

# Cheveley Parish Council

Cheveley Parish Hall, 102 High Street, Cheveley, CB8 9DG

Tel: 07483 107014

Email: [clerk@cheveley-pc.gov.uk](mailto:clerk@cheveley-pc.gov.uk)

Website: [www.cheveley-pc.gov.uk](http://www.cheveley-pc.gov.uk)

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

## MINUTES

Cheveley Parish Council Meeting on  
**Tuesday 8<sup>th</sup> October 2024 at 7.45pm**  
held at Cheveley Parish Hall, 102 High Street.

### Present:

**Parish Councillors:** Rob Treanor (Chairman), Sheila Marvin, Richard Jackson, Brent Noble, Sue Willows

**District Councillor:**

**County & District Councillor:** Alan Sharp

There was one member of the public present

The meeting was opened at 8.11pm by Cllr Treanor.

### **052/24/25 Apologies and approvals of absence. Councillor vacancies and co-option (LGA 1972, s.85)**

Cllr Hadlow – unwell

Cllr Thomas – personal

Cllr Gibson – personal

District Cllr Lay

### **053/24/25 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)).**

None

### **054/24/25 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 comments

### **055/24/25 Approval of the Minutes for the meeting held on 13<sup>th</sup> August 2024.**

There was one amendment to the minutes. Item 049/24/25 (d) - insert the word 'hall'. The minutes were then approved and signed as a true record by the Chairman.

### **056/24/25 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.

No comments

### **057/24/25 Reports from District and County Councillors (verbal)**

The follow reports were received from Cllr Sharp:

**District:** Cllr Sharp has met with residents who are impacted by the ongoing building works at the Home Office bungalows site. He has also looked at the planning conditions which apply to the site whilst under construction.

New waste services including food caddies and free additional recycling bins will start in April 2026.

This initiative is to help improve recycling rates.

ECDC will be starting a new Local Plan subject to approval by full council. There is a Net Zero Villages grant available. The purpose of which is to encourage councils make greener choices.

There is an Economic Funding for economic development for small/med business. This funding can be used for new machinery or to create or safeguard existing jobs.

**County:** Cllr Sharp has attended two Highways meetings. He confirmed that the LHI schemes for this year have been approved. Cheveley did not submit a bid. The new bid opens on 1<sup>st</sup> November and will close on 10<sup>th</sup> January. A new 20mph scheme opens in January 25.  
The bus franchise consultation is still open.  
Swaffham Heath roadworks have started.

**058/24/25** a) Planning Matters

1. Neighbourhood Plan update – to note successful referendum. Thanks were offered to all councillors, both past and present, who were involved in producing the Plan.
2. The following applications were considered under planning delegation to the Clerk:
  - a. 24/00800/FUL – The Dip – no objections
  - b. 24/00842/FUL Centre Drive – query raised about redaction of information which has now been lifted
3. To be considered at parish council meeting
  - a. 24/00892/FUL – Clovelly, 116 Ashley Road – demolition of 2 bed property and replace with 3 bed property – no comments
  - b. PREAPP/00155/24 – confidential matter – the council has concerns about this proposal. The Clerk will respond to ECDC.

b) Planning Outcomes

1. 24/00421/FUL – 2 Ashley Road – retrospective garden room - approved
2. 24/00745/TCON – 70a Centre drive – tree works – approved
3. 24/00707/VAR – 28a Ashley Road – variation of conditions – approved
4. 24/00719/FUL – 55 Meadow Lane – addition of greenhouse – approved
5. 24/00800/FUL – The Dip – single storey rear extension – approved
6. 24/00842/FUL – 108 Centre Drive – rear extension - refused

**059/24/25** **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 - agreed
- (c) Charity Expenditure – to ratify expenditure requested at the Cheveley Pavilion and Recreation Ground Charity meeting held on 8<sup>th</sup> October 2024.  
£750 Shane Smalley, additional work on the recreation ground wall.  
£12000 Shane Smalley, repairs to the recreation ground wall.
- (d) PLWB – to note that the balance of the loan has been cleared - noted
- (e) External audit – to note completion of the external audit - noted
- (f) Bank reconciliation – to confirm bank reconciliation has been verified – this matter was deferred to the November meeting.
- (g) Donation – to consider donation of £150 to St Mary’s Church for Christmas tree – approved
- (h) Annual budget – to plan for upcoming budget for 2025/26 – Cllrs Noble and Jackson will work with the Clerk to produce a draft budget which will be brought to council for review and approval. Action: the Clerk will set up a date with the councillors.
- (i) Renewal of council insurance – to ratify decision – ratified. The insurance policy has been renewed on a three-year deal with Clear Insurance.

**060/24/25** **Highways**

- (a) LHI and Survey
  - a. To consider outcome of survey – the survey data had been summarised and shared with all council members. It will also be published on the council’s website. The meeting discussed the key areas of concern. **Action:** The Clerk will liaise with Highways to address the maintenance issues raised which fall outside of the LHI funding criteria.
  - b. Receive report from Cllr Treanor - Cllr Treanor reported that there was a good response to the survey with strong support for better pedestrian provision and traffic calming measures. It was agreed that Cllr Treanor would provide an executive summary of the data and a five-year plan for future LHI funding bids.
  - c. Consider priorities for upcoming LHI bid - there was broad support for better pedestrian provision for the Little Green/Oak Lane area so this will be the focus of this year’s bid.

- (b) Dog mess in Meadow Lane – to consider moving existing bin to a better location on Centre Drive – Cllrs Willow and Gibson had met with a resident to discuss the issue of dog mess in Meadow Lane. It was agreed to move the green bin outside the resident’s house to a better location in Centre Drive. **Action:** the Clerk will speak to ECDC to get the bin moved
- (c) MVAS – replacement batteries – to consider request to replace set of original batteries which are failing. The council agreed to fund two new batteries at a cost of £191.90.
- (d) MVAS – to consider extending warranty of MVAS sign at a cost of £199 per sign per year – the council chose not to take up this offer.

**061/24/25 Community/Community Groups**

**Cheveley Parish Hall:**

- (a) To note hall accounts, bookings and analysis for August and September. - agreed
- (b) Parish Hall gate – ratify expenditure of £120 to refurbish gate. Ratified. The council thanked Cllr Jackson for arranging for the gate to be refurbished.
- (c) Heating Controller – to consider quotations to replace the heating controller. The council resolved to accept the quote from JC Allison for a new thermostat for the parish hall.
- (d) Key holders – review of list of existing key holders for council properties – The council reviewed the list of key holders. A question was raised on the frequency of the use by the First Aid group. Queries were also raised about how many users still required a key.  
**Action:** the Clerk will follow up with the users to get up-to-date information and recover keys that were no longer required.

**062/24/25 Correspondence & Admin – nothing to report**

**063/24/25 Date of Next Meeting and Matters for Future Consideration**

**12<sup>th</sup> November 2024**

1. Clerk’s annual review
2. Parish Hall Noticeboard – to consider revarnishing
3. Defib – to repair leak in cabinet
4. Pedestrian gate for recreation ground

Meeting closed at 9.18pm

## CHEVELEY PARISH COUNCIL – FINANCIAL TRANSACTION LIST FOR OCTOBER 2024

Agenda Item 059/24/25 (a)

**Payments ratified and paid in Aug/Sept due to no Sept meeting being held**

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
1	McGregor Services	Ground maintenance	£1416.00	£1180		
2	Shane Smalley	Wall Repairs inv 658	£6000	0		
3	Shane Smalley	Wall Repairs inv 659	£6000	0		
4	T&B Blasting	Parish hall gate refurbishment	£144.00	£120		
5	Clear Insurance	Annual insurance	£1778.56	0		
6	Exning Handyman	Play area bench repairs	£120.68	0		
7	Moy Home Maint	Goalpost – deposit	£104.00	0		
8	PWLB	Loan repayment	£52485.31	0		
9	Staff Costs	September	£1581.31	0		
	<b>TOTAL</b>		<b>£69629.86</b>	<b>£1300</b>		

### Direct Debits for Sept and October

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
10	Twin Dots	Website Support inv 4546	£50.40	£42.00		
11	Twin Dots	Website Support inv 5205	£50.40	£42.00		
12	BT Broadband	Parish Hall broadband – inv M027 11	£50.34	£41.95		
13	BT Broadband	Parish Hall broadband – inv M028 50	£50.34	£41.95		
14	EE Mobile Phone	Mobile Phone inv dated 26/8	£7.38	£6.15		
15	EE Mobile Phone	Mobile Phone inv dated 26/9	£7.38	£6.15		
16	ECDC	Rates for Parish Hall (annual invoice provided only)	£156.00	0		
17	ECDC	Rates for Parish Hall (annual invoice provided only)	£156.00	0		
18	Npower	Street lighting	£74.78	£71.22		
19	Greencloud	Hosted emails – inv 28393	£62.24	£51.87		
20	Greencloud	Hosted emails – inv 28553	£62.24	£51.87		
21	MHH	Payroll – inv 6119	£30.00	£25.00		
22	MHH	Payroll	£30.00	£25.00		
23	Multipay (Aug)	Oil, padlocks, toner, survey and card fee	£870.89	0		
24	Multipay (Sept)	Play area repair materials, first aid supplies + card fee	£34.94	0		
25	Fields in Trust	Donation by d/d – awaiting receipt	£65.00	0		
	<b>TOTAL</b>		<b>£1758.33</b>	<b>£405.16</b>		

### BACS Payments

Ref	Supplier	Description	Cost	Less VAT	Auth 1	Auth 2
	Staff Costs	Salaries and pension – Aug 24	£1581.71			
26	Staff Costs	Salaries, pension and HMRC costs Sept 24	£2909.56	0		
27	S Hughes	Clerk's Expenses	£61.10	0		
28	McGregor Services	Grounds Maintenance	£120.00	£100		
29	McGregor Services	Grounds Maintenance	£414.00	£345.00		
30	PKF Littlejohn	External audit	£504.00	£420.00		
31	Twin Dots	Hosting fee	£84.00	£70.00		
32	Glasdon	Dog bags	£122.45	£102.04		
33	Shane Smalley	Additional wall work	£750	0		
34	CambsACRE	Membership	£65.00	£54.17		
35	Moy Home Maintenance	Painting of goalposts	£216.00	0		
36	St Marys Church	Xmas tree donation* subject to approval	£150	0		
*	Fingersafe	Fingerguard for hall door	£55.20	£46.00		
	<b>Total</b>		<b>£7033.02</b>	<b>£1137.21</b>		

\* This item was added after the statement was issued.

### Agenda Item 059/24/25 (b) - Receipts

Ref	Supplier	Description	Amount
1	Parish Hall Bookings	Aug 24	£170
2	HSBC Interest	Final interest payment	£35.19
3	Redwood Bank	Interest Aug 2024	£225.56
4	Redwood Bank	Interest Sept 24	£218.88
5	Unity Bank	Quarterly interest	£109.06
6	East Cambs DC	Precept	£40,000
	<b>TOTAL</b>		<b>£40,758.69</b>
	<b>Balance Transfers</b>	Money was moved around to cover PWLB payment whilst waiting for transfer of funds from HSBC account (which has now been closed).	
7	16/8/24	From Unity Parish Hall a/c to Unity current a/c	£5000
8	16/8/24	From Unity Savings a/c to Unity current a/c	£31460.00
9	22/8/24	From Unity Parish Hall a/c to Unity current a/c	£5000
10	23/08/24	From HSBC to Unity current a/c	£22833.36
11	10/9/24	From Unity current a/c to Unity Parish Hall a/c	£10000