

# MEPAL PARISH COUNCIL

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

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**NOTICE OF MEETING:** Full Parish Council Meeting  
**TIME:** 19.30  
**DATE:** Monday 16<sup>th</sup> March 2020  
**VENUE:** Mepal Community Pavilion, 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 5  
VACANCIES 2  
QUORUM 3

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

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## MINUTES

### 155/19 TO RECORD APOLOGIES FOR ABSENCE

Apologies received from District Councillor Mark Inskip, County Councillor Lorna Dupre, Councillor Brill, Councillor Margieson, Greg Matthews (Mepal VE Day Committee) and Jacqueline Mc Camphill (DEMAT)

### 156/19 MEMBERS' DECLARATIONS OF INTEREST

No Declaration of Interests received

### 157/19 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:

Full Parish Council Meeting Friday 7<sup>th</sup> February 2020 were approved and signed by Chairman Brian Rollason.

### 158/19 TO RECEIVE DISTRICT AND/OR COUNTY COUNCILLORS' REPORTS

Reports received via email from District Councillor Mark Inskip and County Councillor Lorna Dupre as not in attendance. The full reports can now be viewed and are available on the Parish Council website.

### 159/19 OPEN FORUM FOR PUBLIC PARTICIPATION

No members of the public wished to address the Council.

### 160/19 PRE SCHOOL PROVISION

Awaiting Statement - will be updated as soon as received

### 161/19 CCTV

The Parish Council clarified that this would be looked at as their next large project. Due to the need for a Privacy Impact Assessment which will require extensive effort and time to produce the Council will concentrate on the refurbishment of the recreational field to completion and then drive forward this project for the community.

### 162/19 INTERNAL AUDIT

Confirmed the use of SJ Accounting for Internal Audit 2019-2020. Due to the current COVID 19 outbreak in the United Kingdom deadline for official council business maybe adjusted by the Government and the Clerk is awaiting clarification on this matter. The Parish Council will push forward using normal deadlines to complete year end until advised otherwise.

### 163/19 VE DAY UPDATE

Statement received from Mepal VE Day Committee:

We have everything in place now for VE day including a spitfire fly past! The Covid-19 situation means that there is an almost certain need to delay the village event until the autumn. We have avoided buying any perishable items, and therefore everything we have will last until then. We have held back on issuing/selling ration books and on publicising the event (flyers, banners, posters, VE day edition of Mepal people). We won't formally

postpone the event until either the end of March or as soon as the public health guidance is to avoid public gatherings over a certain size, whichever happens first.

It remains our aim to hold the event this year.

It was agreed that the Parish Council would look at buying some traffic cones to help event organisers for future Events held.

#### 164/19 PLANNING

##### **TO CONSIDER:**

**20/00178/FUL Site South of 20 Brangehill Lane, Mepal**

**Proposed single storey 3 bed dwelling. Resubmission of previously refused 19/00769/FUL** – the Parish Council have major concerns regarding the use and maintenance on the public right of way and therefore request a Refusal of the application until this is addressed.

**20/00111/OUT Land Adj Broadmead Kennels, Witcham Road, Mepal**

**Outline application for 3 bed bungalow (re submission 19/01238/OUT)** – No comment response from the Parish Council.

##### **TO UPDATE:**

**19/01728/FUL Plot 4 Land North East of 15 Bridge Road, Mepal**

**Erection of dwelling and garage from extant outline planning permission 18/00909/OUT – APPROVED with conditions**

**19/00627/DISA Site North East of 15 Bridge Road, Mepal – Information only**

**Discharge of conditions 6,8,10,17 for 18/00909/OUT consent for the retention of 2 mobile homes for a temporary period – amendment Replacement hedging**

**20/00004/FUL Site South of Pond Farm 3 High Street, Mepal**

**Construction 1 x 3 bedroom detached dwelling – REFUSED**

**19/01634/OUT The Old Granary Site Whitegates Farm, Witcham Road, Mepal**

**Demolition of existing structure and erection of up to four dwellings with parking and associated works – APPROVED**

**19/00826/DISA Mobile Home at Chestnut Farm, Witcham Road, Mepal**

**To discharge condition 12 and 13 of decision dated 04/10/2019 for demolition of 2 no. nissen huts construct two dwellings – information item**

**18/01659/NMAA Site south of 20 Brangehill Lane, Mepal**

**Non material amendment to previous approved 18/01659/FUL for construction 2 detached bungalows on former allotments – information item**

#### 165/19 MEPAL PARISH COUNCIL ASSEMBLY

The Annual Parish Assembly planned for Saturday 4<sup>th</sup> April 2020 has been postponed. The Parish Council await further guidance from Government in regard to this obligatory meeting.

#### 166/19 CAMBS FA MEETING UPDATE

To update on meeting attended on 5th February 2020 in conjunction with Mepal Seniors, from Councillor Williams:

*Meeting was attended to be briefed about the Football Foundation Grass Pitch Funding scheme. The new funding for grass pitches is coming from the Football Foundation with the aim to improve 20,000 grass pitches up and down the country. We were informed that this will be a ten-year plan to improve pitches, with up to £2,500 for each pitch in the first year. Grants are available for contractors, equipment and materials and the Football Foundation will award 66% of the total cost for the first 6 years of the maintenance plan. Grass pitch maintenance includes: Slitting, Fertiliser, Selective Herbicide, Scarification, Aeration, Overseeding. Only football clubs can apply for the Grass Pitch Funding and not Parish Councils / Local Authorities and an online application will open each year to accept applications. We would need to resolve the underlying drainage issues first as we are aware that the base system has not been laid to the required specification (gravel 150mm below surface). As soon as this is complete, we would need to get a further pitch inspection, where the level of work required would again be identified and then we would need to get a football club to apply for the maintenance grant. Katie Critchley at the Cambridge FA has asked us to keep her in the loop with our progress and once the drainage works have taken place, she will look to get Mepal in the next round of funding.*

#### 167/19 PAVILION ISSUES

The new hire documents, charges and booking process is now in draft format and has been circulated to all Councillors, this will now appear for approval in May's Meeting. The quotation for Wi-Fi to be installed at the Pavilion was agreed and the Clerk will contact Mr Matthews to accept the quotation of £104.99 installation.

There has been a request for picture rail for the pavilion so exhibitors can hang posters/pictures without damaging the walls to do so. It was agreed this was a good idea and will be looked at once a painting works to communal areas have been agreed.

The Parish Council looked at the quotation for a new strimmer to help with Parish Maintenance, it was agreed by all to proceed with the full quotation from G & J Pecks for £546.39 including full protective clothing.

The Parish Council also discussed the quotation to remove hot water unit in the kitchen area and replace the rusted radiator. It was agreed by all to proceed with the quotation from K Prance for £300.89 including VAT.

The Clerk informed the Council that whilst K Prance carried out these works, he would also complete the shower head change in the changing room area, agreed at a previous meeting 049/19.

The Clerk updated the Council regarding the onsite container. Due to the volume of equipment stored in the container and the recent increase in charges for container purchase, the current container will be leased by the Parish Council as per the previous agreement until such a time a new replacement can be sought. The Parish Council would like to thank Mr and Mrs King for their amazing help in clearing the container and their on-going support to the Parish Council.

Due to the current coronavirus issue in the United Kingdom the Parish Council have taken steps to try and protect the hirers and community using the Pavilion Building. Hand sanitiser and soap are available when entering the building along with a signing register to help us monitor its usage, hiring is limited at this stage.

#### **168/19 PUBLIC SPACE ORDER**

The Parish Council discussed the information received from Fordham PC and dog fouling in the village and the Public Space Order. It was agreed that at this time this is not something the Parish Council would adopt.

#### **169/19 TO START REVIEW OF STANDING ORDERS & FINANCIAL REGULATIONS AND POLICIES & PROCEDURES AND CODE ON CONDUCT**

The review of the above has now started and will continue with all Councillors reviewing our current procedures. The amended Financial Regulations has been circulated to all and it was approved by a unanimous vote.

The new Co-opt Application Form was circulated and was approved by unanimous vote.

The new Internal Financial Assurances were also approved by unanimous vote.

#### **170/19 EXPRESSION OF INTEREST CIL LIST - WITCHAM TOLL**

To discuss the information from Haddenham Parish Council had contacted Mepal in regard to interest for a roundabout to be installed at the Witcham Toll junction. The Parish Council support the initiative to improve road safety at the junction and the Clerk will contact Haddenham Parish Clerk to advise they would like to be involved in the meeting and proceedings for this venture. It was highlighted by a member of the public and support by all Councillors that the most cost effective and safer approach maybe for Traffic Lights to be installed instead of the suggested roundabout. This would mean the road layout would not need to be changed and would be safer for the Emergency services.

#### **171/19 AGE UK - COMMUNITY WARDEN**

The Parish Council discuss correspondence from Age UK for a Community Warden initiative and their request for funding for this. There has been lack of support from surrounding Parishes meaning that although Mepal would like to contribute it could not do so without surrounding Parishes Support. The Council expressed its disappointment.

The Clerk suggested contacting East Cambs District Council who has been asked to assist by another surrounding Parish and offering Mepals share of the funds to try and assist.

#### **172/19 FINANCE**

##### **a) DIRECT DEBITS PAID:**

Opus - Gas Pavilion 18.11-18.12.2019	£103.96 DD
Plusnet	£7.00 DD
E On - Street Lighting 01.01.2020-31.01.2020	£35.01 DD
Curry - Printer repair package	£9.99 DD
Opus Energy - Gas Pavilion 19-01 to 16/02/2020	£70.22 DD

##### **b) Payments Made:**

Jewsons - paint and silicone for pavilion	£76.20 OC
David J Richards	£201.91 BACS
Cambridge Door Services Ltd - repair front pavilion shutter	£391.20 BACS
CJC Cleaning - Pavilion Cleaning	£30.00 BACS

David Frear - Legionnaires Inspection and Report	£150.00 BACS
David Frear - two loft heaters	£750.00 BACS
Mepal VE Day Committee	£210.62 BACS
Wages and Expenses and PAYE	£1858.44 BACS
Amazon - radiator paint, door paint and line marker	£40.59 OC
Tesco - refreshments	£18.69 OC
Post Office - Stamps	£7.86 OC
Moondream - Curtains	£571.98 OC
City Cycle Centre - cotton	£11.85 OC
Thing me Bobs - Cleaning supplies	£10.53 OC
Safe Custody Fees	£15.00 SO
Home Treat - Curtain Poles	£58.47 OC
Fenman Vermin	£100.00 CHEQ
CAPALC - Training	£235.00 BACS
In21 Direct - star keys	£7.96 OC
Quality Lock & Homeware Ltd - new locks for pavilion	£35.98 OC
Thing me bobs - compost pavilion	£10.00 OC
Hobbs Design - Plants	£22.00 OC
Travis Perkins - Gravel	£51.00 OC
Amazon - Stationary	£23.56 OC
Signs247 - Sanitiser Signs	£3.90 OC

**Income received:**

East Cambs District Council - SBRR Refund	£3195.50
Pavilion Hire	£50.00

**173/19 DIARY DATES** - Next Full Parish Council meeting was planned for Friday April 3rd 2020 at 7.30pm at Mepal Community Pavilion - this has been postponed until further guidance from the Government is received.

**174/19 TEMPORARY DELEGATION SCHEME**

In response to the Covid-19 outbreak in the UK and in the event that it is not possible to convene a meeting of the council in a reasonable time, the Clerk shall have delegated authority to make decisions on behalf of the council where such decisions cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultation with members by electronic means or telephone. The clerk will further consult with the chairman for guidance as necessary. The delegation does not extend to matters expressly reserved to the council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place.

The Council agreed by unanimous decision to adopt this scheme. They also agreed that an additional signatory would be added to the Unity Account to help should it be needed due to ill health. Councillor Cassy Brown will be added with immediate effect.

**The Meeting closed at 8.10pm**

2<sup>nd</sup> April 2020  
**Karen Peck**  
**Clerk & Responsible Finance Officer**  
**Mepal Parish Council**

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2<sup>nd</sup> April 2020  
**Brian Rollason**  
**Chairman**  
**Mepal Parish Council**

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