

# Cheveley Parish Council

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

Tel: 07483 107014

Email: [clerk@cheveley-pc.gov.uk](mailto:clerk@cheveley-pc.gov.uk)

Website: [www.cheveley-pc.gov.uk](http://www.cheveley-pc.gov.uk)

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

## MINUTES

Cheveley Parish Council Annual Council Meeting on

**Tuesday 16<sup>th</sup> May 2023 at 7.30pm**

held at Cheveley Parish Hall, 102 High Street.

### Present:

**Parish Councillors:** Jane Gibson, James Hadlow, Sheila Marvin, Sallie Thomas, Rob Treanor

**Clerk:** Sally Hughes

**District Councillor:** James Lay

There were 4 members of the public present

The meeting was opened at 7:30pm.

### **001/23/24 Election of Chairman and signing of Declaration of Acceptance form**

The meeting was opened by Cllr Thomas. Cllr Hadlow was proposed as Chairman by Cllr Thomas and seconded by Cllr Treanor. He was unanimously elected.

Cllr Hadlow then signed his Declaration of Acceptance of Office form.

Cllr Hadlow offered thanks to outgoing Chair Cllr Thomas for chairing the council for many years.

### **002/23/24 Election of Vice Chairman**

Cllr Treanor was proposed as Vice Chairman by Cllr Gibson and seconded by Cllr Thomas. He was unanimously elected.

### **003/23/24 Apologies and approvals of absence and councillor vacancy (LGA 1972, s.85)**

Cllr Sharp

Cllr Willows – holiday. The meeting **resolved** to allow Cllr Willows to sign her Declaration of Acceptance of Office form after the meeting due to her not being available.

Mr Brent Noble was co-opted on to the council for the South Ward by a unanimous vote. He then signed his Acceptance of Office form.

Action: the Clerk will inform East Cambs District Council of the co-option.

### **004/23/24 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

### **005/23/24 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.

### **006/23/24 Approval of the Minutes for meetings held on 14<sup>th</sup> March 2023**

The minutes of the above meeting were accepted as a true record with one correction. Item 176/22/23 (b) 1. Parish Hall income – figure for March is £758 not £560.

### **007/23/24 Matters Arising including reports from the Clerk, Councillors and volunteers (for information only)**

To note the written report from the Clerk of work in progress and actions completed including:

1. A letter of thanks has been received from Cambridgeshire Search and Rescue regarding the recent grant donation.
2. The council has been copied into correspondence pertaining to bin collections at Brook Field.
3. The school parking issue is ongoing. Road Safety Partnership, the Police and PCSOs are working to resolve the issue.
4. Funds have been transferred to the Redwood Bank account. A total of £62,500 has been transferred, leaving approximately £40k in the current account after May's payments.

#### **Parish Hall**

1. SSE Electric costs increasing from £28.39 to £38.19 per quarter with a unit price increase from 16.900p to 33.589p/kWh
2. Replacement light fitting was returned to Screwfix for refund.
3. Food vendor licence has now been received from ECDC.
4. Clerk attended Water Safety training course – see agenda item.
5. Steak and Honour food vendor event was successful and the vendor has said they would like to come regularly.
6. Other food vendors have been approached so that the village has a variety of food options.
7. Plumbing emergency – a hirer reported that water was coming up through the manhole cover in the lobby. The issue was a blocked loo (disabled). Plumber was called to fix the issue. Carpets were sent off to be professionally cleaned by Rothwells.
8. The clerk cannot find any bills relating to water provision for the hall. She has raised this with Wave which is the business arm of Anglian Water.
9. The contractor has agreed to add painting of the gates to the repair at Broomstick Corner for the all-in cost of £700.

008/23/24 Reports from District and County Councillors (verbal)

#### **County**

A written report was received from Cllr Sharp and read out to the meeting by Cllr Hadlow.

#### **District – James Lay**

Cllr Lay introduced himself to the meeting as the new District Councillor for Cheveley. He set out his aims for his time in office.

009/23/24 **a) Planning Matters**

**Public Bodies (Admission to Meetings) Act 1960 S2** – due to the confidential nature of the next two items, Press and public were excluded from the meeting. These items were moved to the end of the meeting for meeting continuity purposes.

1. PREAPP 00049/23 – Roof Replacement. CONFIDENTIAL. No comments.
2. PREAPP 00041/23 – Duchess Drive. CONFIDENTIAL. – the clerk will feed back initial comments to the Planning Office at ECDC.
3. Neighbourhood Plan update – to receive written report from A Day.  
Cllr Hadlow updated the meeting. There is a meeting on 17<sup>th</sup> May. The Design Principles are being completed by an external contractor. The team are working towards the plan being ready to be presented at the June meeting.

#### **b) Planning Outcomes 23/00331/FUL**

1. 22/00980/VAR – Glebe Stud – demolition of stud worker's detached dwelling and construction of new dwelling – APPROVED
2. 23/00408/TRE – Glebe House – T1 Holm Oak (large/mature) – reduce whole crown sympathetically by 1.5 metres and thin by 5% to reduce weight and loading on brace. Replace brace – ALLOWED
3. 23/00403/TRE – Glebe House – T1 Cedar – remove – ALLOWED
4. 22/01505/FUL – Rayes House – new driveway, hardstanding and fence – APPROVED
5. 23/00186/FUL – 53 Centre Drive – replacement dwelling and garage - APPROVED

**010/23/24 Finance – payments for agreement this month:**

(a)	Payee/Item	Method	Total	Exc VAT
1	Twin Dots – website support (Inv 4147)	DD	£50.40	£42.00
2	Green Cloud (Inv 15601)	DD	£57.46	£47.88
3	Green Cloud (Inv 15383)	DD	£57.46	£47.88
4	Npower (Inv 464)	DD	£44.44	£42.32
5	BT Broadband and Mobile – (April 23)	DD	£79.57	£66.31
6	ECDC – rates for hall - Apr 23	DD	£151.00	
7	MHH Payroll (May 23)	DD	£30.00	£25.00
8	Staff Costs (net) (including pension & quarterly tax/NI) – Apr 23	BACS	£1456.03	
9	Clerk’s Expenses	BACS	£24.30	
10	McGregor Services – April 23	BACS	£1143.60	£953.00
11	Multipay (M Strand monthly fee)	DD	£2.02	
12	Multipay (S Hughes) card fee, two months	DD	£6.00	
13	Multipay April 23 (mops, delivery fee and card fee)	DD	£23.96	
14	Playsafety Ltd – Annual Inspection	BACS	£163.80	£136.50
15	TBM – technical support	BACS	£328.32	£273.60
16	dB Security Systems (paid on 13/4/23)	BACS	£1232.00	
17	EBAC Plumbers – hall emergency repair	BACS	£176.40	£147.00
18	Cartridge Save	BACS	£147.50	£122.92
19	Rialtas – accounting software support	BACS	£127.57	£106.31
20	WAVE – Anglian Water – cemetery	DD	£11.27	
21	Rothwells – carpet cleaning	BACS	£100.00	
22	Ben Stoehr – Internal Audit	BACS	£260.06	£216.72
	<b>Total Payments</b>		<b>£5673.16</b>	

**(b) To note monies received**

1.	Parish Hall bookings – April	£492.00
2.	Precept	£40,000.00
3.	HMRC VAT refund	£4853.40

**(c) Banking & Finance – to receive an update.**

- To receive Internal Audit report – The report was accepted by the council. A question was raised about the hall valuation. The matter is outstanding.  
**Action:** clerk to follow up with insurers.
- To approve and sign the Annual Governance Statement for 2022/23 – the statement, previously circulated to all councillors, was approved and signed by Cllr Hadlow.
- To approve and sign the Annual Accounting Statements for 2022/23 – the statement, previously circulated to all councillors, was approved and signed by Cllr Hadlow.
- Review of payments by direct debit (as per Financial Regulation 6.7) – the listed was reviewed and updated to add SSE. It was then approved.

**011/23/24 Administration and Forward Planning**

- Annual review and approval of Standing Orders – the council resolved to accept the update to 18.c. updating the contract threshold from £25k to £30k.  
**Action:** the Clerk will update the Standing Orders and republish on the council’s website.
- Annual review and approval of Financial Regulations – the Clerk advised the council that NALC are in the process of re-writing the Model Financial Regulations document and advised the council to update their document when this new template is released.
- Annual review of subscriptions – the list of subscriptions was reviewed, CambsACRE was added. It was then approved.

- (d) Setting of meeting dates for the upcoming year – the council **resolved** to meet on the second Tuesday of every month except August when there will be no meeting. Meeting dates will be adjusted if they clash with a bank holiday.

**012/23/24 Highways**

- (a) LHI – to receive an update from Cllr Treanor – Cllr Treanor reported that the majority of the work on the traffic calming scheme is now complete. The dragon’s teeth road markings are still outstanding. The council thanked Cllr Treanor for his work on this project.

**013/23/24 Community/Community Groups  
Cheveley Parish Hall:**

- (a) To note hall accounts, bookings and analysis – the council noted the bookings and expressed thanks to Phil Nutt for his assistance.
- (b) Car Park Lease – to receive an update from Cllr Treanor – Cllr Treanor reported that both parties had now reached agreement on Heads of Terms. The next step is for a new lease to be drawn up by the council’s legal team. It was noted that the final agreement of £1.50 per space, per day, prorated for term time only, was a big improvement from the start of the negotiations and would bring funds into the council to help maintain the car park. The council expressed thanks to Cllr Treanor for his work on this matter.
- (c) Defibrillator Battery – the council approved the purchase of a new battery at £233 for the defibrillator.  
**Action:** the Clerk will order and fit the battery.
- (d) Water Safety – to receive report – the council resolved to accept the recommendations in the Clerk’s report.  
**Action:** the Clerk will arrange the Risk Assessment and purchase the required water temperature thermometer.
- (e) McCalmont Cup and Young Volunteer of the Year – to receive nominations

**Public Bodies (Admission to Meetings) Act 1960 S2 – due to the confidential nature of the item, Press and public are excluded from the meeting.**

The council members considered the nominations for the McCalmont Cup. The successful recipient will be informed and invited to the June meeting to receive their award.

**Action:** clerk to contact recipient. Clerk to collect the cup and organise engraving.

Young Volunteer of the Year Award – council members considered the nominations for the award and selected joint winners. Cllr Treanor will contact the families of the recipients. The council resolved to buy two small trophies.

**Action:** the Clerk to source trophies and arrange for engraving.

**014/23/24 Cemetery**

**015/23/24 Community Room – Public Bodies (Admissions to Meetings) Act 1960 S2**

The Clerk will contact CambsACRE for advice on this matter. It will be added back onto the agenda for the July meeting.

**016/23/24 Date of Next Meeting and Matters for Future Consideration**

Tuesday 13<sup>th</sup> June 2023 – to commence immediately after the Annual Parish Meeting

Parish Hall usage.

Additional bank signatories