

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: Mr James Hadlow Vice-Chair: Mr Rob Treanor Clerk: Mrs Sally Hughes

MINUTES

Cheveley Parish Council Annual Council Meeting on

Tuesday 12th September 2023 at 7.30pm

held at Cheveley Parish Hall, 102 High Street.

Present:

Parish Councillors: James Hadlow, Jane Gibson, Sheila Marvin, Rob Treanor, Sue Willows, Brent Noble, Richard Jackson

Clerk: Sally Hughes

District & County Councillor: Alan Sharp

Robert Eburne – Denbury Homes – present up to and including item 50/23/24 2.

There were 2 members of the public present

The meeting was opened at 7.30pm by Cllr Hadlow.

044/23/24 Apologies and approvals of absence. Councillor vacancies and co-option (LGA 1972, s.85)

Cllr Thomas – holiday

045/23/24 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)).

56/23/24 – Cllr Noble

51/23/24 (c) 4 – Cllr Hadlow

046/23/24 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.

Two members of the public joined the meeting at 7.35pm. At the end of the meeting, they requested and were given copies of the plans provided by Denbury Homes.

047/23/24 Approval of the Minutes for the meeting held on 11th July and review of the draft minutes from the Annual Parish meeting held on 13th June 2023

The minutes of the council meeting held on 11th July were signed as a true record.

Cllr Marvin raised several administrative matters not related to the minutes which the Clerk will follow up. Cllr Hadlow thanked Cllr Marvin.

The review of the Annual Meeting draft minutes will be deferred to October.

048/23/24 Matters Arising including reports from the Clerk, Councillors and volunteers (for information only)

To note report from the Clerk (written) of work in progress and actions completed.

1. The interest rate for Redwood Bank has increased to 3.25% AER (from 2.85%) from 13th July 2023.
2. Letter received from Sarah Payne of Barr Ellison to say that her hourly rate will increase to £295 per hour from 1st August.
3. Work to fix and repair the white gates at Broomstick Corner has been completed.
4. Npower cost for streetlights is increasing by just under 50%. Npower has advised setting up an account with Eon Next, however Eon Next do not seem to be aware of this arrangement!
5. The external audit has been completed and the required notices have been posted on the noticeboards and website.

6. The clerk has been contacted about a trip hazard on the footpath to Ashley. She has advised the resident to log the issue with Cambs CC.
7. The clerk was contacted by a resident wanting to screen a film about land girls in Suffolk. She has been advised to speak to the community group and the church as possible venues.
8. The dragon's teeth road markings have now been painted on the road which was the last element of the LHI bid.
9. Grass cutting grant – the clerk has chased Cambs CCC for payment as they had not paid the invoice issued back in June. They have confirmed that they omitted to pay and confirmed that a payment has now been authorised.
10. Unpaid debt – an email has been sent to offer a 6 month repayment plan.

Parish Hall

1. Steak and Honour has cancelled future dates due to staffing issues.
2. The exterior lights have been replaced at the hall.

049/23/24 Reports from District and County Councillors (verbal)

Cllr Sharp reported that the Making Connections (congestion charge) proposal is still ongoing and the next meeting will be on 11th October.

The restrictive movement on Mill Road Bridge is subject to a legal challenge.

The county council had decided to stop routine weedkilling in the county. This has caused issues with road surfaces and creating false habitats. The clerk will circulate the most recent email on this matter. James Broder is the new Highways contact. Cllr Sharp has been speaking to him about potholes in Spurling Close

District – the council are planning to change the black bins bags for wheelie bins as part of a national standardisation programme, however there are contract issues to be resolved before this change can be implemented. The annual delivery of black sacks is currently underway.

050/23/24 a) Planning Matters

1. Neighbourhood Plan update – to receive update and note commencement of the statutory consultation period. – Cllr Hadlow confirmed that the Open Day for the Neighbourhood Plan had taken place on 2nd September. The consultation runs for six weeks.
2. Home Office Bungalows Site, Little Green – Denbury Homes – discussion with developer. Robert Eburn, who is the Planning Manager for Denbury Homes, spoke to the meeting about the proposed development. He confirmed that there will be 22 homes, of which five will be classified as affordable. He explained the process of clearing the site before the archaeology surveys could commence.
His view is that the site, because of its own drainage strategy, will not add to the existing issues in the area and may help add an element of betterment given that surface water which is currently running off the site will be managed by a water storage and discharge system. He estimated that the work should take around 12 months to complete.
Mr Eburne left the meeting at 8.16pm
3. 23/00877/FUL - Clovelly 116 Ashley Road, demolition of 1 semi-detached bungalow and erection of detached 1½ storey dwelling. – no comments.
4. 23/00899/TPO – 40 Centre Drive, tree works – no comments
5. War Memorial – to note listed building status – noted.

b) Planning Outcomes

1. 23/00236/FUL – 5 Church Terrace – replacement oil tank – APPROVED
2. 21/01055/NMAB – Home Office Bungalow – non material amendment - APPROVED
3. 23/00754/FUL – Newholme 204 High St – side extension, oil tank and boiler – APPROVED
4. 21/00940/VAR – 57a High Street – vary conditions – APPROVED
5. 23/00700/TRE – Glebe House – tree works – PERMITTED
6. 23/00664/TRE – Glebe House Cottage – tree works - PERMITTED

051/23/24 Finance – payments for agreement this month:

(a)	Payee/Item	Method	Total	Exc VAT
1	Twin Dots – website support (Inv 4215 - Aug)	DD	£50.40	£42.00
2	Twin Dots – website support (Inv 4245 – Sept	DD	£50.40	£42.00
3	Twin Dots – annual hosting fee (Inv 4247)	DD	£84.00	£70.00
4	Green Cloud (Inv 16133)	DD	£57.46	£47.88
5	Npower (Inv IN07620509 - Jun)	DD	£49.83	£47.46
6	Npower (Inv IN07922821 – Jul)	DD	£50.89	£48.47
7	Npower (Inv IN08223495 - Aug)	DD	£50.28	£47.89
8	BT Broadband (Jul 23)	DD	£79.57	£66.31
9	BT Broadband (Aug 23)	DD	£28.30	£23.59
10	EE Mobile Phone (Aug 23)	DD	£7.07	£5.89
11	EE Mobile Phone (Sep 23)	DD	£6.84	£5.70
12	ECDC – rates for hall - July 23	DD	£151.00	
13	ECDC – rates for hall - Aug 23	DD	£151.00	
14	MHH Payroll (inv 38441 – Aug 23)	DD	££30.00	£25.00
15	Multipay – lights, salt bin, stationery, signage, padlocks, paper towels	DD	£492.55	
16	PWLB – Loan repayment	DD	£4485.10	
17	SSE SWALEC – electric Parish Hall	DD	£135.37	£128.93
18	ICO – GDPR fee	DD	£35.00	
19	Fields in Trust donation	DD	£65.00	
20	Wave – water bill, cemetery	DD	£16.39	
21	Staff Costs (net) (including pension) – July 23	BACS	£1533.32	
22	Staff Costs (net) (including pension) – Aug 23	BACS	£1459.90	
23	Clerk’s Expenses	BACS	£65.80	
24	McGregor Services – Inv 4872 (paid in Aug)	BACS	£969.60	£808.00
25	McGregor Services – Inv 4903	BACS	£1603.20	£1336.00
26	Simon Moy – Pavilion works – deposit (paid)	BACS	£1126.00	
27	Simon Moy – Pavilion works – internal	BACS	£924.00	
28	Simon Moy – fitting of two external lights	BACS	£120.00	
29	John Start – village gate refurbishment	BACS	£700.00	
30	BE Law – legal fees – car park	BACS	£1234.20	£1109.50
31	Cartridge Save – ink (paid in August 23)	BACS	£142.54	£118.78
32	PKF Littlejohn – external audit fee	BACS	£504.00	£420.00
33	Allie Day – Neighbourhood Plan refreshments	BACS	£8.49	

£15620.46

(b) To note monies received

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| 1. | Parish Hall bookings – July | £430.00 |
| | Parish Hall bookings – August | £270.00 |
| 2. | Funeral fee (Mr Human) | £600.00 |

(c) Banking & Finance

1. External Audit – to note conclusion of external audit and publication of AGAR notice. – Noted.
2. Reports – to approve first quarter reports and budget – previously circulated by email. – Noted.
3. CIL – to note upcoming CIL income – the estimate of CIL income for Home Office Bungalow site is approximately £47,000.
4. Donation Request – to consider grant request from St Marys Church for £150 for a Christmas tree. – Approved.

052/23/24 Administration & HR

1. Annual Appraisal – to note date for annual appraisal for the clerk on 10th October.
2. Monthly Payment Schedule – to propose update to process – the clerk proposed that a new system of countersigning original invoices and payments should be introduced. The council approved this proposal.

053/23/24 Highways

1. LHI – to note successful completion of traffic calming measures. – Noted.

054/23/24 Community/Community Groups

Cheveley Parish Hall:

- (a) To note hall accounts, bookings and analysis – It was asked if the reports could run on the financial year rather than calendar year. Cllr Jackson will speak to Mr Nutt about the format of the report.
- (b) Car Park Lease – to receive an update from Cllr Treanor – a three month extension has been agreed. There is one item to agree, then the new contract should be available for the council to ratify at the next meeting.
- (c) Parish Hall – bookings and usage – Cllr Hadlow thanked Cllr Marvin for reviewing the booking form and suggesting updates. The council agreed to the updates and the Clerk will revise the form and share the new agreement with Mr Nutt.
It was agreed that the hire period is confusing and should be updated in March when the letting fees are reviewed.
- (d) Unpaid debt – to receive update – it has been agreed that the outstanding debt will be paid via six equal monthly payments starting 1st October 2023.
- (e) Acoustic improvements to the hall – to consider quotations. The council reviewed the quotations and sample fabrics. It was agreed that the preferred supplier would be Trim Acoustics as they are a relatively local company and can provide both supply and fitting. Before placing the order, the clerk will ask the supplier for references from previous customers and also if adding panels to the walls would make any further improvement to the sound quality. If satisfactory replies are received on both these matters, the council will approve the order at the October meeting.

055/23/24 Cemetery and War Memorial

- (a) To review quotations for repair to war memorial – the Clerk will apply for List Buildings Consent for the repair to the war memorial.

056/23/24 Community Room – community association are looking at all their options and the parish council will not be taking this matter further at this time.

057/23/24 Date of Next Meeting and Matters for Future Consideration

Next year's LHI bid.

10th October next meeting