

Cheveley Parish Council

Cheveley Parish Hall, 102 High Street, Cheveley, CB8 9DG

Tel: 07483 107014

Email: clerk@cheveley-pc.gov.uk

Website: www.cheveley-pc.gov.uk

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

MINUTES

Cheveley Parish Council Meeting on
Tuesday 13th February 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

District Councillor: James Lay

There was one member of the public present

Apologies:

District & County Councillor: Alan Sharp

Clerk: Sally Hughes

The meeting was opened at 7.45pm by Cllr Hadlow.

- 109/23/24 Apologies and approvals of absence. Councillor vacancies and co-option** (LGA 1972, s.85)
Clerk: Sally Hughes
- 110/23/24 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
- 111/23/24 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.
The Cheveley Community Group had submitted an application for a grant to part cover running costs. Councillors asked various questions including whether there would be a set of accounts produced for transparency of how the money would potentially be used and it was agreed there would be.
- 112/23/24 Approval of the Minutes for the meeting held on 9th January 2024**
The minutes of the council meeting held on 9th January 2024 were signed as a true record.
- 113/23/24 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.
No Clerk's report in February due to absence.
Neighbourhood Watch signs were to be affixed to streetlights on Oak Lane. There is ambiguity about who has ownership of the streetlights which do not appear in the latest CCC Highways plan. Councillors believed these were owned by CCC and Cllr Sharp would be contacted to confirm. Cllr Marvin kindly agreed to follow up with Cllr Sharp.

Cllrs discussed the Denbury Homes development on Oak Lane. Cllrs agreed to ensure the developer's contact details are displayed on the Parish Council website and in the Parish Newsletter.

114/23/24 Reports from District and County Councillors (verbal)

Cllr Lay met with the CEO of the Citizens Advice Bureau in Newmarket and was recruiting volunteers to distribute food parcels on Wednesday and Friday mornings. West Suffolk College was working to expand its apprenticeship programme. From 1st April 2025 the council will collect waste food weekly. ECDC have frozen council tax for the 10th consecutive year. The Mayoral precept has tripled to subsidise bus provision.

115/23/24 a) Planning Matters

1. Neighbourhood Plan update – the Neighbourhood Plan has now been submitted to ECDC. Feedback is awaited before moving to referendum which will hopefully be before June.
2. West Suffolk Local Plan (Regulation 19) consultation - noted.
3. 24/00009/FUL 12 Spurling Close, lowered kerb, vehicle access and off-road parking – no objections.

b) Planning Outcomes

1. 23/00734/FUL - 128 & 130 Ashley Road – withdrawn – noted.

116/23/24 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) Charity Expenditure – to ratify expenditure requested at the Cheveley Pavilion and Recreation Ground Charity meeting held on 13th February 2024. The following expenditure was approved:
 1. £185 to replace broken tap at pavilion.
 2. £141.60 to replace two failed emergency lights at pavilion.
- (d) Grounds Maintenance Contract – to consider new contract terms from existing supplier which Cllrs agreed.
- (e) Grant application – to consider grant application from Cheveley Community Group – Cllrs discussed the application including a concern about a lack of transparency in how the funds would be used and the potentially limited number of residents taking part in the events. Cllrs agreed that it was appropriate that the application be resubmitted by September 2024 as per the grant application terms so that it can be considered in the forthcoming year's budget planning including a set of accounts for the previous year showing how previous funds had been spent.

117/23/24 Highways

- (a) Broomstick Corner – to receive update from Cllr Sharp/Highways. – Cllrs noted a further accident had taken place since the past meeting. Cllr Treanor would contact Cllr Sharp for an update.
- (b) 20 mph zone – to consider including 20mph zones within the community consultation – Cllrs noted the scheme but the motion was not carried. The Speedwatch data was discussed, Cllr Hadlow would contact the Community Speedwatch team to move the MVAS to target Park Road.
- (c) Centre Drive noticeboard – to consider replacement or refurbishment – Councillors selected Simon Moy's quote for refurbishment which was approved.

118/23/24 Community/Community Groups

Cheveley Parish Hall:

- (a) To note hall accounts, bookings and analysis – noted.
- (b) Unpaid debt – to receive update – the third instalment had been paid.
- (a) Phone box libraries – volunteer needed to tidy boxes - Rowena would be asked from time to time to clean and tidy the phone box libraries.
- (c) Revision of booking forms and T&Cs for hall and pavilion - Cllrs passed on their thanks to Cllrs Marvin and Jackson for producing the new set of documents. All hirers of the facilities would

need to sign the new contracts regardless of whether it was a paid, free or reoccurring booking. The pricing for the Pavilion and Parish Hall would be aligned so they are the same. Cllrs agreed to adopt the new forms subject to the minor alterations discussed.

- (d) Projector – to receive a verbal report from Cllr Jackson – not carried, the costs of around £10k proved prohibitive for Cllrs to consider taking the project forward.
- (e) Defibrillator – to consider possible relocation of equipment to pavilion and new device for hall – Cllrs discussed various locations to cite a unit, the outcome of the grant was not yet known so the item is deferred.

119/23/24 HR/Administration

- (b) To approve expenditure for the Job Evaluation of Clerk's Role – quote provided by LCC. – agreed.
- (c) Newsletter – to consider draft of council newsletter – minor alterations were fed back to Cllr Jackson for inclusion with a final version presented for sign off at the March meeting.
- (d) Annual Parish Meeting – to set date – 23rd May 2024 19:00. The Clerk would be asked to publicise via the website and advertise for nominations for the McCalmont Cup and the Young Volunteer of the Year Award by the 1st May so decisions could be agreed on at the CPC meeting on the 14th May 2024.

120/23/24 Cemetery

- (a) To consider plot reservation for HH – agreed. The applicant is currently a non-resident but has an exclusive right to be buried in Cheveley Cemetery due to a qualifying connection. The council agreed that because the applicant was once a Cheveley council taxpayer for many years and had to leave the parish to pay for care costs they should be treated as a resident in this individual case and therefore be subject to the resident fees not the increased non-resident fees.

121/23/24 Date of Next Meeting and Matters for Future Consideration

- (a) March 12th 2024

The meeting was closed at 21:15.

CHEVELEY PARISH COUNCIL – FINANCIAL TRANSACTION LIST FOR FEBRUARY 2024

Agenda Item 116/23/24 (a)

Payments – Direct Debits and Standing Orders

Ref	Supplier	Description	Cost	Less VAT
1	Twin Dots	Website Support (inv 4380)	£50.40	£42.00
2	BT Broadband	Parish Hall broadband (25 Jan 24)	£50.38	£41.99
3	EE Mobile Phone	Mobile Phone (5/2/24)	£6.84	£5.70
4	ECDC	Rates for Parish Hall (1/2/24)	£151.00	
5	UK Debt Management Office	Loan Repayment (23/02/24)	£4485.10	
6	NPower	Street Lighting Supply (INV09612911 Jan 24)	£112.66	£107.30
7	NPower	Street Lighting Supply (INV09357097 Dec 23)	£104.55	£99.57
8	Green Cloud	Hosted Exchange (Inv. 26996 8/1/24)	£62.24	£51.87
9	Green Cloud	Hosted Exchange (Inv. 27170 5/2/24)	£62.24	£51.87
10	MHH Partnership	Payroll Services (Inv. 39511)	£30	£25
11	Wave	Pavilion Water Bill (6 Oct 23 – 5 Jan 24)	£5.87	
12	Wave	Cemetery Water Bill (6 Oct 23 – 5 Jan 24)	£16.56	
13	Unity Trust Bank	Service Charge Parish Hall A/C Q4 2023	£18	
14	Unity Trust Bank	Service Charge Current T1 A/C Q4 2023	£18	
	TOTAL		£5,173.84	£425.30

BACS Payments

Ref	Supplier	Description	Cost	Less VAT
15	Staff Costs	Salaries, pension (Jan 23)	£1562.47	
16	McGregor Services	Grounds Maintenance (Inv. 5003)	£336.00	£280.00
17	K&M Lighting Services	Street Light Maintenance 1/2/24-31/1/25	£272.16	£226.80
18	Twin Dots	Domain name renewal (INV004397)	£60	£50
19	Twin Dots	New Event Section on website (INV004370)	£151.20	£126
20	Fire & Safety Sol Ltd	Fire Safety Check Parish Hall	£238.50	£198.75
21	Fire & Safety Sol Ltd	Fire Safety Check Pavilion	£233.70	£194.75
22	Online Playgrounds (Fenland Leisure Ltd)	Agreed maintenance works to play equipment at rec (Inv. SIN056678)	£7477.51	£6231.26
23	Online Playgrounds (Fenland Leisure Ltd)	Cableway Brake (Inv. SIN056679)	£72	£60
24	Amazon	Printer paper & stapler	£42.89*	£35.74
25	Tesco	Cleaning products for Parish Hall	£35.19*	
26	Lloyds Bank	Commercial Credit Card Monthly Fee	£3*	
	Total		£10,484.62	£7,403.30

Agenda Item 116/23/24 (b)

Receipts

Ref	Supplier	Description	Amount
1	Parish Hall Bookings	Jan 24	£581.66
2	Unity Bank	Interest December 2023	£213.65
3	Southgates Newmarket	Funeral Fees (Inv 004-23 Eyre)	£390
	TOTAL		£1,185.31

*Paid for via PC Credit Card