

# 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 9<sup>th</sup> July 2024 at 7.45pm**

held at Cheveley Parish Hall, 102 High Street.

### Present:

**Parish Councillors:** James Hadlow, Sheila Marvin, Richard Jackson, Brent Noble, Sallie Thomas, Rob Treanor and Sue Willows

**District Councillor:**

**County & District Councillor:** Alan Sharp from 8.19pm onwards

There were no members of the public were present

The meeting was opened at 7.50pm by Cllr Hadlow.

### THE MEETING IS OPEN TO THE PUBLIC (INCLUDING THE PRESS)

**028/24/25 Apologies and approvals of absence. Councillor vacancies and co-option (LGA 1972, s.85) –**  
Jane Gibson – holiday

**029/24/25 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)). – item 037/24/25 b.  
Cllr Willows. Non pecuniary.

**030/24/25 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. – No members of the public were present.

**031/24/25 Approval of the Minutes for the meeting held on 11<sup>th</sup> June 2024.** – the minutes were approved as a true record and signed by the Chairman

**032/24/25 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 Clerk was asked if the football goalposts had been painted yet. She will ask for an update from McGregors.

**033/24/25 Reports from District and County Councillors (verbal) –** Cllr Sharp reported that the weed spraying program has not yet reached any local areas. Other council matters have been pushed back because of the election including decisions for the LHI bids for 2024.  
Cllr Sharp reported that he had been contacted by residents in Duchess Drive and Newmarket Road who had concerns about speeding traffic. He also reported that there is more funding available from the Pride of Place fund.

- 034/24/25** a) Planning Matters
1. Neighbourhood Plan update – a date of 12<sup>th</sup> September has been set by ECDC for the Neighbourhood Plan referendum. Councillors discussed the need for publicity to promote the referendum. The Clerk will ask the Ian Poole if there is a budget for printing costs. If not, a budget of £300 has been allocated. It was also agreed to put up information on noticeboards, and Facebook community pages. The leaflets will be distributed at the same time as the LHI survey.
  2. 24/00421/FUL - 2 Ashley Road Timber Garden Room – retrospective – no comments
- b) Planning Outcomes
1. 24/00201/FUL – Glebe Stud – dog park - approved

**035/24/25 Finance – payments for agreement this month:**

- (a) To agree payments for the month as per the Financial Transaction List – approved.
- (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 9<sup>th</sup> July 2024. – approved as below.
  - i. EBAC £159.48 – toilet repair
  - ii. OLP - £561.24 – Hogsback play equipment repair
  - iii. dB Security £331.75 – relocation of CCTV equipment
- (d) Savings – to agree to move funds from Unity Savings account to keep within the FSCS limit. It was agreed to move funds as per the proposal on the supporting documentation. **Action:** the Clerk will move £18k to Redwood Bank.  
Cllr Sharp joined the meeting at 8.19pm. His reported was delivered at the end of the meeting.
- (e) Quarterly Reports – to review and note reports - approved
- (f) New Financial Regulations Policy – to discuss draft document – Cllrs Marvin and Jackson offered to work with the Clerk to finalise the new Financial Regulation policy.

**036/24/25 Highways**

- (a) LHI bid – the council discussed the content of the draft survey. Small amendments were made to some of the wording. The draft was then approved. It was agreed to publish the survey on the home page of the council’s website. The survey will be available online and in paper format. The existing QR code will be used to connect residents to the website. The council agreed to a budget of £500 for printing and distribution. **Action:** Cllr Treanor to produce final draft of the survey. The Clerk to provide suitable GDPR wording. The Clerk to get a quote for printing costs.
- (b) Dog mess in Meadow Lane – to receive an update. Next meeting

**037/24/25 Community/Community Groups**

**Cheveley Parish Hall:**

- (a) To note hall accounts, bookings and analysis - approved
- (b) To consider window cleaning service on a quarterly basis – councillors reviewed four quotes and decided to use Nick Willows as he has cleaned the windows before and done a good job.  
**Action:** the Clerk will contact Nick and arrange access.

**038/24/25 Cemetery/War Memorial**

There has been one request for a burial - MM

**039/24/25 Date of Next Meeting and Matters for Future Consideration**

13<sup>th</sup> August 2024

**Meeting closed at 8.55pm**

## CHEVELEY PARISH COUNCIL – FINANCIAL TRANSACTION LIST FOR JULY 2024

### Agenda Item 035/24/25 (a)

#### Payments – Direct Debits and Standing Orders

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
1	Twin Dots	Website Support	£50.40	£42.00		
2	BT Broadband	Parish Hall broadband	£50.34	£41.95		
3	EE Mobile Phone	Mobile Phone	£7.38	£6.15		
4	ECDC	Rates for Parish Hall	£156.00	0		
5	Npower	Street lighting	£71.73	£		
6	Greencloud	Hosted emails	£62.24	£51.87		
7	MHH	Payroll (inv 40724)	£30.00	£25.00		
8	Multipay	Bin bags, long duster, laminating pouches & inserts	£50.37			
9	Unity Bank	Service Charge – main account	£18.00			
10	Unity Bank	Service Charge – Hall account	£18.00			
10a	<i>Mr Leonard</i>	<i>Pest Control</i>	<i>£70.00</i>			
	<b>TOTAL</b>		<b>£584.46</b>			

*Item in italics received after list issued.*

#### BACS Payments

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
11	Staff Costs	Salaries & pension (June 24)	£2891.66			
12	S Hughes	Clerk's Expenses	£39.69			
13	McGregor Services	Grounds Maintenance	£1308.00	£1090.00		
14	Glasdons	Dog bin	£285	£237.50		
15	OLP	Hogsback repair	£561.24	£467.70		
16	EBAC	Pavilion – toilet overflow repair	£159.48	£132.90		
17	<i>dB Security</i>	<i>Relocation of CCTV</i>	<i>£331.75</i>			
	Total		<b>£5576.82</b>			

#### Agenda Item 035/24/25 (b) - Receipts

Ref	Supplier	Description	Amount
1	Parish Hall Bookings	June 24	£295.00
2	Unity Bank	Quarterly Interest	£214.25
3	Redwood Bank	Interest June 2024	£169.93
	<b>TOTAL</b>		<b>£679.18</b>