

Cheveley Parish Council

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

PARISH COUNCIL MEETING MINUTES

Cheveley Parish Council Meeting on
10th June 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 and Jane Gibson

District Councillors: James Lay and Alan Sharp

County Councillor: Jonny Edge

There 3 members of the public were present

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

- 017/25/26** **Apologies and approvals of absence. Councillor vacancies and co-option** (LGA 1972, s.85) – Sallie Thomas – holiday.
- 018/25/26** **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
- 019/25/26** **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.
A member of the public requested advice on how to manage a neighbouring high hedge which is affecting her quality of light. Cllrs Lay and Sharp will offer advice on the correct process within ECDC for this matter.
- 020/25/26** **Approval of the Minutes for the meeting held on 13th May 2025.** – approved and signed as a true record by the Chairman.
- 021/25/26** **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.
It was noted that Cllr Marvin is not receiving her emails and that Cllr Hadlow had still not had his historic emails restored.
- 022/25/26** **Reports from District and County Councillors (verbal)**
County – Cllr Edge had previously submitted a written report which was circulated by the Clerk. He told the meeting that he will be sitting on Highways Committee and had met with the Highways Officer for the area. Some improvement work is scheduled for the Warren Hill end of Moulton Road. He encouraged members to ensure that potholes and other highways issues are recorded on the Cambs CC portal. He also said that this current reporting system will be superseded in August with a newer system which is better at keeping people updated.
The potholes at the bottom of Centre Drive were shown to the Highways Officer today by Cllr Edge.

District – Cllr Sharp reported that he will be sitting on the Finance and Asset Committee and that there is a new grant called the Shared Prosperity Business Grant available to help small businesses and offering funding up to £15k.

Cllr Sharp is also on the Combined Authority Transport Committee. He is following up on the issues of the T4 bus not picking up in Studlands.

Cllr Marvin also offered some feedback on the new bus services.

Cllr Lay reported that 72 people were trained in CPR in the past month. There will also be some follow-up training in the autumn to encourage more people to register as trained responders. He is also working on an audit of existing defibrillator equipment in the Woodditton ward with the view to identifying areas of need.

£13m has been allocated for a new crematorium in Mepal.

New unitary authority – the change to a single authority is having an impact on the running of ECDC and other authorities as they struggle to retain employees.

Both Cllrs Lay and Sharp are on the ECDC planning committee. There were 129 determinations in April - 114 approved 15 refused. Of the five appeals against planning determined in April, four were dismissed by the inspectorate.

023/25/26

a) Planning Matters

There are no planning applications for this meeting

b) Planning Outcomes

1. 25/00342/FUL – 71 Duchess Drive, approved
2. 25/00402/FUL – 45b High Street, approved
3. TPO/E/01/25 – 32 Ashley Road, confirmed

024/25/26

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 10th June 2025 – approval of additional security measures, costs to be confirmed. Completion of the recreation wall restoration at £12300.
- (d) Bank reconciliation – to confirm bank reconciliation has been verified – the reconciliation was verified by Cllr Marvin.
- (e) Annual review of subscriptions and direct debits – approved.

025/25/26

Highways

- (a) National Horseracing Museum Trail Race – to note passing through Cheveley on 24th August – noted.
- (b) War memorial – to consider repairs. There are two areas of damage on the war memorial. The Clerk has contacted Hermitage Memorials for a quote and is waiting to hear back from them. Cllr Lay suggested that there are grants available for war memorial repairs and restoration. Cllr Jackson will look into this option.
- (c) Noticeboard – to note that the noticeboard has been moved from the shop wall to the bus shelter. The board has left a mark on the shop wall. However, the owners have declined an offer from the parish council to make good the marks.

026/25/26

Community/Community Groups

Cheveley Parish Hall:

- (a) To note hall accounts, bookings and analysis for April 25 - noted
- (b) Damp at hall – to receive an update – one quote has been received for the work. The Clerk will request R&B Building Works Ltd to also submit a quotation.
- (c) Retaining wall at parish hall – to receive update. As (b) above.
- (d) Defibrillator – to consider making the access code more widely available – it was mentioned at the recent CPR training that having to obtain a code, especially when stressed, adds vital minutes to the process of obtaining a defibrillator. It was proposed that the cabinet remain unlocked to speed up access. All councillors agreed. The Clerk will check the insurance implications of leaving the cabinet unlocked.

- (e) Parish Hall Sign – to consider adding a Parish Hall sign to the exterior wall of the hall. It was noted that the only sign for the hall is on the wooden noticeboard. It was proposed that a sign be commissioned to be mounted on the building itself. It was requested by Cllr Marvin that the sign is not wooden to minimise ongoing maintenance. The Clerk will look at options and report back at the July meeting.

027/25/26 Date of Next Meeting and Matters for Future Consideration

Cut back beech and laurel hedges at hall and remove/kill brambles and self-seeded trees/weeds

Spray off cemetery path and car park at hall, end of July when school is in recess.

Parish Hall noticeboard – add a sign to say the hall is owned by the parish council on behalf of the residents with clerk's contact details.

8th July 2025

Meeting closed at 8.30pm

CHEVELEY PARISH COUNCIL – FINANCIAL TRANSACTION LIST FOR JUNE 2025

Agenda Item 024/25/26 (a)

Direct Debits for June 2025

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
1	Twin Dots	Website Support inv 4751	£50.40	£42.00		
2	BT Broadband	Parish Hall broadband – inv M036 2E	£53.41	£44.51		
3	EE Mobile Phone	Mobile Phone inv dated 26/5/25	£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	Trophies, dividers, paper towel, dishwasher cleaner, floor cleaner and card fee	£109.45	0		
7	Unity Bank	Monthly bank charge – current a/c – May 25	£6.00	0		
8	Unity Bank	Monthly bank charge – Parish Hall a/c – May 25	£6.00	0		
9	SSE	Electric for hall	£209.55	£199.57		
10	Wave	Water at cemetery	£17.24			
11	Greencloud	Email hosting	£57.46*			
	Total		£647.40			

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

*Greencloud – I am speaking to them about refunding the overcharge and cancelling the direct debit

BACS Payments

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
12	Staff Costs	Salaries and pension – May 25	£1864.46			
13	S Hughes	Clerk's Expenses	£53.10			
14	McGregor Services	Grounds Maintenance	£1356.00	£1130.00		
15	TBM	Hosted emails	£51.48	£42.90		
16	Hippoclean	Window cleaning x 2	£160.00			
			£3485.04			

Agenda Item 024/25/26 (b) - Receipts

Ref	Supplier	Description	Amount
1	Parish Hall Bookings	May 2025	£580.00
2	Redwood Bank	Interest to 31 st May 25	£284.62
3	Southgates of Newmarket	Burial fee	£200.00