

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 11th February 2025 at 7.45pm immediately following the Cheveley Pavilion and Recreation Ground
Charity meeting
held at Cheveley Parish Hall, 102 High Street.

Present:

Parish Councillors: James Hadlow (Chairman), Rob Treanor, Sheila Marvin, Richard Jackson, Brent Noble, Sue Willows, Sallie Thomas and Jane Gibson

District Councillor: James Lay

County & District Councillor: Alan Sharp

There were 5 members of the public present up to the end of item 103/24/25

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

- 101/24/25** **Apologies and approvals of absence. Councillor vacancies and co-option** (LGA 1972, s.85) - none
- 102/24/25** **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)). - none
- 103/24/25** **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.
Residents told the meeting that they were concerned about planning application 25/00090/FUL for four glamping pods. Concerns were raised around noise, trespass, loss of privacy, risk to and from horses, loss of stud land, disturbance of wildlife and poor access.
Residents were urged to respond to the planning application and cite all issues that are a concern for them. Cllr Hadlow offered to provide links to Cheveley's Neighbourhood Plan and material planning consideration information.
It was also noted that not all neighbouring properties had been informed by ECDC and that there was no neighbour consultation list on the ECDC planning portal.
District councillors Lay and Sharp were also in attendance and noted local concern and lack of consultation by ECDC.
The parish council will also be commenting on this application – see item 107/24/25 3. below.
- 104/24/25** **Approval of the Minutes for the meeting held on 14th January 2025** – the following updates were approved and then the minutes were approved and signed by the Chairman. Item 093/24/25 date updated to 11th January 2025. Item 095/24/25 wording changed from heart attack to cardiac arrest.
- 105/24/25** **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. – Noted.
Cllr Marvin asked for the sign on the defibrillator cabinet to be updated to include instructions to call 999 for the cabinet code.
The church's website needs to be updated to show that the defibrillator location has changed. – Cllr Hadlow will ask for it to be updated.

106/24/25 Reports from District and County Councillors (verbal)

County Council – Cllr Sharp updated the council on county matters including budget setting for 2025/26.

Three transport and works orders have been approved to improve public transport into Cambridge. These are from Fourwentways, Camborne and Waterbeach town.

Sanctuary Housing continue to reduce their stock of vacant properties. There are now 109 vacant properties.

Kingsway Solar – there is concern about the proposed Kingsway Solar development. Cllr Sharp will let the parish council know how they can respond to the development.

District Council reorganisation – there will be a full council meeting on 20th March which will include plans for ECDC to merge with other councils to form a unitary authority.

District Council – Cllr Lay is progressing with his project to create more GoodSam volunteers who will be first responders in the event of a cardiac arrest. Defibrillator training, provided by East Anglian Air Ambulance, has been organised for all councils within his ward. The Clerk has sent out an email with available dates and is waiting for councillors to respond.

107/24/25 a) Planning Matters

1. 24/00842/FUL & APP/V0510/D/24/3358094 - 108 Centre Drive – appeal - noted
2. 25/00079/TRE – 77 High Street, tree works – no comments
3. 25/00090/FUL – land north of 154 High Street, 4 x glamping pods – see item 103/24/25 above for further comments.

The council considered the above application and noted the strong local feeling about the plan. The council will **object** on the following grounds:

vehicular access and highway safety, development outside the village envelope, noise and disturbance, impact/compatibility with the equine industry and impact on the conservation area and heritage assets.

4. 24/01253/FUL – 213 High Street, 1.5 storey rear extension, additional shop floor space with separate first floor Flat. The council are supportive of the application and believe the expansion of the shop will be an asset for the village. The Clerk will write to ECDC to confirm the council's support.

b) Planning Outcomes

1. 24/01256/FUL – 14 Meadow Lane – single storey extension – approved
2. TPO/E/09/24 – 177 High Street, TPO confirmed

108/24/25 Finance – payments for agreement this month:

- (a) To agree payments for the month as per the Financial Transaction List – agreed. It was agreed to pay 50% of the balance due to the path contractor whilst some issues are still outstanding.
- (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 11th February 2025
 - Hugh Pearl – path - £24459.79 – settle 50% of the balance and the remainder on completion of outstanding issues.
 - Palmers of Fordham – security barriers - £4908
 - Ashridge – hedging at recreation ground - £1116.55
 - Newitts Sport - goalpost socket caps - £12.03
- (d) Bank reconciliation – to confirm bank reconciliation has been verified – the bank reconciliation was verified by Cllr Marvin.
- (e) Internal Audit – to appoint an internal auditor for 2024-25 – Ben Stoeher was appointed as the council's internal auditor for 2024/25.

109/24/25 Highways

- (a) Relocation of dog bin – to receive an update. The bin has now been relocated to the corner of Centre Drive.

110/24/25 Community/Community Groups

Cheveley Parish Hall:

- (a) To note hall accounts, bookings and analysis for January 25 – noted. A query was raised about some missing data. The clerk will ask the bookings secretary to clarify.
- (b) To consider Hallmaster software - the council discussed the benefits of a new bespoke booking and invoicing system for the parish hall and pavilion. It was agreed to purchase the software. The transition will happen later in the year and tie into the updates for the website (see below). The cost is £220 p.a. plus £12 p.a. for Paypal integration. The Clerk will work with Cllr Jackson to formulate a plan for the system implementation.
- (c) To consider replacing existing window stays and locks in Jubilee room @ approximately £15 per window plus labour – agreed.
- (d) Damp at hall – to consider next steps to resolve issue – the clerk will source quotes from builders to resolve the damp issue at the hall.

111/24/25 Cemetery

- (a) To review and approve updated risk assessment – the risk assessment has been reviewed and updated. The new risk assessment was accepted by all councillors.
- (b) Conduct memorial safety assessment – a memorial safety assessment will be carried out in the spring by Cllrs Hadlow and Thomas. The council agreed that the risk of injury is low due to the age and size of most memorials and that five yearly inspections would continue to be carried out.

112/24/25 Administration

- (a) To approve purchase of locks for filing cabinets @ £6.99 each – it was agreed to add a second filing cabinet to the store room and remove the small metal cabinet. Cllrs Noble, Hadlow and Jackson will arrange for this swap to take place.
- (b) Website – to consider changes to the layout and content of the website – the Clerk will work with Cllr Jackson to migrate the website and email addresses to a new provider. They will also update some of the content of the website and integrate the new hall booking software calendar.

113/24/25 Date of Next Meeting and Matters for Future Consideration

11th March 2025

Review allocation of running costs of the parish hall

The meeting closed at 9.12pm

CHEVELEY PARISH COUNCIL – FINANCIAL TRANSACTION LIST FOR FEBRUARY 2025

Agenda Item 108/24/25 (a)

Direct Debits for February 2025

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
1	Twin Dots	Website Support inv 4660	£50.40	£42.00		
2	BT Broadband	Parish Hall broadband – inv M032 NN	£50.34	£41.95		
3	EE Mobile Phone	Mobile Phone inv dated 26/1/25	£7.38	£6.15		
4	ECDC	Rates for Parish Hall (annual invoice provided only)	£156.00	0		
5	Npower	Street lighting (Jan 24)	£116.47	£110.92		
6	Greencloud	Hosted emails – inv 29220	£62.24	£51.87		
7	MHH	Payroll	£30.00	£25.00		
8	Multipay	Goalpost socket caps + card fee	£15.03	0		
9	SSE	Electric at Hall	£257.72	£245.45		
10	Wave	Water bill – cemetery	£17.56			
11	Unity Bank	Monthly bank charge – current a/c – Jan 24	£6.00	0		
12	Unity Bank	Monthly bank charge – Parish Hall a/c – Jan 24	£6.00	0		
	Total		£775.14			
12a	Cheveley Community Group	Refund – paid to council in error – request received after publication of list	£36.00			

BACS Payments

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
13	Staff Costs	Salaries and pension – Dec 24	£3113.03			
14	S Hughes	Clerk's Expenses	£40.40			
15	McGregor Services	Grounds Maintenance	£732.00	£610.00		
16	R Palmer & Sons Ltd	Security barriers and gates	£4908	£4090		
17	Hugh Pearl Ltd	Pedestrian path at recreation ground	£24459.79			
18	TBM	IT Support	£374.40	£312.00		
19	Exning Handyman	Fit locks to cupboards, investigate damp @ hall and fix drawer at pavilion	£129.23			
20	Ashridge Nursery	Hedging (paid on 2/1/25)	£1116.55	£930.47		
	Cheveley Community Grp	Refund of payment made in error by supplier	£36.00			
	Total		£34909.40			

Agenda Item 108/24/25 (b) - Receipts

Ref	Supplier	Description	Amount
1	Parish Hall Bookings	January 2025	£410.00
2	Redwood Bank	Interest to 31 st January 2025	£287.81
3	Southgates Newmarket	Burial – EE	£200.00
	Total		£897.81