

MEPAL PARISH COUNCIL

Clerk: Mrs Karen Peck, email: mepalparishcouncil@msn.com tel 07842 499377
Chairman: Mr Brian Rollason, email: brianrollason.mpc@outlook.com

NOTICE OF MEETING: Full Parish Council Meeting
TIME: 19.30
DATE: Monday 14th October 2019
VENUE: Mepal Village Hall, Mepal

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting as set out below.

MEMBERS	6
VACANCIES	1
QUORUM	3

Members of the public and press are invited to address the Council at its Open Forum.

MINUTES

085/19 TO RECORD APOLOGIES FOR ABSENCE

Apologies received by District Councillor Mark Inskip, Councillor Steve Green and Councillor Mark Brill.

086/19 MEMBERS' DECLARATIONS OF INTEREST

Councillor Lorna Williams – Mepal People

087/19 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:

Full Parish Council Meeting Tuesday 17th September 2019 approved and signed by Chairman Brian Rollason.

088/19 TO RECEIVE DISTRICT AND/OR COUNTY COUNCILLORS' REPORTS

Reports received from County Councillor Lorna Dupre and District Councillor Mark Inskip.

County Councillor Lorna Dupre advised that Elean Business Park nuisance issue had concluded with the owners of the data centre land at Elean Business Park having now chosen to gate the area. The company has a four-week lead-in period and the agent has undertaken to keep us advised on timescales for installation believed to be 21st October 2019.

The A142 Roundabout lighting issue has been pursued after complaints from local residents about the prolonged lights out on the roundabout on the A142 at the Elean Business. Balfour Beatty came out on Friday 4 October and again on Saturday 5 October, this is ongoing.

County Councillor Lorna Dupre and District Councillor Mark Inskip attended the recent display by Havebury at Mepal Village Hall about the proposals for around 55 affordable homes on the site bounded by Brick Lane, Sutton Road Mepal and the A142. Following concerns expressed by many local residents before and at the local display about the proposed access for all vehicles being via Brick Lane, County Councillor Lorna Dupre has met with a representative from the county council's highways department to explore other options. As a result, she has written to Havebury and their planning consultants PlanSurv, to ask whether they would be willing to conduct a speed survey for a week on Sutton Road. Depending on the resulting data, this might support an alternative access directly onto Sutton Road between the junctions with Chestnut Way and Witcham Road junction.

Councillor Diana Bray touched on the proposed 100% Affordable Housing elements of the development and County Councillor Lorna Dupre advised that, as at the current time we are working from the 2015 Local Plan, this kind of development should in theory be refused, as it is outside of the development envelope (unless it is an exceptional case, which is the pretext that Havebury are following). Councillor Diana Bray asked about the possibility of having time to conduct a Housing Needs Study and it was estimated this would take approximately 4-5 months to complete.

The first shareholders meeting of East Cambs Trading Company was scheduled for 10th October 2019, this being the first such meeting since the previous council decided in April to split the shareholders function between committees. On Tuesday 8th October 2019 both companies Councillor representative resigned with immediate effect. At the next Full Council Meeting the structure is to be changed. County Lorna Dupre has written to the Auditors to answer questions in relation to conflict of interests.

089/19 OPEN FORUM FOR PUBLIC PARTICIPATION

A representative for Haddenham Girl Guides addressed the meeting regarding funding to help support the new programme adopted by the Girl Guides nationwide. As previously advised, the Chairman, whilst stating that we were sympathetic to the request and would have liked to help, confirmed that as they were not a Mepal based group we were unable to provide them with a Grant; even though there are a significant number of Mepal resident girls in the troupe. The Chairman offered contact details for other organisations they should approach for such funding.

A former Mepal resident with family buried in Mepal Cemetery raised concern about plans for the Church Cemetery newest plot area next to the field to be partially converted to parking at the front. She indicated that in discussion with St Mary's Church it was being presented as a done-deal and that many Mepal residents who had family buried in Mepal Cemetery were very opposed to having parking in the front half of the newest plot. She felt that there was sufficient space on the opposite verge to flatten and use for parking, and in any case the lane itself was not designed to take traffic, so encouraging more people to drive up to park was not desirable or particularly respectful. A question about whether conversion to parking would incur business rates, and also whether planning permission for change of use would be required. The Chairman suggested that anyone with concerns should write to the Diocese and raise the concerns and to ask them to justify why this is even needed.

090/19 VISIT FROM SGT MARK RABEL CAMBRIDGSHIRE POLICE

Sgt Mark Rabel was unable to attend the meeting.

091/19 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDED 31ST MARCH 2019

The Clerk advised that the Notice of Conclusion has been returned and within the external Audit Report 2019/19 the AGAR was not accurately completed before submission for review, resulting in the following issue: "the figures in Section 2, Boxes 1 and 6 of the previous year comparative column do not agree to the prior year final signed AGAR due to the smaller authority using the preliminary results of the external auditor's review rather than the final results to adjust the comparative figures. The figures in Section 2. Boxes 1 and 6 for the prior year should read £91,0 and £22,158 respectively". The Clerk advised after seeking advice, that at year end for 2019/20 these figures will need to be corrected before submission.

092/19 PLANNING

TO BE CONSIDERED:

19/01238/OUT Land adj Broadmead Witcham Road, Mepal

Outline application for 1no. four bed single storey dwelling

The Parish Council discussed the applications and a "No Comment" reply was agreed.

19/01274/FUL Sitesouth west of Sewage Disposal Works Bridge Road, Mepal

Erection of three bay stable block, storage barn, hard standing and regularization of two existing storage containers, continuation of access and creation of access road/track and creation of turn out areas

The Parish Council discussed the applications and a "No Comment" reply was agreed.

UPDATE:

19/01105/FUL Hiams Farm Chatteris Road, Mepal

Erection of double car port and store also including change to driveway – APPROVED with conditions

093/19 PLAYING AREA MAINTENANCE AND CHIPPING

The Parish Council discussed the quotation from Truelink for maintenance of the play area and by unanimous vote the quotation for £1950 plus vat was agreed. The Clerk will make contact of the acceptance and arrange for the works to be carried out. The purchase of 4 x Jumbo Bags of Field 9 Bark was discussed and the quotation for £131.40 including vat was agreed from Fields Compost Ltd by unanimous vote.

094/19 BRICK LANE UPDATE

It was agreed this topic was covered in depth in the District Councillor Report no further discussion was required at this time. Councillor Diana Bray to progress the Housing Needs Survey further.

095/19 MEPAL PEOPLE UPDATE

Councillor Lorna Williams gave a brief update on the publication regarding the quality of the publication, the question from some councillors whether residents still read the publication and want it to continue and how we move forward. It was agreed that the publication will remain as is until further advertising income can be sought.

096/19 MEMORIAL WREATHS

The Parish Councillor agreed to the purchase of two number wreaths for a donation fee of £30.00 per wreath by unanimous decision. The Clerk will make contact to arrange deliver or collection for the wreaths and advise the Chairman accordingly.

097/19 PUBLICATION OF DRAFT MINUTES

It was agreed by unanimous decision that going forward only approved minutes will be published.

098/19 PAVILION MAINTENANCE

The Chairman thanked the Clerk and Councillor Lorna Williams for the hard work in arranging the completion of PAT testing at the Pavilion at short notice. The fire alarm system, security lighting and PAT Testing was discussed regarding how the Parish Council best address the matter in future and it was agreed that notice would be served with Briars Security and from January 2020 the ongoing maintenance of all electrical aspects listed above would be carried out by CPD Electrical, including training for all.

99/19 PURCHASE OF NEW EQUIPMENT

a) Laptop- set budget for purchase

The Chairman advised that the current Laptop used by the Clerk is not sufficient and a new laptop is required. It was agreed that a budget of £1000 would be allocated for this purchase by unanimous vote.

b) Charles Arnold Baker 11th Edition, Local Councils Explained Books and SLCC Clerks Manual

The Chairman advised the Clerk required the latest publications listed above and the purchase of all were agreed by unanimous vote.

c) Accounting package – Scribe agree quotation

The Chairman outlined the need for the package to enable easy and accurate reporting of its finance using this custom-made system. It was agreed by unanimous decision for the purchase of Scribe Accounts 12-month Software Licence for Unlimited Users and Scribe Accounts Professional Services Tier 2 Data Entry both element for £554.00 plus vat

d) Optimum card – agree purchase and top up limit

The Chairman updated the Council on the need for a change to how expenses are claimed within the Parish Council after the Clerk had advised the current procedure was incorrect. The purchase of the Optimum Card would rectify the problem and a top up balance of £2000.00 would be added to the card.

e) Purchase of microwave and utensils for pavilion kitchen

The Clerk highlighted the request from hirers for a microwave to be installed at the Pavilion, the purchase of this was agreed and for the Clerk to proceed with the purchase once the card had arrived.

100/19 FINANCE

a) PAYMENTS made since last meeting –

Cambridgeshire County Council – LHI Sutton Road	£829.25 BACS
PKF Littlejohn – External Audit	£240.00 BACS
Came and Company – Parish Council Insurance Renewal	£1408.21 BACS
Expenses	£249.92 BACS
Staff Wages	£1308.37 BACS
Red Shoes Accounting	£57.60 BACS
HMRC	£79.89 BACS
Milburn Electrical – s/f floodlights at Pavilion	£210.00 BACS
Honey Housekeeping – September 2019	£50.00 BACS
Truelink – 06.09.2019-20.09.2019	£538.76 BACS
Mepal Village Hall – Youth Club hire x 5 and 1 x parish meeting	£120.00 CHEQUE
Service Charge	£18.00 BACS

b) DIRECT DEBITS paid:

Opus Energy - Gas Supply to Pavilion19.08 -17.09.19	£21.17 BACS
E-on Street Lighting 01.09.2019-30.09.2019	£33.87 BACS

c) INCOME received:

Mepal People Advertising	£150.00 BACS
East Cambs District Council - Precept - 2 nd instalment	£16212.50 BACS

d) QUOTES

e) PAYMENTS to be made:

Plusnet Mobile 02.09.2019-01.10.2019	£7.00 DD
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101/19 DIARY DATES - Next Full Parish Council meeting will be Monday 11th November 2019 at 7.30pm in Mepal Community Pavilion

The meeting closed at 21.01

9TH October 2019

K Peck
Karen Peck
Clerk & Responsible Finance Officer
Mepal Parish Council