for a band D property. The income will go towards bus subsidies.

131/22/23 a) Planning Matters

1. 23/00106/FUL - 104A Centre Drive, New cart lodge with gym/studio above
The council **resolved to object** to this application because a similar application for a neighbouring property was turned down by ECDC meaning that approval of this application would be inconsistent with previous decisions.
2. 23/00067/VAR - Land Rear Of 19 Meadow Lane, to vary Condition 1 (Approved plans) of previously approved 15/01102/OUT for erection of 3 detached dwellings, garages and parking along with improved access – no comments.
3. 22/01402/FUL - 9 Cheveley Park, replacement of rear garden room and additional window. New front doors and front dwarf wall with gates – no comments.
4. TPO/E/07/22 - 120 Centre Drive, confirmation of TPO E/07/22 – no comments.
5. PINS ref: ROW/3221975M2 SCC ref: CPM904/DL (Newmarket) – for information (detail circulated by email) – no comments.
6. 22/01506/LBC & 22/01505/FUL – Rayes House, 103 High St, new driveway and hardstanding – no comments.
7. 23/00019/LBC – Rayes House, removal of remaining stud / partition wall and removal of remaining block wall that separates the kitchen and utility room. Installing a new timber (reclaimed oak) post in-keeping with existing frame. – no comment.

b) Planning Outcomes

1. 22/01455/TCON 90/00317/FUL - Warren Towers Moulton Road 22/01455/TCON to comply with Condition 1 (Tree Topping, Lopping and Felling) of Decision 90/00317/FUL2 - APPROVED
2. 22/00654/FUL Plot 1 47 High Street Proposed detached garage associated with partially completed residential dwelling – APPROVED
3. 22/01267/FUL – Longholes Stud – pole barns with open side and front - APPROVED

132/22/23 Finance – payments for agreement this month:

(a)

| Ref | Payee/Item | Method | Total | Exc VAT |
|-----|---|--------|---------|---------|
| 1 | Twin Dots – website support (Inv 4068) | DD | £50.40 | £42.00 |
| 2 | BT Broadband and Mobile – (1 Jan-20 Feb 23) | DD | £68.34 | |
| 3 | Green Cloud Hosting Ltd – email addresses (Inv 15044) | DD | £57.46 | £47.88 |
| 4 | ECDC – rates for hall- Feb 23 | DD | £143.00 | |
| 5 | Npower – electric 1-31 Jan 23 | DD | £46.37 | £44.16 |
| 6 | Npower – electric 1-31 Dec 22 | DD | £47.90 | £45.62 |
| 7 | Multipay Card Nov 22 | DD | £173.79 | |
| 8 | Multipay Card Dec 22 | DD | £3.00 | |
| 9 | Wave – water bill for cemetery | DD | £12.84 | |

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|----|---|------|------------------|----------|
| 10 | SSE SWALC – electric, parish hall (Sept-Dec 22) | DD | £140.54 | |
| 11 | MHH Payroll (Feb 23) | DD | £28.80 | |
| 12 | MHH Payroll (Jan 23) | DD | £28.80 | £24.00 |
| 13 | MHH Payroll (Dec 23) | DD | £32.40 | 27.00 |
| 14 | PWLB loan repayment | DD | £4485.10 | |
| 15 | NHS – refund of payment made incorrectly | BACS | £45.00 | |
| 16 | Staff Costs (salary net) (including pension) – January 23 | BACS | £1419.48 | |
| 17 | Clerk’s Expenses | BACS | 181.88 | |
| 18 | McGregor Services – Jan 23 | BACS | £120.00 | £100.00 |
| 19 | SLCC – clerk’s membership (2/3) of cost | BACS | £236.00 | |
| 20 | P Nutt – expenses, Xmas decorations | BACS | £5.00 | |
| 21 | P Nutt – small claims fee reimbursement | BACS | £35.00 | |
| 22 | Simpsons – Tulip Tree | BACS | £65.00 | |
| 23 | Barr Ellison – legal fees | BACS | £1717.20 | £1431.00 |
| 24 | OLP – repair of climbing frame | BACS | £648.00 | £540.00 |
| 25 | Fire and Safety Solutions – parish hall inspection | BACS | £176.10 | £146.75 |
| 26 | Fire and Safety Solutions – pavilion | BACS | £171.30 | £142.75 |
| 27 | K&M Lighting – annual maintenance | BACS | £272.16 | £226.80 |
| | Total Payments for the month | | £10410.86 | |

(b) To note monies received

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|---|---------|
| 1. MHH (payroll) Credit Note | £3.60 |
| 2. NHS payment for COVID clinic (made in error) | £45.00 |
| 3. Parish Hall income | £285.00 |
| 4. Parish Hall income (cash) | £25.00 |
| 5. Southgates Funeral Directors | £390.00 |
| 6. Multipay Card refund | £8.99 |

(c) Banking – to note that Sally Hughes, clerk to the parish council, is appointed as the admin contact for HSBC, Nat West, Unity and Cambridge Building Society accounts. – noted.

(d) Finance – to receive report regarding existing banking arrangements and recommendations. – the council reviewed the report and resolved to accept the recommendations. **Action:** the clerk to set up a new bank account with Cambridge and Counties. Parish Council to formulate longer term financial plans for the council’s major assets.

(e) Finance – to receive quarterly finance reports. Noted. It was noted that there was £100 difference in the reconciliation. **Action:** the clerk will check and report back to the council.

133/22/23 Administration and Forward Planning

(a) For the council to set priorities for the coming financial year – it was resolved that the priorities for the coming financial year are:

- Completion of the Neighbourhood Plan
- Resolving the car park lease issue and planning for future use
- Improvements to the pavilion
- Completion of the current LHI bid for speed reduction buffer zones

(b) Internal Audit – to appoint internal auditor for 2022/23 year-end. – it was **resolved** to appoint LGS as the council’s internal auditor for year end 2022/3.

134/22/23 Highways

No update

135/22/23 Community/Community Groups

Cheveley Parish Hall:

(a) To note hall accounts, bookings and analysis – Cllr Nutt - received.

- (b) Bad debt – to approve next steps in SCC process – the council **resolved** to continue the SCC process.
- (c) Boiler Service – to consider signing an annual agreement with SS Fuels – Cllr Marvin mentioned that she thought that there was already a contract in place. **Action:** clerk to check with SS Fuels.
- (d) Coronation – to consider celebrations for the Coronation – it was reported that the church are the only known group in the village that are planning a Coronation event. **Action:** the clerk to send details of funding opportunities to Cllr Hadlow. Council to help promote the event via a newsletter, posters and Facebook post.
- (e) Car Park Lease – to receive an update from Cllr Treanor – Cllr Treanor reported that a time extension has been agreed with CCC and thanks were extended to Cllrs Hadlow, Treanor and Sharp for their work on this matter. The new deadline to reach an agreement is 8th May. There will be a meeting between both sides on 2nd March where terms will be negotiated with a focus on rental income and the duration of the lease.
- (f) Warm Hub – to receive written proposal from Cllr Nutt. – the meeting discussed the usage of the grant funding, which was secured by Claire Elbrow, for the Warm Hub. It was agreed that the parish council would continue to provide the venue free of charge for February and March. Ms Elbrow will provide a written breakdown for the use of the grant funding. Suggestions were made about better sharing of information between community groups and better promotion of hall activities via the council website. **Action:** Cllr Hadlow will work with Cllr Nutt regarding the necessary processes for a decision-making protocol which meets governance and insurance requirements.
- (g) Food vendor licence – to receive written proposal from Cllr Nutt. – the council discussed the purchase of a food vendor licence, cost £192 p.a. to allow mobile food vendors to use the parish hall. The council **resolved to approve** the agreement to purchase the licence. **Action:** clerk to purchase licence from ECDC.

Comment:

Polling station – the polling station listing on the ECDC website for South Ward are incorrect and the polling address is incomplete. **Action:** the clerk will speak to ECDC.

136/22/23 Cemetery

137/22/23 Staffing Matters

Clerk – to note completion of the 3 month probation period for Sally Hughes.

138/22/23 Date of Next Meeting and Matters for Future Consideration

14th March 2023