

# MEPAL PARISH COUNCIL

Clerk: Mrs Emma Harris, email: [mepalparishcouncil@msn.com](mailto:mepalparishcouncil@msn.com) tel 07842 499377  
Chairman: Mrs Elizabeth Stazicker, email: [eliz.stazicker@gmail.com](mailto:eliz.stazicker@gmail.com) tel 01353 778129

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**NOTICE OF MEETING:** Full Parish Council Meeting  
**TIME:** 19.30  
**DATE:** Monday 11<sup>th</sup> June 2018  
**VENUE:** Mepal Village Hall, School Lane, 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.

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## MINUTES

### 103/18 TO RECORD APOLOGIES FOR ABSENCE

Parish Councillor Steve Green, District Councillor Anna Bailey and County Councillor Lorna Dupre

### 104/18 MEMBERS' DECLARATIONS OF INTEREST

None

### 105/18 MEMBERS' REQUESTS FOR DISPENSATIONS

None

### 106/18 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:

- a) Full Parish Council Meeting 14<sup>th</sup> May 2018  
The minutes were agreed and signed by Mrs Elizabeth Stazicker, Chairman

### 107/18 TO RECEIVE DISTRICT AND/OR COUNTY COUNCILLORS' REPORTS

County Councillor Lorna Dupre's monthly report was distributed prior to the meeting.

District Councillor Mike Bradley gave an update on local issues. Concerns have recently been raised on the lack of litter bin and dog bin collections which the Clerk is in contact with East Cambridgeshire Street Scene about. Mike has requested that the dog bin near the church is replaced. Mike raised concerns that some of the ditches along Bridge Road have been filled in to aid access to land which have been reported to East Cambridgeshire District Council as this could cause flooding into Mepal in the event of heavy rainfall. Mike gave an update on the recent meeting with Anglian Water and the Chairman thanked Mike for all involved. Mike explained the future plans of the Elean Power Station (EPR) which involve burning woodchip as well as straw and recently attended a liaison meeting to find out more information. If trials are successful they will have to apply to the Environment Agency for a licence which will go out for consultation. Any problems or complaints should be reported as soon as possible to the EPR control room 01353 775600 24/7 and all calls are logged and checked by the Environment Agency. Mike's full report is available upon request.

### 108/18 OPEN FORUM FOR PUBLIC PARTICIPATION

A member of the public asked about the Parish Council grants for community groups. The Clerk explained that she had sent the information since the request at the previous meeting. The grant request timings were explained but concerns were raised because the Neighbourhood Watch team urgently need an additional jacket for a volunteer and it was suggested to find out if the District Council can provide the group with what they need.

### 109/18 PLANNING

TO BE CONSIDERED: None  
PLANNING UPDATES: None

#### **110/18 GENERAL DATA PROTECTION REGULATIONS (GDPR)**

1. The Information Security Incident Policy was accepted
2. The Information Protection Policy was accepted
3. It was discussed that CAPALC anticipate being able to offer a Data Protection Officer service for £25. It was agreed in principle to opt in to this service when appropriate and agreed that the Parish Council would like to see the proposal.
4. The Clerk requested to purchase a new lockable filing cabinet for her office and replacement locks or archived filing cabinets. Purchases were agreed and options will be sourced.
5. The Clerk requested to archive and dispose of paperwork in line with GDPR. It was agreed to involve the Business Plan with this work so that any information is kept on file for future reference.

#### **111/18 TO REVIEW THE NEED FOR WORKING GROUPS**

Suggested groups were discussed and it was agreed that it may be necessary to create new groups as and when. The working groups and Parish Councillors were agreed:

Town and Country Planning	Elizabeth and Alan
Highways and Footpaths	Mal
Woodland Working	Steve and Diana
Recreation Field and Pavilion	Diana and Alan
Flooding	Elizabeth
Parish Maintenance	Alan and Brian

#### **112/18 RECREATION FIELD**

Parish Councillor Diana Bray gave an update on the recreation field. Diana explained that the subcommittee met at the recreation field to agree on the last decisions prior to the work starting and concerns were raised when it was noticed that the drainage lines were not too bad and it was a challenge to find the ruts. It had been suggested that rolling the pitches with a large roller may be an alternative to the works agreed previously. Concerns were raised that rolling and compacting the ground may cause future issues with the drainage. After a lengthy discussion it was agreed that Diana will contact the contractor for advice on rolling and to re-schedule for work to commence in August or September. It was also agreed that Liz contact the parks and regulations team for advice on how we ensure that the recreation field is safe for the general public to use. There was some discussion on the Parish Council providing just one full size pitch at a time but it was confirmed by the Mepal Seniors that they hope to start a junior team and they will require more than one pitch to return to Mepal in September 2019.

#### **113/18 PLAY AREA**

The Clerk and Handyman proposed some repairs and replacements based on the recent Annual Inspection. The proposals were distributed prior to the meeting and the following was agreed at the meeting:

- Seating – current picnic bench to be sanded down and stained.
- Signage – the current sign to be re-located so the edges do not pose a risk with small children
- Elephant Spring Mobile and Horse Spring Mobile – to be replaced with a new style rocker or seesaw rocker and replace surface beneath it (extend rubber matting). Both to be removed from asset register.
- Water play unit – to be removed and donated to the school or preschool. To be removed from asset register. To be replaced with additional seating/picnic facilities
- Cableway – replace seat and vertical chain, re-tension cable and top up bark
- In-Line Climber frame – remove rings that pose a head entrapment
- Igloo Climber – remove and consult with residents via the Community Led Plan on what they want to replace it. To be removed from asset register.
- Tree House – stain the wood to cover up the graffiti
- Group Swing (Nest Swing) – repair exposed chain

#### **114/18 FLOODING AND SEWERAGE ISSUES**

The Chairman distributed an update from the meeting on 1<sup>st</sup> June with Anglian Water and East Cambridgeshire District Council prior to the meeting. The Chairman thanked the District Councillors for their long-term efforts in this matter which has achieved face to face discussions with Anglian Water. The Chairman reported that Anglian Water is responsible for both foul and surface water sewers in Mepal. Anglian Waters responsibility commences only when a sewer drains two or more properties and the owner of the house at the far end of a sewer is responsible for the sewer to the point where the next house-sewer joins. The capacity of the foul water

system, designed for 1000+ users, has at present capacity for an additional 150 persons at base flow. The Chairman explained that Anglian Water are statutory consultees for the purpose of the Local Plan and other developments over 10+ dwellings. The Chairman made Anglian Water aware that in Mepal there is currently some 10+ individual properties in building or for which there is planning permission. It was suggested that the main problem is that high flow occurs when there is or has been high rainfall due to some houses having connections for surface water outflow into the foul water sewer and water seeping into the foul water system when significant puddles occur around manholes and the Chairman has been asked to establish where this might happen. Recent investigation has found an impediment in the sewer which runs across the fields; it's nature and extent is being determined. It is possible that this impediment is sufficient to limit flow during heavy flow periods to the weakest part of the system at Bridge Road.

Anglian Water would like to hold an event in Mepal to offer information on do's and don'ts and equipment to help with fat collection. The Parish Council are keen to arrange such an event.

#### 115/18 COMMUNITY LED-PLAN

1. A member of the Steering Group updated the Parish Council. The group are starting to think about the main questionnaire and have contacted all village groups for suggested questions.
2. The Parish Council have received the results and comments of traffic survey (distributed prior to meeting) which were briefly discussed and it was agreed that the Chairman and Parish Councillor Mal Peters will work together to put them in groups to analyse at the next meeting.
3. The Community Led Plan group contacted the Parish Council for some suggested questions for the questionnaire. Some questions were briefly discussed and it was agreed that all Parish Councillors and the Clerk will get a list together for discussion at the next meeting to meet the deadline of 11<sup>th</sup> July 2018.

#### 116/18 HIGHWAYS

1. **ONE-WAY SYSTEM MOVE** No update on when work will commence
2. **NO THROUGH ROAD SIGN AT A142 JUNCTION** County Councillor Lorna Dupre has put the Clerk in contact with the relevant team in the Highways department and the Clerk is moving it forward.

#### 117/18 LILIBET WOOD

Parish Councillor Steve Green provided the Chairman with an update. The planned tidy up day was cancelled as the wood had become so overgrown with nettles and tall grass since the previous visit. It was proposed by Steve and the handyman that a scythe mower be hired for a week at a cost of £90 to carry out work at the wood and also the pavilion. The proposal was agreed by all. Steve explained that he thought the work could be carried out on a voluntary basis but the larger tree work will need professional contractors. Steve will submit a full update with proposals week commencing 18<sup>th</sup> June to the Parish Council which will also include an outline risk assessment for voluntary work in the wood. It was agreed to reimburse the Chairman for half of the cost of hiring a brushcutter for some work at the wood on the 2<sup>nd</sup> June.

#### 118/18 CAMBRIDGESHIRE AND PETERBOROUGH MINERAL AND WASTE LOCAL PLAN PRELIMINARY DRAFT CONSULTATION

The draft consultation was distributed prior to the meeting. It was mentioned that there had not been enough time to look at in detail and it was requested that the Clerk apply for an extension to comment for after the next Parish Council meeting.

#### 119/18 FINANCE

##### a) PAYMENTS made since last meeting:

• Staff Expenses - May 2018	£53.35
• ECDC NNDR - Rates for Pavilion June 2018	£239.00
• Staff Wages - May 2018	£1,066.90
• HMRC - May 2018	£96.34
• S.E Electrical Services - Work at Pavilion	£150.00
• David Frear Plumbing and Heating - Work at Pavilion	£201.00

##### b) DIRECT DEBITS paid:

• Opus Gas - 18/4/18-20/5/18 at Pavilion	£4.85	DD 3/6/18
• SSE - 1/1/18-31/3/18 at Pavilion	£357.06	DD 4/6/18
• Anglian Water - 10/2/18-9/5/18 at Pavilion (estimated)	£46.76	DD 15/6/18
• Anglian Water - 10/2/18-9/5/18 at recreation field (estimated)	£11.71	DD 15/6/18

- Tesco Mobile – PC Telephone £7.50 DD 15/6/18
  - ICO – Annual Data Protection Annual Fee £40.00 DD 20/6/18
- c) **PAYMENTS to be made:**
- Briar Security Systems Ltd – replacement battery in fire alarm system £18.00
  - David J Richards – Mepal People June/July £121.08
- d) **INCOME received:**
- Allotment Income 2018/19 140.00
  - Mepal People Adverts 2018/19 47.50
- e) **QUOTES to discuss** - None
- f) **Nationwide Bank account** – signature mandate signed by AC & DB.

**120/18 ACTIONS completed and outstanding (report for information)**

- a) Business Plan – It hoped to have 2 evening dates agreed by all for July and August 2018.
- b) Pavilion Health & Safety review and re-decoration - Cleaning & Decorating form part of the 18/19 budget and quotes will be sourced very soon for approval. Flood repair ongoing. It was agreed that the Clerk can purchase a new kettle for the pavilion.
- c) Status of Brick Lane – Chairman still to update
- d) PC Notice Board – the notice board is in the plans for the development at Pond Farm and it has been confirmed by the developers that the board can be put back when appropriate.
- e) Mepal Youth Club – 2<sup>nd</sup> of 3 taster sessions planned for mid-June
- f) LHI Application – Clerk and Councillor working on Traffic Management Plan for Mepal

**121/18 DIARY DATES**

- To note that the next Full Council Meeting of the Parish Council will be Monday 9<sup>th</sup> July 2018 at 7.30pm at the Village Hall

Meeting closed at 21:15.

..... 9<sup>th</sup> July 2018  
**Emma Harris, Clerk & Responsible Finance Officer**

..... 9<sup>th</sup> July 2018  
**Elizabeth Stazicker, Chairman**