



# 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  
**Tuesday 8<sup>th</sup> July 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, Sallie Thomas, Sue Willows and Jane Gibson

**District Councillors:** Alan Sharp from 8pm

**County Councillor:** Jonny Edge

Five members of the public were present for part of the meeting

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

**028/25/26 Apologies and approvals of absence. Councillor vacancies and co-option** (LGA 1972, s.85) - none

**029/25/26 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)). – Cllr Gibson declared a non-pecuniary interest in item 34/25/26 a) i. as she is a neighbour to the applicant.

**030/25/26 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. – there were no comments from the members of the public.

**031/25/26 Approval of the Minutes for the meeting held on 10<sup>th</sup> June 2025.** – the minutes were agreed by all councillors and signed as a true record by the Chairman.

**032/25/26 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 Clerk's report was noted. Cllr Marvin asked for clarity on the stonemason's name (Hermitage Memorials)

**033/25/26 Reports from District and County Councillors (verbal)**  
Cllr Edge had sent his written report ahead of the meeting. The report has been circulated by email to all parish councillors by the Clerk.  
He encouraged everyone to complete the consultation on the proposed unitary authorities.  
Cllr Gibson thanked Cllr Edge for his help with getting the potholes in Centre Drive repaired. He reported that the Highways Officer has inspected the roads in Spurling Close and Somerset Court. He also reported that some Somerset Court residents are concerned about lack of support from Sanctuary Housing which is something that he will further pursue.

Highways – the non-complex LHI bids (which the Cheveley bid falls under) will be scored by officers and the results published in October. Cllr Edge also advised the parish council to consider their next LHI bid.

**034/25/26**

**a) Planning Matters**

1. 25/00519/FUL - South East Corner of Sixteen Acre Plantation Duchess Drive, Erection of a building for use as an early years centre (e(f)), childcare and training facility (f1a), including overnight accommodation, ancillary storage building, outside play areas, refurbishment of existing log cabin (retrospective), car parking and hardstanding area.  
Cllr Gibson left the meeting at 7.52pm for the duration of this item.  
The meeting discussed the above application. The applicants were present and able to answer questions. Concerns were raised about the entrance being located in a 60mph zone where there is already a speeding problem. There were also concerns about the removal of two mature oaks, disturbance of woodland, lack of bat survey and impact on the business of the Jarman Centre. The parish council did not object to this application but will raise these concerns with the planning officer and ask for permission to be conditioned to mitigate these issues.  
  
Councillor Gibson rejoined the meeting
2. 25/00553/TRE - 159 High Street – tree works  
This application has already been approved.
3. 25/00647/FUL – 71 Duchess Drive, new cartlodge  
No concerns or comments  
Five members of the public left the meeting after this item at 8.15pm
4. Unitary Authority – to review options put forward and provide feedback via online consultation.  
The meeting discussed the proposed move to a unitary authority and whilst councillors would much prefer to stay with ECDC, of the options presented the council voted by majority to support option 1. This is a merger with Cambridge City Council, Cambridge County Council and South Cambs DC. The Clerk will complete the online consultation on behalf of the council. It was noted that there was a complete lack of data on which to make an informed decision.
5. To consider any additional applications received after the agenda was issued, due to the Clerk's annual leave and the agenda's early publication.
  - a. 25/00716/VAR - 14 Meadow Lane, addition of bi-fold doors  
No comments.

**b) Planning Outcomes**

1. 25/ 25/00419/FUL – 213 High St (shop) - approved

**035/25/26 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 8<sup>th</sup> July 2025.
  - i. Refurbishment of the WCs and creation of an accessible entrance at the pavilion  
£24070 + VAT
  - ii. Further security measures for the vehicular gate and lock replacements - £516.95
  - iii. Repair of the car park fence - £475
- (d) Bank reconciliation – to confirm bank reconciliation has been verified – deferred to next month due to Clerk's annual leave.
- (e) Fixed Assets – to agree to review fixed assets register – the council agreed to review the fixed assets register and report back to the Clerk by October 2025. Councillors will retain their usual inspection areas.

**036/25/26 Highways**

- (a) School Liaison – to receive an update – Cllrs Treanor and Jackson had met with the headteacher of Cheveley Primary School. It was agreed that the area outside the school has a challenging layout which can be chaotic at drop-off and pick up times. Cllr Thomas explained how the modern drop-off rules cause issues for parents and exacerbate the problem. She also explained that using the car park at the recreation ground is problematic as both cars and pedestrians are trying to use the same access at the same time.
- It was proposed to replace the current single yellow lines with double yellow lines and add double yellow at the bend of Star & Garter Lane. The council will endeavour to secure funding from Cambs CC for these works. A majority of councillors agreed.
- The Clerk will again ask Highways to refresh the School road signs to make them more visible.

**037/25/26 Community/Community Groups**

**Cheveley Parish Hall:**

- (a) To note hall accounts, bookings and analysis for June 25. – deferred as Phil Nutt is on holiday.
- (b) Damp at hall – to receive an update – (b) and (c) – councillors Hadlow and Jackson met with three building companies, two of whom provided written quotations. The council decided to award the business to R&B Building Works at a cost of £2794.50 + VAT (incl. retaining wall). The Clerk will place the order with instruction for the contractor to start as soon as possible. Cllr Jackson has offered his help to oversee the work on behalf of the parish council.
- (c) Retaining wall at parish hall – to receive update. as (b) above.
- (d) Open access to defibrillator – to receive an update - the Clerk told the meeting that the council's current insurer will not insure a defibrillator in an unlocked cabinet. Councillors decided that it is important to make the device easily accessible and therefore would self-insure. As the cabinet auto-locks, the code will be put on the front door so that anyone needing to access the device can put the code in without needing to call the emergency services.
- (e) Parish Hall Sign to consider options presented at meeting – deferred to October 25.
- (f) Proposal to replace existing card tables with newer tables – it was agreed that the existing card tables are wobbly and not safe for hot drinks. The council agreed to purchase six replacement tables at a cost of £29.38 each. The Clerk will place the order.

**038/25/26 Website**

To receive an update – Cllr Jackson updated the meeting on the progress for the new website. The new design and structure are now in place. Appropriate Cheveley related images have been uploaded for both the gallery and revolving carousel on the Home Page. Councillors Willows and Gibson were asked to provide more images of North Ward. The site is now being populated with documentation. He also showed the new Hallmaster software which will be used to book the hall and pavilion facilities. Cllr Hadlow thanked Cllr Jackson and the Clerk for their work on this project.

**039/25/26 War Memorial**

To consider quote to repair damage to the war memorial and funding options - the Clerk has received a quote of £925 from Hermitage Memorials for repairs to the damaged war memorial. Enquiries into potential funding options have been made; however, it appears unlikely that the project will qualify for a grant.

As the memorial is a listed structure, clarification is needed on whether a formal application or listed building consent is required before proceeding with the repair work. The Clerk will ask ECDC for clarification.

Cllr Noble also mentioned that the base of the memorial should be made tidier by filling in the gap with cement. The Clerk will ask Hermitage Memorials to look at this as an option.

**040/25/26 Date of Next Meeting and Matters for Future Consideration**

12<sup>th</sup> August 2025

- Tree policy

- Hallmaster management  
Cllr Edge sends his apologies for the August meeting

## CHEVELEY PARISH COUNCIL – FINANCIAL TRANSACTION LIST FOR JULY 2025 (updated 7/7/25)

### Agenda Item 035/25/26 (a)

#### Direct Debits for July 2025

Ref	Supplier	Description	Cost	Power
1	Twin Dots	Website Support	£50.40	LGA 1972 s.142
2	BT Broadband	Parish Hall broadband	£53.41	LGA 1972, s.133
3	EE Mobile Phone	Mobile Phone inv dated 26/6/25	£7.85	LGA 1972 s.111
4	ECDC	Rates for Parish Hall (annual invoice provided only)	£156.00	LGA 1972, s.133
5	MHH	Payroll	£31.50	LGA 1972, s.112
6	Multipay	EAAA donation, SSM heating oil, padlock refund, new padlock, nappy bags and card fee	£621.10	LGA 1972 s.111
7	Unity Bank	Monthly bank charge – current a/c – Jun 25	£6.00	LGA 1972 s.111
8	Unity Bank	Monthly bank charge – Parish Hall a/c – Jun 25	£6.00	LGA 1972 s.111
9	Greencloud	Hosted emails – billing in error (again)	£61.20	LGA 1972 s.111
	<b>Total</b>		<b>£1008.39</b>	

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

#### BACS Payments

Ref	Supplier	Description	Cost	Power
10	Staff Costs	Salaries and pension – June 25	£3919.44	LGA 1972, s.112
11	S Hughes	Clerk's Expenses	£25.17	LGA 1972, s.112
12	McGregor Services	Grounds Maintenance	£1602.00	Open Spaces Act 1906, ss9
13	TBM	Hosted emails	£51.48	LGA 1972 s.111
14	DB Security Systems	Annual CCTV service	£460.00	LGA 1972 s.111
15	Glasdon	Dog bags for dispenser	£116.28	Open Spaces Act 1906, ss9
16	TBM	IT Support	£374.40	LGA 1972 s.111
			<b>£6548.77</b>	

### Agenda Item 035/25/26 (b) - Receipts

Ref	Supplier	Description	Amount
1	Parish Hall Bookings	June 2025 – information not available – PN on holiday	
2	Redwood Bank	Interest to 30 <sup>th</sup> June 25	£276.36
3	Unity Bank	Quarterly Interest to 30 <sup>th</sup> June 25	72p
4	Cambs CC	Grass cutting grant	£484.97