

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 13th August 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 and Jane Gibson

District Councillor:

County & District Councillor: Cllr Alan Sharp

There were 3 members of the public present

The meeting was opened at 8.04pm by Cllr Hadlow.

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

040/24/25 Apologies and approvals of absence. Councillor vacancies and co-option (LGA 1972, s.85)

Cllr Treanor – unwell

Cllr Willows – other commitment

041/24/25 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)).

Non Pecuniary – Cllrs Hadlow and Noble for item 46/24-25 3. - they both live in close proximity to the property.

Non Pecuniary – Cllr Marvin for item 046/24-25 6. - lives in close proximity to property.

042/24/25 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.

A resident spoke about the issues with traffic at The Dip. She also thanked the council for their swift action following the recent traveller visit.

Two residents spoke about the antisocial behaviour at School Close (see item 50 below).

Two members of the public left the meeting after this item at 8.20pm

043/24/25 Approval of the Minutes for the meeting held on 9th July 2024. – the minutes were signed as a true record by the Chairman.

044/24/25 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.

Cllr Marvin offered some helpful advice on various PROWs.

A query was raised on the running costs for the hall which was answered by the Clerk.

The remaining member of the public left the meeting at 8.30pm

045/24/25 Reports from District and County Councillors (verbal)

Cllr Sharp offered thanks to the council for their swift action following the recent traveller visit. He has raised this issue at the recent Police and Crime Panel meeting which he attends as it has affected several areas in East Cambs.

Mill Road bridge – the county council has pulled out of legal action and has started a consultation regarding vehicular access on the bridge.

Sunnica Energy Farm – the government has approved the application. West Suffolk and ECDC are considering a judicial review on the basis of the significant increase in their workload which has not been costed into the scheme.

Sanctuary Housing are working to get empty properties back into use.

Cllr Sharp and Cllr Goldsack will be meeting with middle management to discuss the lack of a Local Highways Officer for our region as the appointed officer has been off on long-term sick leave for several months.

046/24/25 a) Planning Matters

1. Neighbourhood Plan update – the referendum will be held on 12th September. Polling cards are being delivered.
2. 24/00707/VAR – 28a Ashley Road – variation of conditions and materials. – no objection
3. 23/01003/FUL – Flint Cottage – to note appeal – the Clerk will work with the Chairman on wording for the reply.
4. PREAPP/00121/24 – **confidential** item. To review and provide feedback – no comments
5. 24/00719/FUL – 55 Meadow Lane – installation of greenhouse – no comments
6. 21/00940/VAR for 57A High Street – driveway surfacing – Cllr Marvin will assist the Clerk with wording for the reply to ECDC.
7. Home Office Site – letter from resident – it was decided that the council would write to Denbury Homes to ask them to better manage their contractors and parking so that residents are not inconvenienced.
8. Planning delegation – to consider delegation to the Clerk due to no meeting in September. – agreed.

b) Planning Outcomes

1. 24/00459/FU 45b High Street- Approved. Noted
2. 24/00145/FUL – Glebe Stud – Approved. Noted

047/24/25 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
- (d) Ground Charity meeting held on 13th August 2024.
Bryan Lecoche – bailiff £1418.04
- (e) PLWB – to consider additional payments towards loan balance – it was resolved to pay down all of the remaining balance of the PWLB loan in order to save £6052 in interest fees. The council will use £30k from the EMR for the Parish Hall and £22k from General Reserves to pay off the loan in its entirety.
- (f) Delegation – to appoint delegation to the Clerk for payments for September 24 – agreed.
- (g) New Financial Regulations Policy
 - a. to review recommendations and sign off on new policy – agreed. The Clerk will upload a copy to the council’s website.
 - b. to appoint a councillor to review bank reconciliations – Cllr Marvin has offered to review the bank reconciliation at each meeting.
Cllr Sharp left the meeting at 9.08pm

- (h) Fixed Assets – to note any changes to the Fixed Assets list and sign off for 2024. The list of comments was reviewed and it was agreed to address as follows:

Cemetery Path	Spot weed treatment when path next sprayed – agreed
2 x benches	Would benefit from teak oiling – volunteers to carry out work
Water pump	Covered with ivy (Coach Lane) – McGregors to remove ivy
Grit bin	Somerset Court – lid cracked – no action
Village Sign	Could do with re-painting – defer for time being
Pavilion	Bottom drawer is broken - repair
Karcher Steam Cleaner	Missing – located at Parish Hall, update Asset List
Picnic benches	Amend wording - done
Parish Hall	Plasters and sterile wipes out of date in first aid kit - replace
Parish Hall	Automatic door opener not working – check operation

048/24/25 Highways

- (a) LHI bid – to receive update – the Highways Survey is now live on the council’s website. The cost for the survey will be £48 which was agreed by council members.
- (b) Dog mess in Meadow Lane – to receive an update. – Cllr Gibson will follow up with resident.

049/24/25 Community/Community Groups

Cheveley Parish Hall:

- (a) To note hall accounts, bookings and analysis – it was agreed to top up the oil tank whilst prices are lower than normal. The Clerk will obtain quotes.
- (b) Parish Hall gates – to review quote to repaint – the council would like quotes to sand/shot blast the old paint from the gate. Cllr Noble will then repaint it. – The Clerk will endeavour to obtain quotes for the work.
- (c) To consider quote to cut laurel and beach hedge at parish hall. – agreed. The Clerk will instruct McGregors and ensure that the beech hedge is included in the quotation.
- (d) Security at Parish Hall – to discuss measures to improve security.
It was noted that a window was left open after a recent booking. The Parish Hall Manager will be asked to remind users to check all windows are shut before leaving the premises.
The Clerk is carrying out a key audit to ascertain who holds keys for the council’s assets. Cllr Marvin offered helpful advice on previous measures taken to monitor key use.

050/24/25 Correspondence & Admin

- (a) School Close – to note email from resident.
Two members of the public raised the issue of antisocial behaviour at School Close and how it is impacting the lives of residents, many of whom are over 65.
The council agreed that the Clerk would contact both Sanctuary Housing and the Police to support the residents.
Cllr Sharp said that he has a quarterly meeting with Sanctuary and that he would raise the matter then.
- (b) Holiday cover for the Clerk – Cllr Hadlow has agreed to field urgent emails and will forward to councillors for action whilst the Clerk is on annual leave.

051/24/25 Date of Next Meeting and Matters for Future Consideration

8th October 2024

CHEVELEY PARISH COUNCIL – FINANCIAL TRANSACTION LIST FOR AUGUST 2024

Agenda Item 047/24/25 (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 (annual invoice provided only)	£156.00	0		
5	Npower	Street lighting	£73.67	£70.16		
6	Greencloud	Hosted emails	£62.24	£51.87		
7	MHH	Payroll	£30.00	£25.00		
	MHH	Payroll (April) PAID	£30.00	£25.00		
8	Multipay	Stationery & card fee	£19.24	0		
9	SSE	Electric at parish hall	£179.24	£169.28		
10	SSE	Electric at parish hall	£22.44	£21.37		
11	Wave	Cemetery water bill	£17.37	0		
12	Wave	Pavilion water bill	£38.65	0		
13	PWLB	Loan repayment	£2656.61	0		
	TOTAL		£3393.58	£452.78		

BACS Payments

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
14	Staff Costs	Salaries & pension (July 24)	£1648.34	0		
15	S Hughes	Clerk's Expenses	£61.75	0		
16	McGregor Services	Grounds Maintenance	£1476.00	£1230.00		
17	R Jackson	Keys	£19.00	0		
18	Refresh	Toner cartridges	£148.47	£123.73		
19	Bryan Lecoche	Legal Services (bailiff)	£1418.04	£1181.70		
20	Newprint	Survey printing	£182.00	£177.00		
21	D2D Distribution	Newsletter delivery	£360.00	£300.00		
22	D2D Distribution	Survey and NP leaflet delivery	£540.00	£450.00		
23	Hippoclean	Parish Hall windows	£80.00	0		
24	TBM	PC support	£374.40	£312.00		
25	ICO	Subscription	£35.00	0		
	Total		£6343.00	£3774.43		

Agenda Item 047/24/25 (b) - Receipts

Ref	Supplier	Description	Amount
1	Parish Hall Bookings	July 24	£540.00
2	HSBC Interest	July 24	£36.25
3	Redwood Bank	Interest July 2024	£202.90
4	Southgates	Burial fee (MM)	£200.00
5	Southgates	Burial fee (DC)	£135.00
	TOTAL		£574.15
	Balance Transfer		
		Fm Unity Current a/c to Redwood Bank	£18000