

Cheveley Parish Council

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Chairman: Mr James Hadlow Vice-Chair: Mr Rob Treanor Clerk: Mrs Sally Hughes

ANNUAL PARISH COUNCIL MEETING MINUTES

Cheveley Parish Council Meeting on
**13th May 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), Sheila Marvin, Richard Jackson, Brent Noble, Sue Willows, Sallie Thomas and Jane Gibson

District Councillor: Alan Sharp

County Councillor: Jonny Edge

There were no members of the public present

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

- 001/25/26 Election of Chairman and signing of Declaration of Acceptance form** – Cllr Thomas proposed Cllr Hadlow as Chairman for the upcoming year, this was seconded by Cllr Willows and all other councillors were in agreement. Cllr Jackson offered thanks to Cllr Hadlow for his past year of Chairmanship.
- 002/25/26 Election of Vice Chairman** – Cllr Treanor was proposed by Cllr Hadlow and seconded by Cllr Jackson. All other councillors were in agreement.
- 003/25/26 Apologies and approvals of absence. Councillor vacancies and co-option** (LGA 1972, s.85) –
Cllr Treanor – work commitments
Cllr Lay – attending another event
- 004/25/26 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
- 005/25/26 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 public were present.
- 006/25/26 Approval of the Minutes for the meeting held on 8th April 2025.** – the minutes were approved and signed as a true record by the Chairman
- 007/25/26 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 meeting discussed the ongoing email issues. The Clerk will contact the IT provider with a list of outstanding matters.

She will also ask the provider to pursue the not-for-profit licence for Office for the council.
It was noted that Charlotte Cane MP will be holding a meeting in the parish on 22/5.
It was noted that children from the local school would like to write to the council. No correspondence has been received yet.

008/25/26 Reports from District and County Councillors (verbal)

Cllr Hadlow welcomed Cllr Edge who is the new county councillor for the Woodditton ward.
Cllr Edge told the meeting that he is delighted to be representing the local community. He offered his thanks to Cllr Sharp who previously held the post.
He spoke about the Quality of Life survey which is ongoing and takes a sample of 1000 participants from each district in the county. The output from this survey helps to inform the future direction of the county council. He will provide a link to the survey as anyone can complete it.
Cambridgeshire County council has recently received a bronze carbon literate award to acknowledge their work on climate change.
A new Tiger bus service is running from Newmarket to Addenbrookes.
Highways – it was noted that there are no highway works plans for Cheveley in this current financial year. Cllr Edge would like to understand more about how local issues can be addressed.
His first full council meeting will be held on 20th May 25.

District Councillor – Cllr Sharp – Cllr Hadlow thanked Cllr Sharp for everything that he has done for the parish during his time as county councillor.
Cllr Sharp confirmed that he will continue to challenge the county council on highways issues.
The matter of the poor surface in Eagle Road was raised.
The next full council meeting will be on 22nd May.

009/25/26 a) Planning Matters

1. 25/00342/FUL – 71 Duchess Drive, proposed remodelling of existing dwelling with associated works – no comments
2. 25/00402/FUL – 45b High Street, conversion of external store to form hair salon – retrospective – the council has concerns about the potential increase in the use of a private driveway, which may lead to accelerated wear and tear and also the likelihood of increased noise and traffic due to additional vehicle movements.
3. 25/00420/HEN – 25 High Street, construction of single storey flat roof rear extension which extends beyond the rear wall by 5.01m, has a maximum height of 2.96m and an eaves height of 2.77m – no comments
4. 25/00419/FUL – 213 High Street, extension to shop – the council re-iterated its support for an extension to the shop. The Clerk will write to ECDC in support of this application.

b) Planning Outcomes

1. 25/00194/FUL – 5 Church Terrace, approved
2. 25/00283/TPO - land to West Of 104B Meadow Lane, tree works, permitted
3. 25/00306/TPO & 25/00323/TRE – 165 High Street, tree works, permitted

010/25/26 Finance – payments for agreement this month:

- (a) To agree payments for the month as per the Financial Transaction List - noted
- (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 13th May 2025 – wall works, the council approved this expenditure in principle, provided that it aligns with last year's costs.
- (d) Bank reconciliation – to confirm bank reconciliation has been verified – verified by Cllr Marvin
- (e) To receive and note internal audit report – noted.
- (f) To complete and approve the Annual Governance Statement for 2024/25 (AGAR) – completed, approved and signed by the Chairman and Clerk.
- (g) To approve the Accounting Statements for 2024/25 (AGAR) – approved and signed by the Chairman and Clerk.

011/25/26 Highways

- (a) Dog bin – Centre Drive – the bin has now been installed in the correction location. The Chairman thanked Cllr Willows for her help in this matter.
- (b) Double yellow lines – to consider addition of double yellow lines near school – Cllr Jackson explained that poor parking near the school is making the roads dangerous for users. Cllr Thomas explained that there are very limited parking opportunities near the school and that the school's own rules give a very small window in which children can be dropped off which exacerbates the issue. Cllrs Hadlow and Jackson will speak with the headteacher and then feedback their findings to Cllr Edge for his help in this matter.

**012/25/26 Community/Community Groups
Cheveley Parish Hall:**

- (a) To note hall accounts, bookings and analysis for April 25. - noted. Cllr Marvin asked for clarification on the date of the defibrillator training as it did not align with the promotional material. The Clerk will check with the bookings secretary.
- (b) Damp at hall – to receive an update – the Clerk will ask the new builder to quote for this work.
- (c) Retaining wall at parish hall – to receive update – as (b)
- (d) CPR and defibrillator training – to consider request to waive hire fee – councillors agreed that the hall hire fee should not be waived so that it was fair for all users. It was proposed by Cllr Marvin that the council make a donation to the East of England Air Ambulance of £100 towards the cost of running the events of which Cheveley was one. The hall fee would be taken from this first. This proposal was seconded by Cllr Jackson and approved by all councillors.
- (e) Community Payback – to consider offer of help- the meeting considered the offer of help and decided, at this time, that there are no suitable projects.

013/25/26 Administration and Forward Planning - (Standing Order 5. J.)

- (a) Annual review and approval of Standing Orders - with updated wording to reflect recent changes to Financial Regulations – the update was agreed with one minor amendment to 18.iii.
- (b) Annual review and approval of Financial Regulations - agreed
- (c) Annual review of subscriptions – deferred to the June meeting for more information.
- (d) Annual review of direct debits – reviewed and approved.
- (e) Setting of meeting dates for the upcoming year – the council will continue with their usual meeting calendar of meeting on the second Tuesday of the month with the exception September when there will not be a meeting. Meeting dates can be subject to change.
- (f) Noticeboard at village shop – the noticeboard is no longer accessible. It was proposed by Cllr Hadlow, and agreed by other councillors, to move the noticeboard to the bus shelter opposite the shop. Cllr Hadlow will speak to the shop owners first then the Clerk will arrange for the handyman to move it. It was also agreed that each noticeboard would have a Cheveley Parish Council banner at the top.

014/25/26 Policy Reviews

- (a) Review and adoption of IT Policy – the council discussed the clause in the policy regarding email security. The Clerk will source training and share the information with councillors. The policy was adopted.
- (b) Review and confirmation of additional wording for CCTV Policy. The policy was reviewed by councillors and additional wording approved. It was agreed to purchase new CCTV signage.

015/25/26 McCalmont Cup – closed meeting

To consider nominations and vote for the winner of the McCalmont Cup and Young Persons Award. Councillors reviewed nominees and voted unanimously to give the award to Ian Swann who has been the village postman for many years and has regularly gone above and beyond to help residents.

It was agreed to publish a list of previous winners on the website.

Cllrs Hadlow and Jackson are reviewing the existing policy for use from 2026 onwards.

Young Person – councillors agreed to present the award to Arwen and Elise for their work at a SEN holiday club. The Clerk will contact the parents and invite the family to the Annual Parish meeting where they will receive their award.

016/25/26 Date of Next Meeting and Matters for Future Consideration

10th June 2025

Review McCalmont cup procedures

Subscriptions

The meeting was closed by the Chairman at 9.25pm

CHEVELEY PARISH COUNCIL – FINANCIAL TRANSACTION LIST FOR MAY 2025

Agenda Item 010/25/26 (a)

Direct Debits for May 2025

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
1	Twin Dots	Website Support inv 4737	£50.40	£42.00		
2	BT Broadband	Parish Hall broadband – inv M035 ZS	£53.41	£44.51		
3	EE Mobile Phone	Mobile Phone inv dated 26/4/25	£7.85	£6.54		
4	ECDC	Rates for Parish Hall (annual invoice provided only)	£156.00	0		
5	MHH	Payroll	£31.50	£26.50		
6	Multipay	Padlock, toner, food licence	£429.46	0		
7	Unity Bank	Monthly bank charge – current a/c – Apr 25	£6.00	0		
8	Unity Bank	Monthly bank charge – Parish Hall a/c – Apr 25	£6.00	0		
	Total		£740.62			

Npower are not invoicing whilst they change their method of billing.

BACS Payments

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
9	Staff Costs	Salaries and pension – April 25	£1810.26			
10	S Hughes	Clerk's Expenses	£36.42			
11	McGregor Services	Grounds Maintenance	£1632.00	£1360.00		
12	EBAC	Plumbing at pavilion and cemetery	£431.52	£359.60		
13	D2D Distribution	Newsletter distribution	£384.00	£320.00		
14	Playsafety Ltd	Annual Play Area Report	£139.20	£116.00		
15	Newprint	Newsletter printing	£223.00			
16	Chippenham PC	Share of SLCC subscription	£194.12			
17	Glasdon	Dog bin	£295.02	£233.35		
18	Rialtas	Technical Support – annual fee	£243.60	£203.00		
19	CAPALC	Affiliation Fee	£643.16			
20	*Cheveley Community Group	Refund of payment made in error	£70.00			
21	LGS Services	Internal Audit	£282.00	£235.00		
22	TBM	Hosted emails	£51.48	£42.90		
23	TBM	6 month/4 hours IT support	£374.40	£312.00		
	Total		£6810.18			

Agenda Item 010/25/26 (b) - Receipts

Ref	Supplier	Description	Amount
1	Parish Hall Bookings	April 2025	£750.00
2	Redwood Bank	Interest to 30 th April 2025	£274.55
3	ECDC	Precept	£40,000
4	ECDC	CIL receipts	£22923.86
5	HMRC	VAT Rebate	£9220.08
6	*Cheveley Community Group	Hall Rental refund (error)	£70.00
			£73,238.49