

Cheveley Parish Council

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

MINUTES

Cheveley Parish Council Meeting on
Tuesday 14th November 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 and Sallie Thomas

Clerk: Sally Hughes

District & County Councillor: Alan Sharp

There were several members of the public present

The meeting was opened at 7.30pm by Cllr Hadlow.

071/23/24 Apologies and approvals of absence. Councillor vacancies and co-option (LGA 1972, s.85)

Cllr Jackson – personal

Cllr Noble - unwell

072/23/24 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 Hadlow declared a non-pecuniary interest in 77/23/24 item 6

073/23/24 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.

A member of the public raised concerns about planning item 77/23/24 item 6. The applicant also spoke on the item.

074/23/24 Approval of the Minutes for the meeting held on 10th October 2023

The minutes of the council meeting held on 10th October were signed as a true record with the following minor amendments:

Burials – ‘her’ changed to ‘the’

067/23/24 (a) – add ‘from November 2023’ after ‘year’.

075/23/24 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.

Claire Elbrow requested that communications are sent to all members of the Cheveley Community Group.

076/23/24 Reports from District and County Councillors (verbal)

Cllr Sharp reported that there is a meeting on 15th November regarding the Making Connections proposal.

There will be a paper in January regarding the council’s plans for managing weeds.

There is also a report due in January about soil affected roads, especially fen roads.

The council are currently going through the budget setting process and have a deficit of £28 million to balance for 24/25.

The new round of Local Highways Initiative bids has started.

The Growth and infrastructure fund closes on 9th December.

ECDC - The review of the waste service is ongoing. The government want to standardise the waste collection services for all councils. It was confirmed that ECDC will not charge for green waste collection.

New waste lorries have been purchased, including one which runs on HVO.

077/23/24 a) Planning Matters

1. Neighbourhood Plan update – to receive update – the public consultation is now finished and comments are being reviewed. The referendum is planned for spring 2024.
2. 23/01167/TPO – 45b High Street – tree works – there is no indication of the size of the tree. Removing 3m, which is significant considerable amount of canopy, may affect the vigour of the tree. **Action:** Clerk to raise these concerns with the ECDC Planning Dept.
3. 23/01194/FUL – 108 Centre Drive, 2 storey and single storey rear extension – no comments
4. 23/01210/FUL – 8 McCalmont Way – single storey extension – no comments
5. 23/00734/FUL – 128 & 130 Ashley Road, demolition of pair semi-detached dwellings and erection of replacement 3 bed semi dwelling. Conversion of adjacent stable to office & WC – the council support the comments made by the Conservation Officer. **Action:** Clerk to inform ECDC Planning Dept.
6. 23/01003/FUL - Flint Cottage Church Lane, construction of 2 storey dwelling with garage and access drive. Demolish existing cart shed, replace with 2 garages – issues were raised by members of the public and councillors about the size, location, access and loss of light for application. The council voted to **object** to the application to the above grounds. **Action:** Clerk to write ECDC to raise concerns.
7. Soham and Barway Neighbourhood Plan - noted
8. Mepal Neighbourhood Plan - noted

b) Planning Outcomes

1. 23/01010/TRE – Lensfield Cottage, 173 High Street, tree works – approved
2. 23/01007/FUL – 36 High Street, single storey extension – approved
3. 23/01017/TCON & 23/01034/TPO– Tanners, 18 Newmarket Road, tree works – approved
4. 23/00946/TPO 62a Centre Drive, tree works - approved
5. 23/00899/TPO 40 Centre Drive, tree works – approved
6. 23/00955/TRE Rayes House, 103 High Street, tree works – approved

078/23/24 Finance – payments for agreement this month:

- (a) To agree payments for the month as per the Financial Transaction List – It was proposed by Cllr Marvin and unanimously agreed by council to make a payment of £150 to the Royal British Legion to cover the cost of the wreath and a donation.
- (b) To note monies received as per the Financial Transaction List - noted
- (c) Banking and Finance
 - a. Quarterly Reports – to review reports for Jul-Sep 23 – one query was raised regarding the coding of Pavilion Repairs. **Action:** the Clerk will speak to the software provider.
 - b. Budget – to review and approve the draft budget - the labelling of the Hall cost code will be updated to better reflect its purpose. The council will discuss long-term project plans at the December meeting. The final budget will be signed off at the December meeting.
 - c. Fixed Assets – to review and sign off updated Fixed Assets list for 2023. The labelling of the VAS posts will be amended to reflect that the signs have been removed and only the posts remain. Report approved.

079/23/24 Highways

- (a) Bus Stop (near pub) – to consider proposal from Cllr Treanor to remove ivy and re-stain bus stop shelter - the council approved the expenditure of £250 to carry out this work.
- (b) LHI bid – to consider a proposal from Cllr Treanor for a footpath between Icknield Close and the Red Lion. It was suggested that a road narrowing scheme could help to accommodate the need for a footpath and also act as a traffic calming measure. No other schemes were put forward for consideration.

- (c) Broomstick Corner – to note issues with the junction coming from Moulton direction and receive update from Cllr Sharp/Highways. – Cllr Treanor reported that the Pyracantha has been cut back around the road signs to improve visibility. Cllr Sharp reported that a request has been put forward to the road lining team to have the lines repainted on the road. There is approximately a 12 week leadtime on this work.

080/23/24 Community/Community Groups

Cheveley Parish Hall:

- (a) To note hall accounts, bookings and analysis – noted.
- (b) Car Park Lease – to receive an update from Cllr Treanor – the lease for the car park has now been signed.
- (c) Unpaid debt – to receive update – the council voted to move to the next stage to recoup this debt. The Clerk will start bailiff proceedings.
- (d) Acoustic improvements to the hall – new acoustic panels have been fitted to the Garden Room ceiling. Councillors commented on the improved acoustics and suggested that the same panels be fitted to the Jubilee Room.
- (e) Projector – to consider proposal from Cllr Jackson for a fixed projector for the hall – deferred to the December meeting.

081/23/24 HR

- (a) Salary review – to note NJC final award decision – noted.

082/23/24 Date of Next Meeting and Matters for Future Consideration

Next meeting date is 12th December
Projector
Financial - Project List/Long Term Plans
Precept
LHI contribution

The meeting was closed by Cllr Hadlow at 8.30pm

CHEVELEY PARISH COUNCIL – FINANCIAL TRANSACTION LIST FOR NOVEMBER 2023

Agenda Item 78/23/24 (a)

Payments – Direct Debits and Standing Orders

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
1	Twin Dots	Website Support (inv 4292)	£50.40	£42.00		
2	Greencloud	Email provision (inv 26696)	£62.24	£51.87		
3	Npower	Electricity (Oct 23)	£86.74	£82.61		
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 (inv 6119)	£30.00	£25.00		
8	Multipay Card	Oct – fly killer and monthly fee	£16.84			
9	SSE SWALEC	Parish Hall electric	£166.35	£158.43		
10	Wave	Water bill for cemetery	£18.34			
	TOTAL		£639.13			

BACS Payments

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
11	Staff Costs	Salaries, pension and HMRC (Oct 23)	£1530.62			
12	S Hughes	Clerk's Expenses	£46.80			
13	McGregor Services	Grounds Maintenance	£753.60	£628.00		
14	RBL	Wreath and donation	TBC			
15	*Twin Dots	Annual hosting fee	£84.00	£70.00		
16	Trim Acoustics	Acoustic Panels (materials) - PAID	£3781.20	£3151		
17	Trim Acoustics	Acoustic Panels (installation)	£1554.00	£1295.00		
18	Barr Ellison Law	Legal Fees	£3922.20	£3268.50		
19	Hermitage Memorials	War memorial repair - PAID	£425			
20	TBM	IT Support	£374.40	£312.00		
21	SS Motors	Heating oil	£821.10	£782.00		
	TOTAL		£10961.90			

*listed on September agenda but not paid as is not a direct debit

Agenda Item 78/23/24 (b)

Receipts

Ref	Supplier	Description	Amount
1	Parish Hall Bookings	Oct 2023	£782.00
2	ECDC	Safer Communities Grant	£2352.10
3	Redwood Bank	Interest October 2023	£171.88
	TOTAL		£3305.98

Internal Transfers

Ref	Supplier	Description	Amount
1	Cartridge Save	Moved payment from hall to current a/c	£142.54
2	PKF Littlejohn	Moved payment from hall to current a/c	£504.00
3	McGregors	Moved payment from hall to current a/c	£966.60
4	HSBC	Transfer from HSBC current to savings a/c	£62325
			£63938.14