

Cheveley Parish Council

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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 13th June 2023 at immediately after the Annual Parish Meeting
held at Cheveley Parish Hall, 102 High Street.

Present:

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

Clerk: Sally Hughes

District & County Councillor: Alan Sharp from 7.50pm onwards

There were 3 members of the public present

The meeting was opened at 7:36pm.

017/23/24 Apologies and approvals of absence and councillor vacancy (LGA 1972, s.85)

Cllr Hadlow – away on business

018/23/24 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 Thomas declared a pecuniary interest in item 23/00031/FUL as she owns the property.

019/23/24 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.

It was requested that the website should be improved to make it easier to navigate and also expand the content.

A question was asked about improving the acoustics for the hall as some people find it difficult to hear.

Cllr Treanor explained that the council had looked at various options but due to the design of the hall and especially the ceiling, options were limited and prohibitively expensive.

It was reported that the hedge has been cut at Coach Lane and the clippings left on the side. The resident did not know who owns the hedge.

020/23/24 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:

Cllr Noble – South Ward was added to item 003/23/24. Per day, prorated for term time, was added to item 13/23/24 (b).

021/23/24 Matters Arising including reports from the Clerk, Councillors and volunteers (for information only)

Cllr Treanor reported that the dragons' teeth road markings will be installed after the potholes have been fixed.

022/23/24 Reports from District and County Councillors (verbal)

County

Cllr Sharp reported that there have not been any meetings since the last PC meeting. He said that he is working to try to stop the Cambourne to Cambridge busway but that his motion to compare the scheme to the on-road scheme was voted down.

He will be raising a motion about potholes and state of roads which will be heard at the July meeting.

The congestion charge outcome will be decided by a full council committee, probably in October 2023. The East West rail scheme has been announced by the government.

District

Cllr Sharp has completed his two years as Chairman and the role has now passed to Cllr Goldsack. Cllr Sharp is now Chair of Finance and Assets Committee and Vice Chair of the Operational Services Committee.

023/23/24 a) Planning Matters

1. Neighbourhood Plan update – to receive update – report received at the Annual Meeting.
2. Sutton Parish Council – Neighbourhood Plan – to note. No comments.
3. 23/00031/FUL – 108 High Street – amendment to plans. Cllr Thomas left the room for this item. No comments or objections. Cllr Thomas returned to the meeting.
4. 21/00940/VAR - 57A High Street Cheveley – change of surface for driveway. No comments or objections.
5. War memorial – application for listing. The council discussed their concerns that listing the monument may increase the cost for any future repairs. It was agreed to check if it was listed with War Graves Online.

b) Planning Outcomes

1. 22/01402/FUL – 9 Cheveley Park, Replacement of rear garden room and additional window. New front doors and front dwarf wall with gates – approved

024/23/24 Finance – payments for agreement this month:

(a)	Payee/Item	Method	Total	Exc VAT
1	Twin Dots – website support (Inv 4167)	DD	£50.40	£42.00
2	Green Cloud (Inv 15774)	DD	£57.46	£47.88
4	Npower (Inv IN07047903)	DD	£60.76	£57.87
5	BT Broadband and Mobile – (May 23)	DD	£79.57	£66.31
6	ECDC – rates for hall - May 23	DD	£151.00	
7	MHH Payroll (inv 37698)	DD	£30.00	£25.00
8	Staff Costs (net) (including pension) – May 23	BACS	£1459.66	
9	Clerk's Expenses	BACS	£59.85	
10	McGregor Services – May 23	BACS	£1531.20	£1276.00
11	Cheveley Sports Club	BACS	£36.10	
12	S Shadford – refund for Farmers Market	BACS	£12.00	
13	ECDC – election, basic admin costs	BACS	£250.00	
14	Cheveley Community Group – Warm Hub grant funding	BACS	£200.00	
15	Fatima Malaguiera – plants	BACS	£28.57	
16	Multipay May 23 (defib battery, table tennis bats, stationery, glass awards, water thermometer)	BACS	£434.69	
			£4441.26	

(b) To note monies received

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| 1. | Parish Hall bookings – May | £317.00 |
| 2. | HSBC – refund of charges | £25.00 |
| 3. | SSE – alternative fuel payment | £150.00 |
| 4. | MHH Partnership – refund of duplicate charge | £30.00 |

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

1. Addition of new signatory – to approve J Hadlow as new signatory for Unity accounts – approved.
2. To authorise transfer of balance from HSBC current account to HSBC savings account. – approved.
3. HSBC form signed by R Treanor (Chair) and Sallie Thomas (Councillor) to authorise adding Sally Hughes as a signatory on the HSBC account.

025/23/24 Administration and Forward Planning

026/23/24 Highways

027/23/24 Community/Community Groups

Cheveley Parish Hall:

- (a) To note hall accounts, bookings and analysis – the outstanding matter of the payment owed via the small claims court was raised. The Clerk will look into the next steps in the process.
- (b) Car Park Lease – to receive an update from Cllr Treanor – Cllr Treanor reported that he is speaking to the solicitors about redrawing the plan of the car park to specify the set number of spaces. Thanks were offered to Cllr Treanor for his work on this matter.
- (c) Risk Assessment – to review risk assessment and approve additional expenditure. The council reviewed the document that had been previously circulated by email. The clerk will source costings for the recommended mitigating steps which are a salt bin for the car park, a yellow sign for spillages, additional bolts for cupboards and doors. The risk assessment was approved.
- (d) Electricity tariff – to note new fixed tariff - noted
- (e) To consider email from Cllr Marvin – this item was deferred to the July meeting.
- (f) Food Vendor Policy – to review and adopt. The policy was approved with one small grammatical change and the addition of vendors using the provided salt bins in icy conditions.
- (g) Exterior lights – to note damage and approve replacement costs. Cllr Noble reported that the young people who had broken the light had apologised. It was considered, that because of their honesty, in this instance, the council will pay for the replacement light. A No Ball Games sign will also be erected.

028/23/24 Cemetery

- (a) To consider membership to ICCM – The clerk reported that she had attended a course run by ICCM for burials and cemetery administration. She recommended that the council join the ICCM at £95p.a. so that the Clerk has access to expert advice. The council voted in favour. Action: the Clerk will complete the sign up form.
- (b) To consider quotation for repair to war memorial – defer to July.

029/23/24 Date of Next Meeting and Matters for Future Consideration

11th July

Ants – pest controls

The meeting ended at 8.41pm