

# 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 12<sup>th</sup> December 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, Richard Jackson, Brent Noble and Sallie Thomas

**Clerk:** Sally Hughes

**District & County Councillor:** Alan Sharp

**District Councillor** James Lay

There were no members of the public present

The meeting was opened at 7.30pm by Cllr Hadlow.

**083/23/24 Apologies and approvals of absence. Councillor vacancies and co-option** (LGA 1972, s.85)

**084/23/24 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)).  
89/23/24 3. 23/01312/VAR – Cllr Thomas declared a non-pecuniary interest as she is a neighbour.

**085/23/24 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.

**086/23/24 Approval of the Minutes for the meeting held on 14<sup>th</sup> November 2023**  
The minutes of the council meeting held on 14<sup>th</sup> November 2023 were signed as a true record.

**087/23/24 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.  
Cllr Marvin asked for a copy of the newly signed car park lease. Cllr Treanor will provide one.

**088/23/24 Reports from District and County Councillors (verbal)**

### County Council

#### **Local Transport & Connectivity Plan**

On 15<sup>th</sup> November the Local Transport Plan, which includes plans to impose Congestion Charging, was voted through. This was confirmed at the CPCA Board meeting on 29<sup>th</sup> November.

#### **Highways & Transport Committee**

The Highways & Transport Committee met on Tuesday 5<sup>th</sup> December and made decisions about permanently keeping the wands that help divide cars from cyclists along East Road and continuing with restrictions around the Trumpington Road mini roundabouts and Lensfield Road.

#### **Cambridge Guided Busway**

The Highways & Transport Committee decided to re-open the Guided Busway from Trumpington P & R to Addenbrookes, which had been shut since a fatality in February 2022. A fence will be built, which will separate the busway from pedestrians and cyclists at a cost of £900k, allocated from the £2.9m budget.

There is a Health & Safety Executive proposed prosecution of the County Council in respect of the fatal accident, which is ongoing.

#### **CPCA Precept**

The mayor is consulting on a 200% increase in the CPCA precept to £36 for a Band D property. The £36 annual charge will raise about £10.5m, which is planned to be spent on buses.

#### **County Council Budget**

There is a £28m budget gap for 2024/2025. The Leader of the Council on Radio Cambridgeshire stated that it is likely that the increase for the County Council's portion of the Council Tax will be 5%. The detail will be discussed at the various Committees during the next month.

#### **Local Plan Climate & Natural Environment Chapter**

Finance & Assets Committee approved the drafting of the chapter in respect of Natural Environment and this will come out for public consultation towards the end of January and will form part of the new Local Plan, when that is adopted.

#### **Newmarket Road/ Moulton Road crossroads**

The work to re-paint the junction had been ordered with the contractor.

#### **Home Office Bungalow Site**

Discussions have been held with the Planning Officer about the mud caused by the developer in respect of vehicles accessing the site. It is the developer's responsibility to keep this area clean.

Cllr Sharp will ensure that the planning condition around keeping site vehicles parked on site, will be adhered to.

#### **District Council**

Cllr Lay reported that he will not comment on planning applications at parish council meetings so as to not be predetermined. ECDC Planning Dept has adopted an approach of getting it right the first time for planning applications. Previously applicants were able to come back with a second application if their first one wasn't correct. New rules are being implemented for planning applications to include measures to ensure that any planting removed during development is replaced plus at least 10% extra. ECDC has agreed to continue to fund the Citizen Advice Bureau for East Cambs. CAB is looking to provide an out of hours service for people who work during the day.

Combined Authority – the Combined Authority is working with West Suffolk College to provide more apprenticeship training opportunities with a view to setting up a training facility in East Cambs.

#### **089/23/24**

##### **a) Planning Matters**

1. Neighbourhood Plan update – to receive update. The consultant is currently analysing the feedback received from the public consultation with a view to getting this information to the parish council for the January meeting. The next step after this is for the Plan to be submitted to ECDC for consideration.
2. 23/01039/FUL – British Legion Club – removal and replacement of asbestos roof tiles – no comments.
3. 23/01312/VAR – 106 High Street, vary conditions – no comments.

##### **b) Planning Outcomes**

1. 21/00930/FUL Wallhouse Stud, 41 Newmarket Road – withdrawn
2. 23/00067/VAR & 23/00615/VAR rear of 19 Meadow Lane – approved
3. 23/01123/TCON 1 The Paddocks – tree works – approved
4. 23/01204/TRE Glebe House – tree works – approved
5. 23/01003/FUL – Flint Cottage, Church Lane – refused
6. 23/01210/FUL – 8 McCalmont Way, rear extension – approved
7. 23/00615/VAR – land rear of 19 Meadow Lane, vary condition - approved

#### **090/23/24 Finance – payments for agreement this month:**

- (a) To agree payments for the month as per the Financial Transaction List – agreed
- (b) To note monies received as per the Financial Transaction List - noted
- (c) Banking and Finance
  - a. Long Term Plans – to set EMRs for large assets. The council considered the funds which have been set aside in earmarked reserves for future expenditure on the council's major assets. It was agreed to allow £50k for the hall.

The meeting also discussed paying down some of the PWLB loan which was used for the parish hall acquisition and refurbishment. It was agreed that the council would repay £40k.

- b. Budget – to sign off budget for 2024/5 – the budget was signed off for 2024/25.
- c. Precept – to set precept for 2024/25 – the council voted to keep the precept at £80,000 for the upcoming financial year.
- (d) Electric Suppliers – to consider report – the Clerk had provided quotes for electric tariffs. It was agreed that the pavilion supply would be switched to Valda and that the Parish Hall supply would remain with SSE.

#### **091/23/24 Highways**

- (a) LHI bid – to consider bid for 2024. – the meeting discussed the proposed scheme to provide a footpath near the Red Lion pub. It was agreed to defer this scheme until 2025 to allow for the council to consult with residents to ensure that they had the opportunity to put forward their views. It was also considered that the new development at the Home Office site would be completed by then and the new residents may have a view on this proposed scheme.
- (b) Broomstick Corner – to note issues with the junction coming from Moulton direction and receive update from Cllr Sharp/Highways. No works have been carried out at this time.

#### **092/23/24 Community/Community Groups**

##### **Cheveley Parish Hall:**

- (a) To note hall accounts, bookings and analysis
- (b) Unpaid debt – to receive update. It was noted that the first payment had been received for the outstanding debt.
- (c) Acoustic improvements to the hall – to approve spending to update the Jubilee Room. Following the successful completion of the acoustic panels in the Garden Room, it was agreed to fund acoustic panels for the Jubilee Room at a cost of £4044. **Action:** the Clerk will place the order.
- (d) Flagpole – to consider offer of donation of a flagpole – it was noted that tall flagpoles would need planning permission and that putting a flagpole at the hall may encourage vandalism. The council appreciated the kind offer but voted not to take this offer forward.
- (e) Hedges – to approve expenditure to cut hedges at the parish hall. The council approved the expense of £100 to cut the hedges at the parish hall. The council would like the top of the laurel hedge cut. **Action:** The Clerk will speak to the contractor about this as it wasn't in their quotation.

#### **094/23/24 HR/Administration**

- (a) To note completion of Clerk's appraisal – it was noted that the Clerk's annual appraisal had been completed. Cllr Treanor thanked the Clerk for her work throughout the year.
- (b) To set up HR Committee and independent assessment of role. The council agreed to set up an HR Committee with councillors Hadlow, Treanor and Thomas. The council also agreed to an independent assessment of the clerk's role and remuneration. **Action:** the Clerk will contact CAPALC and SLCC.
- (c) Caretaker – annual salary review – it was agreed to award the NJC pay award for the caretaker from January 2024. It was requested that the caretaker put down salt when the hall is booked on icy days.
- (d) Newsletter – it was agreed to produce an annual newsletter in January of each year. The newsletter will include a QR code for the council's website. The council agreed to the distribution cost of £325.
- (e) Charity Financial Accountability – to review report on correct governance. The Clerk had produced a short report on governance matters and it was agreed that from January 2024 the Charity meeting would be held before the parish council meeting to allow for Charity expenditure to be ratified by the parish council.

#### **094/23/24 Cemetery**

- (a) Hedges – to approve expenditure to cut hedges at the cemetery – it was agreed to pay £60 for the hedge to be cut back.

#### **095/23/24 Date of Next Meeting and Matters for Future Consideration**

The next meeting date is 9<sup>th</sup> January 2024

**The meeting was closed by Cllr Hadlow at 9.08 pm**

**CHEVELEY PARISH COUNCIL – FINANCIAL TRANSACTION LIST FOR DECEMBER 2023**

Agenda Item 90/23/24 (a)

**Payments – Direct Debits and Standing Orders**

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
1	Twin Dots	Website Support (inv 4319)	£50.40	£42.00		
2	Greencloud	Email provision (inv 26840)	£62.24	£51.87		
3	Npower	Electricity (Nov 23)	£100.60	£95.81		
4	BT Broadband	Parish Hall broadband (Nov 23)	£50.38	£41.99		
5	EE Mobile Phone	Mobile Phone	£6.84	£5.70		
6	ECDC	Rates for Parish Hall	£151.00	0		
7	MHH	Payroll	£30.00	£25.00		
8	Multipay Card	Nov – vacuum bags	£4.01	0		
	<b>TOTAL</b>		<b>£455.47</b>			

**BACS Payments**

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
9	Staff Costs	Salaries, pension and HMRC (Nov 23)	£1996.70			
10	S Hughes	Clerk's Expenses	£25.20			
11	McGregor Services	Grounds Maintenance	£1386.00	£1155.00		
12	PPL PRS	Music licence	£554.30			
13	Glasdons	Dog waste bags	£65.64	£53.14		
14	Barcham	Trees as per Pride of Place grant	£1038.00	865.00		
15	Barr Ellison	Final invoice – car park lease	£531.00	£442.50		
	<b>TOTAL</b>		<b>£5596.84</b>			

Agenda Item 90/23/24 (b)

**Receipts**

Ref	Supplier	Description	Amount
1	Parish Hall Bookings	Nov 23	£406.66
2	HSBC	Interest November 2023	£82.84
3	Redwood Bank	Interest October 2023	£166.78
	<b>TOTAL</b>		<b>£656.28</b>

**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
			£1613.14