

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 9th January 2024 at 7.45pm
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 two members of the public present

The meeting was opened at 7.45pm by Cllr Hadlow.

096/23/24 Apologies and approvals of absence. Councillor vacancies and co-option (LGA 1972, s.85)
None

097/23/24 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

098/23/24 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 resident who had previously written to the council spoke about local concern around speeding traffic and inconsiderate drivers.
Cllr Hadlow explained about the limited powers that the parish council has for this matter and how the real power and influence lies with the Police and Highways. He also explained the various measures that have been taken in both wards to help mitigate speeding and also explained how the latest proposed scheme had been opposed by some residents.
The resident was encouraged to join the Speedwatch team to target the hotspot areas so that the data can be used to encourage the Police to carry out speed checks in these areas.
The resident will also speak to the school to ask them to remind parents to drive safety within the village.

099/23/24 Approval of the Minutes for the meeting held on 12th December 2023
The minutes of the council meeting held on 12th December 2023 were signed as a true record.

100/23/24 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.
Newsletter – it was decided to produce the newsletter at Easter time so that it can also be used to promote the Annual Parish meeting and community awards

101/23/24 Reports from District and County Councillors (verbal)

County Council

Mac McGuire - The County Council has lost a very long-serving Councillor in Mac McGuire who passed away on 31st December 2023. He had served on the County Council for nearly 25 years and his wisdom and knowledge will be sadly missed.

Weeds policy

The consultation held by the County Council of Town and Parish Councils had resulted in an overwhelming result that there was very little support for the current policy of no weedkilling, which is causing issues with pavements and roads.

This will be discussed at the next meeting of Highways & Transport Committee to be held on 23rd January and it appears likely that the ruling Administration will make changes to this policy.

Moulton Road Crossroads

Cllr Sharp will chase Highways to get the white-lining work at Broomstick Corner done.

Swaffham Heath/ A 1303 Crossroads Improvement

It is hoped that construction work at this site will start early this year.

Budget Gap - CCC

Currently, there is a budget gap of £2m, which will be examined at the policy committees during January.

Poor Highway repairs

The Parish Council raised the issue of poor repairs by Highways. Cllr Sharp will take this up with the Highways team.

Flooding along Oak Lane

Cllr Sharp had visited Oak Lane on 5th January to see the flooding after the heavy storm and will speak to the flood team about options to resolve some of the issues.

District Council

Cllr James Lay reported on a meeting recently held with Sanctuary Housing. It was surprising to learn that they do not have their own workforce to carry out repairs and maintenance and rely on outside contractors. Rents with Sanctuary are approximately half market value.

Cllr Lay also reported on plans for the Queensbury Lodge development in Newmarket which should be available in approximately six months.

He also reported on the growth of West Suffolk college and the need for more apprenticeship schemes.

102/23/24 a) Planning Matters

1. Neighbourhood Plan update – to consider replies to the public consultation. The replies to the public consultation had been compiled into a report by Neighbourhood Plan Consultant Ian Poole. The council reviewed the replies and suggested amendments to the plan and **resolved** to agree to the amendments. The next step is for the plan to be submitted to ECDC.
2. Sutton Neighbourhood Plan – noted

b) Planning Outcomes

1. 23/01168/TPO – 115 Duchess Drive, tree works – approved
2. 23/01167/TPO – 45b High Street, tree works – approved
3. 23/01229/TRE – Rutland Cottage, tree works – approved
4. 23/01278/TRE – 106 High Street, tree works – approved
5. 23/01039/FUL – British Legion Club – roof works - approved

103/23/24 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 – Cambridge Building Society – the signatory details are out of date. Cllrs Willows and Jackson will be added to the account and two ex-councillor signatories will be removed.
Action: the Clerk to complete paperwork and collate signatures.
- (d) Internal Audit – to appoint the internal auditor for 2023/24 – Ben Stoehr has been appointed as the Internal Auditor for the 2023/24 audit.
- (e) Charity Expenditure – to ratify expenditure requested at the Cheveley Pavilion and Recreation Ground Charity meeting held on 9th January 2024. The following expenditure was approved:

1. £900 tree works with RH Landscapes
2. £60 brake for zip wire
3. Repairs to goalposts – amount TBC

104/23/24 Highways

- (a) Road safety – to consider concern from resident – this matter was discussed in detail during item 98/23/24 Open Forum.
- (b) Broomstick Corner – to receive update from Cllr Sharp/Highways. – No works have been carried out. Cllr Sharp reported that the contractor has 12 weeks in which to complete the work.
- (c) Bench at Pump Green – to consider repairs – it was reported that the bench had been hit by a car. Cllr Hadlow has carried out a temporary repair. The council resolved carry out a permanent repair.
Action: the Clerk will ask the council's usual contractor to repair the bench.

105/23/24 Community/Community Groups

Cheveley Parish Hall:

- (f) To note hall accounts, bookings and analysis - Cllr Marvin raised a query regarding transactions for the Parish Hall account. **Action:** the Clerk will review the figures.
It was agreed that the regular running costs for the hall would be paid out of the parish hall bank account. **Action:** the Clerk will update the direct debits for hall.
- (a) Unpaid debt – to receive update – the second instalment has been paid.
- (b) Laurel Hedge – to approve expenditure to reduce depth of laurel hedge at the parish hall. Cllr Hadlow had met with McGregors regarding the laurel hedge. It is very deep which makes cutting it a big job. The council agreed to a quote for £400 for it to be cut back. **Action:** the Clerk will inform the contractor. Cllr Hadlow will be on site to supervise the work.

106/23/24 HR/Administration

- (a) To approve Terms of Reference for the HR Committee – approved
- (b) Website – to approve expenditure of £123 for Events and Local Clubs pages. – approved.

107/23/24 Cemetery

- (a) Hedges – to approve expenditure to cut hedges at the cemetery – already agreed in December 23

108/23/24 Date of Next Meeting and Matters for Future Consideration

The next meeting date is 13th February 2024

The meeting was closed by Cllr Hadlow at 9.09pm

CHEVELEY PARISH COUNCIL – FINANCIAL TRANSACTION LIST FOR JANUARY 2024

Agenda Item 103/23/24 (a)

Payments – Direct Debits and Standing Orders

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
1	Twin Dots	Website Support (inv 4345)	£50.40	£42.00		
2	BT Broadband	Parish Hall broadband (Dec 23)	£50.38	£41.99		
3	EE Mobile Phone	Mobile Phone	£6.84	£5.70		
4	ECDC	Rates for Parish Hall	£151.00	0		
	TOTAL		£455.47	£89.69		

BACS Payments

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
5	Staff Costs	Salaries, pension and HMRC (Dec 23)	£3284.65			
6	S Hughes	Clerk's Expenses	£32.40			
7	McGregor Services	Grounds Maintenance	£312.00	£260.00		
8	Cartridge Save	Ink	£145.24	£121.03		
9	Mark dB Security	Additional CCTV camera	£1802.10			
10	Trim Acoustics	Materials – Jubilee Room PAID	£3298.80	£2749.00		
11	Trim Acoustics	Labour – Jubilee Room	£1554.00	£1295.00		
12	Pest Control Services	Services at Parish Hall	£70.00			
	Total		£10528.18	£4044.00		

Agenda Item 104/23/24 (b)

Receipts

Ref	Supplier	Description	Amount
1	Parish Hall Bookings	Dec 23	£3726.28*
2	HSBC	Interest December 2023	£99.54
3	Redwood Bank	Interest December 2023	£172.80
4	Cambridgeshire CC	Car Park Lease payment (pro-rata)	£536.00
5	Cambridgeshire CC	Car Park Lease for Jan-Dec 2024	£3217.50**
	TOTAL		£7752.12

*includes internal transfer payments ** pending receipt

