

# 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 8<sup>th</sup> 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), Rob Treanor, Sheila Marvin, Richard Jackson, Brent Noble, Sue Willows, Sallie Thomas and Jane Gibson

**District Councillor:**

**County & District Councillor:** Cllr Alan Sharpe

There were no members of the public present

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

- 127/24/25 Apologies and approvals of absence. Councillor vacancies and co-option (LGA 1972, s.85)**
- 128/24/25 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 133/24/25 a 5 – neighbouring property  
Cllrs Hadlow and Noble, item 137/24/25 – cemetery – neighbouring property
- 129/24/25 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.
- 130/24/25 Approval of the Minutes for the meeting held on 11<sup>th</sup> March 2025** – the minutes were approved by council and signed as a true record by the Chairman
- 131/24/25 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.  
Council members discussed the mini report within the Clerk's Report which lists the running costs of the parish hall.
- 132/24/25 Reports from District and County Councillors (verbal)**  
**Cllr Sharp – council reorganisation** – County Council met on 18<sup>th</sup> March and District Council on 20<sup>th</sup> March regarding the move to a unitary authority. A joint letter from all Cambridgeshire district and county councils (except Fenland) has been sent to the Secretary of State. It is a holding letter to say that councils are working towards a solution. A deadline of 28<sup>th</sup> November 25 has been set for councils to agree to their new unitary structure. ECDC's recent survey reflects residents' disappointment that ECDC will lose their local influence.  
Speeding and road safety – Cllr Sharpe will be meeting with a resident to discuss the issue. The Clerk informed him of the Safer Schools team at Cambs CC who may be able to help. It was noted that a

PCSO has recently visited during school drop off time/pick up time, to remind parents/carers to park responsibly.

**133/24/25**

**a) Planning Matters**

1. 25/25/00283/TPO – Meadow Lane, land To West of 104B Centre Drive, tree works – no comments
2. 25/00240/FUL – 30 Little Green, two storey rear extension and porch – councillors questions the type of cladding to be used and whether it meets the Neighbourhood Plan Design Guide. The Clerk will request more information.
3. 25/00323/TRE & 25/00306/TPO – 165 High Street, tree works – no comments
4. 25/00047/FUL & 25/00042/FUM – Warren Place – erection of kitchen and storage building, hardstanding area, new access driveway, demolition of part existing front wall and partial rebuilding of front wall - Cross-boundary – no comments
5. 25/00327/FUL – 2 Hobbs Warren, single storey extension – no comments
6. Cambs CC – Somerset Court, proposed disabled parking bay – no comments
7. 25/00333/VAR – The Sheiling, 33 Newmarket Road, vary conditions – no comments
8. 25/00354/VAR – 53 Centre Drive, to vary conditions – no comments

**b) Planning Outcomes**

1. 25/00122/TRE – 5 Church Terrace, tree works - permitted
2. 24/01244/FUL – Beech Lodge, 117 Duchess Drive, proposed outbuilding – approved
3. 25/00172/TRE – Glebe House, tree works – permitted
4. 24/00821/FUL – 177 High Street, replacement dwelling, withdrawn
5. 24/01253/FUL – 213 High Street, extension, refused
6. TPO/E/12/24 – 165 High Street, TPO confirmed
7. 25/00177/TPO – URC Tennis Club, tree works permitted
8. TPO/E/01/25 – 32 Ashley Road, TPO confirmed

**134/24/25**

**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 8<sup>th</sup> April 2025. – no expenditure requested
- (d) Bank reconciliation – to confirm bank reconciliation has been verified - confirmed
- (e) Quarterly Reports and Year End position – to review reports – noted

**135/24/25**

**Highways**

- (a) Dog bin – Centre Drive – to receive update - the bin is due to be delivered this week. The Clerk will check the storeroom for a spare mounting post. ECDC will install the bin.

**136/24/25**

**Community/Community Groups  
Cheveley Parish Hall:**

- (a) To note hall accounts, bookings and analysis for March 25- noted
- (b) Damp at hall – to receive an update – the Clerk has chased the builder for a quote but as yet, nothing has been received.
- (c) Retaining wall at parish hall – to receive update – as (b) above.
- (d) CPR and defibrillator training – to receive update – the session is booked to take place on 15<sup>th</sup> May.
- (e) Host Premises Licence – to consider renewal - the council agreed to renew the licence at a cost of £192.00 p.a.

**137/24/25**

**Cemetery**

To consider quote of £268.15 for plumbing works at cemetery – Cllr Hadlow explained that the one functional tap at the cemetery is now not working. It was agreed to replace this tap and re-instate one further down in the cemetery near the water butt.

**138/24/25 Administration**

- (a) Website – to review plans and appoint provider – the Chairman thanked Cllr Jackson for his work on this project. The council agreed to move to Parish Council Websites as their provider for both website and email hosting. This is because the new provider gives the council a significant saving and also, they provide a specialist service for local authorities. It was also agreed to update the website to make it more functional and easier to navigate. The Clerk will manage the transition.
- (b) Financial Regulation Policy – to adopt new wording to comply with the Procurement Act 2023 and The Procurement Regulation 2024 - agreed
- (c) Financial Risk Policy – to review and adopt - agreed
- (d) Policies – to agree Review Calendar for council policies – agreed. The Clerk will prioritise the order of policies for review with a plan to review one or two per month on a rolling basis.
- (e) Annual Newsletter – to review draft and approve printing and distribution costs – the council thanks Cllrs Jackson and Hadlow and the Clerk for their work on this project. A couple of minor updates were agreed. Council approved the expenditure of £1100 for printing and £320 for distribution. A supply will also be given to Denbury Homes for any new residents.
- (f) September – to agree to not hold meeting - agreed.

**139/24/25 Date of Next Meeting and Matters for Future Consideration**

13<sup>th</sup> May 2025

The meeting was closed by the Chairman at 8.42pm

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

### Agenda Item 134/24/25 (a)

#### Direct Debits for April 2025

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
1	Twin Dots	Website Support inv 4715	£50.40	£42.00		
2	BT Broadband	Parish Hall broadband – inv M034 VW	£50.34	£41.95		
3	EE Mobile Phone	Mobile Phone inv dated 26 Mar 25	£7.38	£6.15		
4	ECDC	Rates for Parish Hall (annual invoice provided only)	£155.25	0		
5	Greencloud	Hosted emails – inv 29543	£57.46	£47.88		
6	MHH	Payroll	£31.50	£26.50		
7	Multipay	Dog Bowl, MS Office, Bins Bags, Padlock, card fee	£186.96	0		
8	Unity Bank	Monthly bank charge – current a/c – Mar 25	£6.00	0		
9	Unity Bank	Monthly bank charge – Parish Hall a/c – Mar 25	£6.00	0		
	<b>Total</b>					

#### BACS Payments

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
10	Staff Costs	Salaries and pension – Mar 25	£3192.53			
11	S Hughes	Clerk's Expenses	£31.50			
12	McGregor Services	Grounds Maintenance	£1446.00	£1205.00		
13	SSM Motors	Boiler Service	£121.32	£101.10		
14	ICCM	Annual Membership	£105			
15	ECDC	Annual Food Vendor Licence	£192.00*			
16	Exning Handyman	Various jobs	£310.95			
	<b>Total</b>					

*\*subject to approval*

### Agenda Item 134/24/25 (b) - Receipts

Ref	Supplier	Description	Amount
1	Parish Hall Bookings	Mar 2025	£665.00
2	Redwood Bank	Interest to 31 <sup>st</sup> March 2025	£288.56
3	Cambridge Building Society	Annual Interest	£2360.18
4	Unity Bank	Quarterly Interest	72p
5	Ivett & Reed	Memorial fee	£100.00
6	Southgates	Burial Fee	£400.00