

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 Annual Parish Council Meeting on

Tuesday 14th May 2024 at 7.45pm

held at Cheveley Parish Hall, 102 High Street.

Present:

Parish Councillors: James Hadlow, Jane Gibson, Sheila Marvin, Richard Jackson, Brent Noble, Sallie Thomas, and Sue Willows

District Councillor: James Lay

County & District Councillor: Alan Sharp from 8.20pm onwards

There were no members of the public present

The meeting was opened at 19.58pm by Cllr Hadlow.

- 001/24/25 Election of Chairman and of Declaration of Acceptance form** - Cllr Hadlow was proposed by Cllr Jackson, and seconded by Cllr Gibson. All councillors were in agreement.
- 002/24/25 Election of Vice Chairman** – Cllr Treanor was proposed by Cllr Hadlow and second by Cllr Noble. All councillors were in agreement.
- 003/24/25 Apologies and approvals of absence. Councillor vacancies and co-option** (LGA 1972, s.85)
Cllr Treanor – personal
- 004/24/25 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 Jackson and Cllr Noble declared a personal interest in item 012/24-25 e.
- 005/24/25 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.
- 006/24/25 Approval of the Minutes for the meeting held on 9th April 2024** - the minutes of the meeting were approved as a true record and signed by the Chairman.
- 007/24/25 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.
The council has received an official portrait of the King which will be hung in the Garden Room. The offer of EV charging points in the car park will not be pursued due to the current lease with the school.
- 008/24/25 Reports from District and County Councillors (verbal)**
District Councillor – Cllr Lay reported that ECDC has ranked second in the country in performance as measured by OFLOG (Office of Local Government). He also reported that he is pushing for better opening hours for the Newmarket CAB (Citizens' Advice Bureau) and working to raise funds to support this. He is also working with the Combined Authority to improve opportunities for apprenticeships and training in the district.
Alan Sharp joined the meeting at 8.20pm

Cllr Sharp reported that whilst the road markings have now been done at Broomstick Corner, he is unhappy with the time and effort that it has taken to get this work completed and will be raising the issue with the county council

He also reported on the upcoming changes to the waste and recycling plans for the district. Black wheelie bins are planned for general waste and food caddies for food waste. These changes will come into effect in 2026. The aim of these changes is to encourage residents to recycle more of their domestic waste and align waste and recycling services on a national level.

009/24/25 a) Planning Matters

1. Neighbourhood Plan update – feedback has been received from the Examiner which has been responded to by Ian Poole (consultant).
2. Soham and Barway Neighbourhood Plan – noted
3. 24/00201/FUL – Glebe Stud – amended plan and additional information – no comments
4. ECDC – Local Plan – Hedgehog Recovery SPD – noted.

b) Planning Outcomes - noted

5. 23/00877/FUL – Clovelly 116 Ashley Road – refused
6. 24/00214/TPO – Apple Tree Cottage, 39 High Street – tree works – permitted
7. 24/00285/TRE – High House, 85 High Street – tree works – permitted
8. 24/00310/TRE – Glebe House, tree works – permitted
9. 24/00301/TPO – Paddocks View, Centre Drive – permitted
10. 24/00205/VAR – 45b High Street - withdrawn

010/24/25 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 14th May 2024.
£12500 Shane Smalley – repair of recreation ground wall.
£561.24 Online Playgrounds – repair of Hogsback equipment
- (d) Quarterly reports – to review reports. Reports were reviewed. The Clerk was asked for a budget report and will circulate one to councillors.

011/24/25 Highways

- (a) Broomstick Corner – to receive update from Cllr Sharp/Highways. The white lining is now complete.
- (b) Dog Mess at Meadow Lane – request for more signage. It is believed that this is the responsibility of the management company for this area.
- (c) MVAS batteries – to consider purchasing new batteries at £63 each. The council agreed to purchase two new batteries for the MVAS.

012/24/25 Community/Community Groups

Cheveley Parish Hall:

- (a) To note hall accounts, bookings and analysis - noted
- (b) Unpaid debt – to receive update. The final instalment has now been paid. The Clerk will write to the debtor to confirm that the matter is now resolved.
- (c) Farmers' Market licence – to approve funding. The council resolved to fund the required licence for a year at £20 per time. The Clerk will ask the group to complete the paperwork and she will purchase the licence.
- (d) Fingerguard – to approve purchase of replacement fingerguard for main door at £46 + VAT – agreed. The Clerk will place the order.
- (e) McCalmont Cup – to decide recipient for 2024. The council had received several strong nominations for the McCalmont Cup winner for 2024. They voted for Claire Matthews who has run the Brownies in Cheveley for many years. The Clerk will inform Mrs Matthews and arrange for the cup to be engraved with her name. There were no nominations for young person award this year.

013/24/25 Administration and Forward Planning - (Standing Order 5. J.)

- (a) Annual review and approval of Standing Orders – the Standing Orders were approved.
- (b) Annual review and approval of Financial Regulations – it was agreed to defer review of the Financial Regulations as a new model document has just been released by NALC. The Clerk will review the new template document and bring a recommendation to a future meeting.
- (c) Annual review of subscriptions – the list of subscriptions was reviewed.
- (d) Annual review of direct debits – the list of direct debits was reviewed.
- (e) Setting of meeting dates for the upcoming year – it was agreed to hold council meetings on the second Tuesday of the month throughout the year except in September when there will be no meeting.

014/24/25 Cemetery

Nothing to report.

015/24/25 Date of Next Meeting and Matters for Future Consideration

11th June 2024

Meeting closed at 9.07pm

CHEVELEY PARISH COUNCIL – FINANCIAL TRANSACTION LIST FOR MAY 2024

Agenda Item 010/24/25 (a)

Payments – Direct Debits and Standing Orders

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
1	Twin Dots	Website Support (INV004457)	£50.40	£42.00		
2	BT Broadband	Parish Hall broadband	£57.07	£47.56		
3	EE Mobile Phone	Mobile Phone	£7.38	£6.15		
4	ECDC	Rates for Parish Hall	£155.25	0		
5	Npower	Street lighting	£88.05	£83.86		
6	Greencloud	Hosted emails (inv 27663)	£62.24	£51.87		
7	SSE	Parish Hall electric	£279.68	266.36		
8	Multipay	Card fee (Feb 2024)	£3.00			
9	Unity Bank	Current Account - quarterly fee	£18.00			
10	Unity Bank	Hall Account – quarterly fee	£18.00			
11	Wave	Water for cemetery	£16.44			
12	MHH	Payroll (inv 40337)	£30.00	£25.00		
13	Multipay	Licence, stationery, CCTV cupboard, loo seat, toner, card fee	£447.94			
	TOTAL		£1277.01			

BACS Payments

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
14	Staff Costs	Salaries, pension, and balance payment for HMRC (Mar 23)	£2129.07			
15	S Hughes	Clerk's Expenses	£41.40			
16	McGregor Services	Grounds Maintenance	£1764.00	£1470.00		
17	Moy Home Maint	Deposit - PAID	£96.00			
18	Moy Home Maint	Securing disabled access post	£234.00			
19	Pest Control Services	Rodent control	£70.00			
20	Greenbarnes	Lock for Meadow Lane noticeboard	£17.41	£14.51		
21	Music Builds Communities	Refund	£100			
22	James Hadlow	Mileage expenses	£28.80			
23	ICCM	Subscription	£100.00			
24	CAPALC	Training	£25.00			
25	Newprint	Newsletter printing	£223			
26	PlaySafety	Annual Inspection	£196.80	£164.00		
27	LGS Services	Internal Audit	£186.00	£155.00		
	TOTAL		£5211.48			

Agenda Item 010/24/25 (b) - Receipts

Ref	Supplier	Description	Amount
1	Parish Hall Bookings	April 24	£691.66
2	HSBC	Interest April 2024	£37.38
3	Redwood Bank	Interest April 2024	£169.02
4	H Helliwell	Burial Fee	£390.00
5	East Cambs DC	Precept	£40,000
6	East Cambs DC	CIL – 1 st instalment	£11461.93
	TOTAL		£52,749.99