

# 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 11<sup>th</sup> March 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:**

**County & District Councillor:** Cllr Sharp

There was 1 member of the public present

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

- 114/24/25**     **Apologies and approvals of absence. Councillor vacancies and co-option** (LGA 1972, s.85) – Cllr Lay
- 115/24/25**     **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 Treanor, item 120/24/25 a. v Hobbs Warren – neighbour.
- 116/24/25**     **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 member of the public told the meeting that he was unhappy with the new location of the dog bin in Centre Drive. This item is addressed in minute 122/24/25 a.
- 117/24/25**     **Approval of the Minutes for the meeting held on 11<sup>th</sup> February 2025.** – minutes were approved as a true record and signed by the Chairman.
- 118/24/25**     **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.
- 119/24/25**     **Reports from District and County Councillors (verbal)**  
Cllr Sharp reported that he had a very pleasant afternoon visiting the recent afternoon tea event which was put on by the Cheveley Community Group.  
He was asked about funding for chicanes to slow speed near the school. He is looking into options but stressed that there isn't a big budget for highways safety improvements. Next year the budget is being increased by £780k but this will not benefit the current bids.  
Cllr Sharp is also seeking funding for road projects which fall between the LHI thresholds and major projects. This is an ongoing matter.  
Cllr Sharp attended a Highways and Transport meeting last week. Surface treatments in 2025/26 have been confirmed but do not include any for Cheveley. Moulton Road up to the Suffolk border and Ashley Road are booked for 26/27.  
Cllr Sharp was also asked to look into the lack of road maintenance in Church Lane.

Budgets – ECDC’s element of the council tax remains unchanged. The county council’s element is increasing by 4.99%

Unitary Authority – a joint letter is going to be sent from all district, city and county councils regarding the proposed move to a single unitary authority. Their position is that there has not been enough time to decide how best the councils can align.

Cllr Sharp encouraged residents to continue to complete the ECDC online survey.

The recent decision to create a new East Cambs Local Plan has been rescinded due to the move to a unitary authority.

**120/24/25**

**a) Planning Matters**

1. 25/00172/TRE – Glebe House, tree works – no comments
2. 25/00177/TPO – URC Tennis club, tree works – no comments
3. 25/00194/FUL – 5 Church Terrace, single storey rear extension and new first floor window to side elevation – no comments
4. 25/00201/TRE – Woodlands Cottage, 152 High St, tree works – no comments
5. 25/00112/HEN – 2 Hobbs Warren, single storey extension – no comments

**b) Planning Outcomes**

1. 25/00090/FUL – land north of 154 High Street, withdrawn
2. 25/00055/TRE – 109 High Street, tree works, permitted
3. 25/00079/TRE – 77 High Street, tree works, permitted

**121/24/25**

**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 11<sup>th</sup> March 2025 – no expenditure
- (d) Bank reconciliation – to confirm bank reconciliation has been verified – verified by Cllr Marvin.

**122/24/25**

**Highways**

- (a) Dog bin – Centre Drive – to consider replacement bin - councillors agreed to purchase a new bin. The Clerk will ask ECDC to install it in the correct location.  
It was agreed to ask for the speed signs to be placed on the High Street near the recreation ground to capture current speeding data.

**123/24/25**

**Community/Community Groups**

**Cheveley Parish Hall:**

- (a) To note hall accounts, bookings and analysis for February 25 – noted.
- (b) Damp at hall – to receive an update – the Clerk met with Nu Plan Builders. It was recommended that holes be drilled through the concrete to allow for drainage at the side of the hall and also for the concrete to be broken out at the front of the hall, left of the door, to allow for further drainage. It was also suggested that guttering be put on the door porch to direct rainwater away from the foundations of the walls. The Clerk is waiting for a quote.
- (c) Retaining wall at parish hall – to discuss small corner extension to stop bank eroding. A small section of retaining wall is needed as soil is slipping down the bank. It was noted that the oil pipe is very close to this area. The Clerk is awaiting a quote for the work.
- (d) Hall hire, request for dog massage use – to consider request. The council refused the request to carry out dog massage in the hall but offered the pavilion as an alternative venue on the condition that the room is cleaned of dog fur etc after each use.
- (e) TV Licence – to review letter from TV Licensing – it was noted that the hall does not have a TV or aerial. The Clerk will put up a sign to say that live streaming is not permitted on site. The hire agreement will also be amended. She will respond to TV Licensing to confirm no licence needed.
- (f) CPR and defibrillator training – to receive update. The community group are also running a CPR event in March. This may impact the uptake of the session planned for May. The council will review after the March event. If there is no interest then the venue can be offered to Cllr Lay for other villages.

**124/24/25 Cemetery**

It was noted that the tap at the cemetery needs to be replaced. The Clerk will obtain a quote for the work.

**125/24/25 Administration**

- (a) Website – to receive update – deferred to next meeting.
- (b) Annual Newsletter – to consider content. It was agreed to put out the annual newsletter before the annual parish meeting. Councillors were asked to think of content which could be included. Cllr Jackson is leading on this item. Cllr Hadlow will write a piece about the Neighbourhood Plan and Cllr Treanor about the LHI bid. The deadline for publication is the end of April.
- (c) Annual meeting – to set date – the Annual Parish Meeting will be held on Monday 9<sup>th</sup> June and will include the presentation of the McCalmont Cup. The schedule for the McCalmont Cup entries is that the nomination request will be publicised in the newsletter and on the noticeboards. The deadline will be just 6<sup>th</sup> May to allow nominee details to be included in the May agenda pack.  
It was confirmed that the meeting on 13<sup>th</sup> May will be the Annual Parish Council meeting.
- (d) Clerk's PC and software – to review current arrangements. The council agreed to update the Clerk's Office software to the current edition. It was proposed that Office Business Standard was purchased directly from Microsoft at a cost of £115 p.a. The Clerk will also attempt to upgrade her laptop to Windows 11.

**126/24/25 Date of Next Meeting and Matters for Future Consideration**

8<sup>th</sup> April 2025

**Closed at 9.19pm**

## CHEVELEY PARISH COUNCIL – FINANCIAL TRANSACTION LIST FOR MARCH 2025

### Agenda Item 121/24/25 (a)

#### Direct Debits for March 2025

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
1	Twin Dots	Website Support inv 4693	£50.40	£42.00		
2	BT Broadband	Parish Hall broadband – inv M033 R9	£50.34	£41.95		
3	EE Mobile Phone	Mobile Phone inv dated 26/2/25	£7.38	£6.15		
4	ECDC	Rates for Parish Hall (annual invoice provided only)	£156.00	0		
5	Npower	Street lighting (Feb 24)	100.71	£95.91		
6	Greencloud	Hosted emails – inv 29379	£62.24	£51.87		
7	MHH	Payroll	£30.00	£25.00		
8	Multipay	Paper, lightbulbs, cabinet locks + card fee	£39.37	0		
9	Unity Bank	Monthly bank charge – current a/c – Feb 24	£6.00	0		
10	Unity Bank	Monthly bank charge – Parish Hall a/c – Feb 24	£6.00	0		
	<b>Total</b>		<b>£508.44</b>			

#### BACS Payments

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
11	Staff Costs	Salaries and pension – Feb 25	£1787.35			
12	S Hughes	Clerk's Expenses	£38.70			
13	McGregor Services	Grounds Maintenance	£96.00	80.00		
14	RH Landscapes	Tree work	£696.00	£580.00		
15	CAPALC	Affiliation Fee	£643.16			
16	Cheveley Community Grp	Refund of payment in error	£75.00			
17	Twin Dots	Domain name renewal	£60.00	£50.00		
18	Fire & Safety Solutions	Annual safety inspection	£296.04			
	<b>Total</b>		<b>£3693.95</b>			

### Agenda Item 121/24/25 (b) - Receipts

Ref	Supplier	Description	Amount
1	Parish Hall Bookings	Feb 2025	£566.00*
2	Redwood Bank	Interest to 28 <sup>th</sup> February 2025	£260.84
3	Cheveley Community Group	Payment in error	£75.00*
	<b>Total</b>		<b>£901.84</b>

\* £566 figure includes payment in error of £75.00 from the Cheveley Community Group.