

Cheveley Parish Council

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

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

MINUTES

Cheveley Parish Council Annual Council Meeting on

Tuesday 11th July 2023 at 7.30pm

held at Cheveley Parish Hall, 102 High Street.

Present:

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

Clerk: Sally Hughes

District & County Councillor: Alan Sharp

There was 1 member of the public present

The meeting was opened at 7.30pm by Cllr Hadlow.

030/23/24 Apologies and approvals of absence and councillor vacancy (LGA 1972, s.85)

No apologies.

Co-option - Richard Jackson had written to the council to express interest in becoming a councillor.

Following a unanimous vote, Mr Jackson was co-opted onto the council. He will represent North Ward.

Mr Jackson signed his Declaration of Acceptance of Office form and joined the council for the rest of the meeting. He was also given a Register of Interests form.

Action: the Clerk will inform ECDC and set up a council email address.

031/23/24 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)).

Cllr Noble declared an interest in item 42/23/24 as he is Chair of the charity.

032/23/24 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.

Cllr Noble raised a query on behalf of a resident regarding the impact of Martyn's Law on village/parish halls. The clerk advised that she is awaiting advice and guidance from CAPALC and NALC.

033/23/24 Approval of the Minutes for meetings held 16th May 2023

The minutes of the above meeting were accepted as a true record with the following amendments:

Item 020 should read 003 not 002

Item 023 3. Should read 00331 not 0031

Item 024 (a) 14. Cheveley CIC should read Cheveley Community Group

034/23/24 Matters Arising including reports from the Clerk, Councillors and volunteers (for information only)

1. Forms sent to HSBC to add James Hadlow to the Unity bank account
2. HSBC - Online form completed to set up phone banking to allow transfer of money from current to savings account – still an ongoing issue
3. All hall invoices printed off and filed for year end.
4. Website and Facebook page updated with McCalmont and Young Volunteer winners.
5. BT is closing their mobile division and moving to EE. The current phone is now out of contract and costing the council £34.32 per month. I have switched it to a SIM only deal at £6 per month (plus VAT).
6. Membership for ICCM has been actioned.

7. There are still ongoing issues with Nat West regarding access to accounts. The matter has been escalated to the Mandates team to resolve.
8. PC back up options discussed with TBM.
9. The interest rate for Redwood Bank has increased to 2.85% (from 2.81%) from 29/6.
10. John Start has said that he will start work on the gates at Broomstick Corner on 12th July, weather permitting.

Parish Hall

1. The Pest Controller has been booked to attend to ants at hall (15/6)
2. Enquiries have been made for acoustic sound improvement systems and funding options.
3. Payment has been received from ECDC for election hall hire.
4. New vendor – Pizza Passione are booked for Thursday 20th July.

Burials/Cemetery/War Memorial

1. Advice has been received from War Memorials Trust regarding listing of war memorial. Their advice was that there are several benefits to listing the monument including protection of asset, easier to get grants etc. and few disadvantages.
2. There has been a request for burial for 26th July.

035/23/24 Reports from District and County Councillors (verbal)

County

Cllr Sharp reported that the Combined Authority are working on a bus improvement plan. There is a paper at council tomorrow on the Making Connections (congestion charge) plan. The council is consulting with the GCP on changes to Addenbrookes roundabout. The consultation can be found online.

District

The first Finance and Assets and Operational Services meetings have taken place. There is grant funding available for the Pride of Place fund.

036/23/24 a) Planning Matters

1. Neighbourhood Plan update – to approve draft plan – Cllr Hadlow asked for feedback on the latest version of the Neighbourhood Plan, which had been previously circulated to all councillors. There were no comments or amendments. The next step is for the consultant to provide a final draft which will then be taken to public consultation. The likely date for this is 2nd September.
2. 23/00236/FUL – 5 Church Terrace – replacement oil tank – the council discussed the application and **resolved** to continue to object on the basis on safety and visual impact. The issues relate to the location being vulnerable to impact and theft and the visual impact within the village. It was agreed that should the Planning Dept grant permission, the council would ask for it to be conditioned that the tank is double skinned and that planting is carried out to mitigate the impact of the tank.
3. Reach Neighbourhood Plan – to note. Noted.
4. 23/00664/TRE – Glebe House Cottage – removal of two trees – no comments.
5. 23/00615/VAR - land rear of Meadow Lane – to vary condition (landscaping) – no comments.

b) Planning Outcomes

1. 23/00331/FUL – 108 High Street, single storey rear extension – APPROVED
2. 23/00573/TRE – 4 Park Road, various tree works – ALLOWED

037/23/24 Finance – payments for agreement this month:

(a)	Payee/Item	Method	Total	Exc VAT
1	Twin Dots – website support (Inv 4194)	DD	£50.40	£42.00
2	Green Cloud (Inv 15956)	DD	£57.46	£47.88
4	Npower (Inv IN072005946)	DD	£56.43	£53.74
5	BT Broadband and Mobile – (June 23)	DD	£79.57	£66.31
6	ECDC – rates for hall - June 23	DD	£151.00	
7	MHH Payroll (inv 37876)	DD	£30.00	£25.00
8	Multipay Card (silver polish and card fee)	DD	£7.99	
9	Staff Costs (net) (including pension) – June 23	BACS	£2787.82	
10	Clerk’s Expenses	BACS	£37.80	
11	McGregor Services – June 23	BACS	£1059.60	£883.00
12	Delia Thornton – Legionella Risk Assessment	BACS	£160.00	
13	ICCM – membership	BACS	£71.00	
14	ICCM – training course	BACS	£228.00	
15	Cheveley Community Group – refund of Farmers Market payments	BACS	£22.00	
16	Pavilion – replacement shower	BACS	£240.00	
17	Moy Home Maintenance – replacement of handles on play equipment	BACS	£60.00	
18	Moy Home Maintenance – manhole repair	BACS	£95.00	
19	Mr Leonard, pest control – ant treatment for hall	BACS	£80.00	
20	Unity Bank – quarterly bank charge – hall account	BACS	£18.00	
21	Unity Bank – quarterly bank charge – main account	BACS	£18.00	
			<u>£5310.07</u>	

(b) To note monies received

1.	Parish Hall bookings – June 23	£562.00
2.	SWALEC	£9.46
3.	Farmers Market – received in error	£22.00
4.	Unity Bank – quarterly interest	£171.45
5.	Redwood Bank – May interest	£74.14
6.	Redwood Bank – June interest	£116.54

(a) Banking & Finance – to receive an update.

1. Delegation – to agree delegation to the clerk in conjunction with Chair for payments due in August. It was **agreed** to delegate payments for August to the Clerk in conjunction with two councillors as there is no meeting. It was also agreed to delegate planning applications to the Clerk. She will circulate plans to all councillors for comment before submitting a response.
2. Funding opportunity – ECDC Pride of Place grant - to consider funding opportunities. The council **resolved** to apply for the grant for the following purposes:
Wildflower meadow, three trees for the recreation ground and bulbs for the cemetery.
Action: The clerk will work with Councillor Hadlow to compile the bid. Wildflower meadow.

038/23/24 Administration and Forward Planning

Fixed Assets – to review and agree updates to the Fixed Assets Register. – this item was deferred until September. It was noted that Cllr Marvin reported the following items that need attention:
Trees on the recreation ground are overhanging the footpath – **Action:** the clerk will contact Luke Hamill for a quote.
The wall needs to be sprayed with weedkiller along the base – **Action:** the clerk will ask McGregors to carry out the spraying.

A house at Broomstick corner has a tree which is impeding access to the footpath –
Action: Cllr Hadlow will ask a resident to speak to the house owner.

039/23/24 Highways

040/23/24 Community/Community Groups

Cheveley Parish Hall:

- (a) To note hall accounts, bookings and analysis
- (b) Car Park Lease – to receive an update from Cllr Treanor – Cllr Treanor reported that solicitors from both sides are talking and they have fed back on three points, the main one being the inflation linked annual review. A final draft of the new lease should be ready for September.
- (c) Risk Assessment – to approve expenditure of items listed on risk assessment – Approved.
- (d) To consider email from Cllr Marvin – Cllr Marvin will compare the existing and model Hire Agreements for the Parish Hall. **Action:** Clerk to send Cllr Marvin both documents.
- (e) Exterior lights – to approve replacement costs. The council considered three options and chose the largest lights. The council approved the £120 quote for fitting of the lights.
Action: Clerk to order light and arrange fitting.
- (f) Outstanding Debt - It was proposed and **agreed** that the council would offer the debtor the option to pay off the debt over 6 equal monthly payments. If payment is still not forthcoming then the debt will be pursued via their employer. **Action:** the Clerk will draft an offer letter.
- (g) To note water risk assessment and approve expenditure for works needed – Approved.
- (h) Acoustic improvements to the hall – to consider options – the Clerk shared pictures of acoustic panel options for the hall. It was **agreed** for the Clerk to pursue further quotes/samples and funding options for consideration at the September meeting.

041/23/24 Cemetery and War Memorial

- (a) To review quotations for repair to war memorial – the council considered the two quotes. There was a query on the method used by one of the contractors. **Action:** the Clerk will seek clarification.
Hermitage – ask if using a whole piece of stone.
- (b) To note burial on 26th July.

042/23/24 Community Room

It was resolved to create a Working Group. Cllrs Treanor, Hadlow and Jackson volunteered to be part of the group. Action: the Clerk to create a Terms of Reference

043/23/24 Date of Next Meeting and Matters for Future Consideration

12th September 2023

The meeting ended at 8.58pm