

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 Meeting on
Tuesday 10th October 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, Sallie Thomas

Clerk: Sally Hughes

District & County Councillor: Alan Sharp

There were 0 members of the public present

The meeting was opened at 7.30pm by Cllr Hadlow.

058/23/24 Apologies and approvals of absence. Councillor vacancies and co-option (LGA 1972, s.85) - None

059/23/24 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

060/23/24 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.
No members of the public were present.

061/23/24 Approval of the Minutes for the meeting held on 12th September 2023 and review of the draft minutes from the Annual Parish meeting held on 13th June 2023 (previously circulated by email)
The September minutes were approved with three minor amendments. The minutes of the Annual Meeting were reviewed and a draft copy will now be uploaded to the website.

062/23/24 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 grass cutting grant has now been received from Cambs CC.
2. Various website updates have been actioned including Register of Interest forms.
3. The monthly round up report has been sent to the Journal and uploaded to the website.
4. The dog bin at Broomstick Corner has been disturbed and is not secure in the ground. It has been reported to ECDC to secure.
5. The second precept payment has been received.
6. The council's insurance has been renewed.
7. HSBC – the latest mandate has been rejected by HSBC and referred to the Legal Team. No reason given. The Clerk has spoken to the person at HSBC who is managing our complaint, who has apologised profusely but cannot overturn their request. The council will be given £50 compensation and will need to complete the new mandate at the October meeting.

8. As previously notified, the Npower bill has now increased by 50%. Npower cannot tell me when the supply will be migrated to E' on but that it will happen. I am in the process of asking other clerks who they are using to see if there are any options out there for us.

Parish Hall

1. Trim Acoustics - a reference has been received and the clerk has spoken the Chairman of Chadwick End Parish Council about the service from Trim Acoustics and the benefit after installation. He said they are thrilled with the difference that the panels have made. Their situation was that they opened up their ceiling to be vaulted and the acoustics were then so bad that they couldn't hold meetings in the hall. He says that the service was excellent and the difference that has been made is tremendous. He also says that they look good, so that is a bonus.
2. 1000 litres of oil has been ordered for the hall. Delivery is w/c 30/9.
3. Work has been carried out to fit bolts, signs etc to comply with the outstanding items on the Risk Assessment. The render has also been repaired on the outside wall and the slipped tile on the roof has been reattached.

Burials/Cemetery/War Memorial

War Memorial Repair - advice from the ECDC Conservation Officer is that not all work on listed buildings needs consent and, in this case, the repair is permitted without LBC. The Conservation Officer told the Clerk that he put the memorial forward for listed building status along with several others. An order has been placed with Hermitage Memorials for the repair.

Cllr Marvin requested that the Register of Interests be updated to the redacted version.

063/23/24 Reports from District and County Councillors (verbal)

Report from Cllr Alan Sharp:

Making Connections Proposals

The ongoing work on the congestion charge has been paused, with the ruling administration saying that there is currently no political consensus on the issue.

Mill Road Bridge

The work on the agreed restriction of traffic over the Mill Road bridge is currently paused, due to a legal action that has been commenced against the proposals. It is believed that a decision will be made soon on the current legal action. Until the decision is resolved, the County Council can do no further work.

LHI Scheme

The scheme for the current year, is opening soon and will run until 6th January 2024.

20mph scheme

The scheme has announced the first awards, which were agreed by the Highways & Transport Committee on 3rd October. A new scheme will open later this year after the Member Working Group has assessed any issues coming out of the scheme.

Moulton Road Crossroads

Cllr Sharp has notified Highways of the issues and await progress on this road safety issue.

Swaffham Heath/ A 1303 Crossroads Improvement

Heads of Terms have been agreed and the contracts has been received by Cambridgeshire County Council. Construction work is expected to start early in the New Year.

Buses

It would appear that the bus contracts currently in place will be renewed as at 1st April 2024.

Black Bags

Black bags are currently being issued.

064/23/24 a) Planning Matters

1. Neighbourhood Plan update – to receive update – the council is still in the consultation phase which runs until 20th October
2. 23/01007/FUL – 36 High Street, single storey rear extension – no comments
3. 23/01010/TRE – Lensfield Cottage, 173 High Street, tree works – no comments

b) Planning Outcomes

1. 23/00860/TPO - Cedar House, 85 Duchess Drive – tree work – APPROVED.
2. 23/00988/VAR – 29 Park Road, single storey extensions – WITHDRAWN.

065/23/24 Finance – payments for agreement this month:

To agree payments for the month as per the Financial Transaction List – payments agreed.

- (a) To note monies received as per the Financial Transaction List – receipts noted.
- (b) Banking and Finance
 - a. Insurance – to note renewal of insurance policy and review buildings valuations – the meeting discussed the report and noted that the rebuilding valuation report for the parish hall does not reflect that the front of the building is timber framed.
Action: the Clerk will update the insurance company.
 - b. HSBC – to complete bank mandate to authorise clerk to access account. The bank mandate to add the clerk to the HSBC bank account has been approved and signed.
 - c. Budget – to consider budget planning for next financial year.
Action: the Clerk will meet with Cllr Jackson and Cllr Noble to review this year’s budget and prepare a draft version for 2024/25

066/23/24 Highways

Highways Surveys – to consider responses to Highways Surveys

- (a) Weed Control –the meeting considered comments for the recent survey on the lack of weed control. **Action:** Cllr Hadlow will provide the Clerk with photos and information and she will provide feedback to the county council.
- (b) Highways & Street Light Contractors – **Action:** the Clerk will provide feedback to Cambs CC for their Highways Survey with a focus on drains and potholes.

067/23/24 Community/Community Groups

Cheveley Parish Hall:

- (a) To note hall accounts, bookings and analysis – Cllr Jackson has spoken to Phil Nutt regarding changing the reporting calendar to match the financial year (from Nov 23). It was noted that a fee of £25 was listed on one report but noted as cancelled on another.
Action: the Clerk will seek clarification.
PUBLIC BODIES (Admissions to Meetings) Act 1960 S2. The meeting was closed to the public for this item due to the sensitive nature of the matter being discussed. This item was postponed until the end of the meeting.
- (b) Car Park Lease – Cllr Treanor provided an update to the council on the negotiations for the car park lease. The meeting agreed to support Cllr Treanor in the final negotiations in order to get the matter resolved. The meeting thanked Cllr Treanor for his work on this project
- (c) Parish Hall – matter discussed in 67 (a).
- (d) Unpaid debt – the Clerk reported that the first payment of the debt had not been received.
Action: Cllr Noble will speak to the person concerned.
- (e) Acoustic improvements to the hall – to approve payment- The Clerk reported that she had received photos of completed projects which were shared with the council. She had also received a written reference and spoken to the Chairman of Chadwick End Parish Council who are very pleased with the positive impact that the panels have had in their hall. The council agreed to go ahead with the purchase of acoustic panels for the Garden Room.
Action: the Clerk will place the order.
- (f) Farmers’ Market Report – to consider report from Cllr Jackson – Cllr Jackson reported that he had attended the recent Farmers Market and he provided positive feedback to the council.
- (g) Hire Agreements – to consider proposal from Cllr Jackson – Cllr Jackson proposed that he and Cllr Marvin work together to review both the Terms and Conditions and Hire Agreement documents for the Parish Hall and Pavilion. The proposal was approved by the council.

(h) Publicity for Public Events – to consider proposal from Cllr Jackson – Cllr Jackson proposed that the parish council publicise village events on the noticeboards (where space permits) and the website.

Action: the Clerk will contact the various groups in the village to get details of regular and upcoming events.

068/23/24 Cemetery and War Memorial

(a) Bollards – to consider painting two metal bollards by the War Memorial. The council considered a quote for the work. Cllr Noble offered to paint the bollards so the council will not proceed with the quotation.

070/23/24 Date of Next Meeting and Matters for Future Consideration

14th November 2023.

CHEVELEY PARISH COUNCIL – FINANCIAL TRANSACTION LIST FOR OCTOBER 2023

Agenda Item 65/23/24 (a)

Payments – Direct Debits and Standing Orders

| Ref | Supplier | Description | Cost | Less VAT |
|-----|-----------------|----------------------------|----------------|----------|
| 1 | Twin Dots | Website Support (inv 4271) | £50.40 | £42.00 |
| 2 | Greencloud | Email provision | £62.24 | £51.87 |
| 3 | Npower | Electricity (Sept 23) | £74.47 | £70.92 |
| 4 | BT Broadband | Parish Hall broadband | £50.38 | £41.99 |
| 5 | EE Mobile Phone | Mobile Phone | £6.84 | £5.70 |
| 6 | ECDC | Rates for Parish Hall | £151.00 | |
| 7 | MHH | Payroll | £30.00 | £25.00 |
| | TOTAL | | £425.33 | |

BACS Payments

| Ref | Supplier | Description | Cost | Less VAT |
|-----|--------------------------|---|-----------------|----------|
| 8 | Multipay Card | Aug - Spare keys for pavilion and monthly fee | £40.00 | |
| 9 | Multipay Card | Sept – HMRC fee and monthly fee | £5.98 | |
| 10 | Staff Costs | Salaries, pension and HMRC (Sept 23) | £2801.11 | |
| 11 | S Hughes | Clerk's Expenses | £35.90 | |
| 12 | D2D Distribution | Neighbourhood Plan printing | £390.00 | £325.00 |
| 13 | St Marys Church | Donation for Xmas trees | £150.00 | |
| 14 | McGregor Services | Grounds Maintenance | £1242.60 | £1033.00 |
| 15 | CambsACRE | Membership | £60.00 | £50.00 |
| 16 | EBAC | Tap repair at cemetery | £97.86 | £81.55 |
| 17 | Clear Insurance | Insurance renewal | £1547.74 | |
| 18 | Unity Bank | Current Account bank charge | £18.00 | |
| 19 | Unity Bank | Parish Hall Account bank charge | £18.00 | |
| 20 | Moy Home Maintenance | External work on the pavilion | £2142.00 | |
| 21 | Moy Home Maintenance | Repairs to render, roof tile and fitting of bolts etc | £138.00 | |
| 22 | Cheveley Community Group | Refund of payment made in error | £12.00 | |
| | TOTAL | | £8699.19 | |

Items in grey have already been paid.

Agenda Item 65/23/24 (b)

Receipts

| Ref | Supplier | Description | Amount |
|-----|----------------------|-------------------------|-------------------|
| 1 | ECDC | Precept | £40,000 |
| 2 | ECDC | Pride of Place Grant | £994.00 |
| 3 | Cambs County Council | Grass cutting grant | £473.83 |
| 4 | Parish Hall Bookings | September 2023 | £385.00 |
| 5 | Unity Bank | Interest | £207.93 |
| 6 | Redwood Bank | Interest July 2023 | £162.50 |
| 7 | Redwood Bank | Interest Aug 2023 | £170.76 |
| 8 | Redwood Bank | Interest September 2023 | £165.90 |
| | TOTAL | | £42,559.92 |