

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: MEPAL FULL PARISH COUNCIL MEETING
TIME: 19.30
DATE: Tuesday 9th June 2020
VENUE: Virtually via Zoom

Please note: due to the current Covid-19 Coronavirus situation, the Parish Council will meet virtually via a Zoom Meeting (<https://zoom.us/>). The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 4th April 2020 ("the Regulations 2020"), enabling local councils to hold remote meetings (including by video and telephone conferencing) until May 2021.

If you wish to join the Parish Meeting please contact the Clerk directly by 4pm on the day of the meeting for the meeting ID and password (this will be forwarded to you on the day of the meeting) and if you wish to raise any points within Item 090620/6 these must be sent to the Parish Clerk at least 24 hours before the meeting is due to commence. We are limited to 40 minutes so this will enable to Council to respond.

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.

Minutes

- 090620/1 VIRTUAL MEETING PROCEDURE TO BE ACCEPTED AND APPROVED**
The policy was accepted by unanimous vote. It was decided that moving forward Microsoft Teams will be the chosen platform for virtual meetings.
- 090620/2 ELECTION OF A CHAIR/VICE CHAIRMAN TO BE CARRIED OVER TO MAY 2021**
It was agreed by all the Council will carry over the current Chair and Vice Chair to May 2021 due to Covid-19 outbreak in the United Kingdom.
- 090620/3 TO RECORD APOLOGIES FOR ABSENCE**
Apologies received from County Councillor Lorna Dupre, District Councillor Mark Inskip and Councillor Mark Brill
- 090620/4 MEMBERS' DECLARATIONS OF INTEREST**
None declared
- 090620/5 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:**
Full Parish Council Meeting Friday 3rd April 2020 minutes were approved by all.
- 090620/6 OPEN FORUM FOR PUBLIC PARTICIPATION**
No member of the public were in attendance.
- 090620/7 TO APPROVE AND ADOPT THE STANDING ORDERS**
The Standing Orders were disturbed to all prior to the meeting. These were approved and adopted unanimously.
- 090620/8 TO REVIEW AND APPROVE FINANCIAL REGULATIONS, INTERNAL FINANCIAL CONTROLS DOCUMENT, NEW FINANCIAL YEARS ASSURANCES AND SIGNATORIES FOR 2020/21**

The Financial Regulation, Internal Financial Controls, New Financial years Assurances and Signatories for 2020/21 were circulated to all prior to the meeting. These were approved and adopted unanimously.

- 090620/9 **TO APPROVE THE STANDARDS AND CODE OF CONDUCT FOR MEMBERS**
The Standards and Code of Conduct for Members were disturbed to all prior to the meeting. These were approved and adopted unanimously.
- 090620/10 **REVISED BUDGET**
The revision to 2020-21 budget to comply with the reserve policy (copy circulated before Parish Meeting) was approved and agreed unanimously.
- 090620/11 **TO CONCLUDE REVIEW AND APPROVE ALL COUNCIL POLICIES**
The review of all Policies were disturbed to all prior to the meeting. These were approved and adopted unanimously.
- 090620/12 **INTERNAL AUDIT REPORT 2019/20 TO BE ACCEPTED AND APPROVED**
The Internal Audit Report 2019/20 were disturbed to all prior to the meeting. These were approved and accepted unanimously. There were no items to action in the Internal Audit Report.
- 090620/13 **INTERNAL AUDIT REVIEW 2019/20**
The Internal Audit Review 2019/20 were disturbed to all prior to the meeting. All points within the review were agreed and the Parish Council approved the review unanimously.
- 090620/14 **AGAR 19/20: ANNUAL GOVERNANCE STATEMENT TO BE APPROVED**
Cllr Williams proposed, and Councillor Rollason seconded that Statement 1-8 in the Annual Governance Statement for 2019/20 s should be should be answered “yes” and Statement 9 should be answered “N/A”. Motion carried unanimously.
- 090620/15 **AGAR 19/20: ANNUAL ACCOUNTING STATEMENT TO BE APPROVED**
Cllr Williams proposed, and Councillor Rollason seconded that the year-end figures on the Accounting Statement 2019/20, a circulated to all Councillors, should be approved. Motion carried unanimously.
- 090620/16 **APPOINTMENT OF INTERNAL AUDITOR 2020/21**
Cllr Rollason proposed, and Councillor Williams seconded the S&J Accounting should be appointed as Independent Internal Audit for 2020/21. Motion carried unanimously.
- 090620/17 **TO RECEIVE DISTRICT AND/OR COUNTY COUNCILLORS’ REPORTS SINCE LAST MEETING**
To advise all reports are now published on the Mepal Parish Council website for ease due to COVID-19.
- 090620/18 **PLANNING**
Mepal Parish Council have received the below application.
Due to the current situation preventing public gatherings and the virtual platforms not being ideal for everyone to have their voice we have decided to send a one-page leaflet to all households in Mepal.
The application deadline was set for 18th June 2020 but the Parish Council have secured an extension until 16th July 2020 with the possibility of this being extended further if necessary.
We would ask you ALL to complete the form with your community-based comments on the application to enable to Parish Council to response on behalf of the Community.
We would actively encourage you all to responds with you individual comments on the application using the East Cambs website or by sending a letter to East Cambs Planning Department.
Leaflet responses are required by 3rd July 2020 to enable the Council to collate a reply by 16th July 2020 and a Virtual Meeting is to be arranged before our response is submitted, date TBC.
- 20/00630/FUM Site South and West of The Bungalow, Brick Lane, Mepal**
Erection of 55 dwellings, new access, estate roads, driveways, parking areas, open spaces, external lighting, substation and associated infrastructure.
Application deadline extended ongoing consultation underway
- 20/00653/OUT Land North of the Old Barn 13 Bridge Road, Mepal**
Outline for appearance, layout and scale of 3 bedroom, 1.5 storey, detached dwelling
The Council discussed the application a “No Comment” reply was agreed by unanimous decision. The Clerk will reply to ECDC on behalf of the Council.

TO UPDATE:

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

Single storey 3 bed dwelling. Resubmission of previously refused 19/00769/FUL - **REFUSED**

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

3 bed bungalows (re submission 19/01238/OUT) - **APPROVED**

20/003339/FUL Linda House, Chatteris Road, Mepal

Proposed Stable, hay and tractor Store - **APPROVED**

19/00897/FUL The Three Pickerels 19 Bridge Road, Mepal

Temp erection of a single storey marquee for functions, outside bar and store forming an annexe to existing hotel - **APPROVED**

090620/19

FINANCE

a) DIRECT DEBITS PAID:

OPUS Energy	£79.16 DD
E ON	£35.01 DD
Currys - Printer Repair	£10.00 DD
SSE - Electric Pavilion 01.01.20 to 31.03.20	£143.28 DD
Opus - Gas 19.03-17.04.2020	£33.79 DD
Plusnet Mobile (DD for April and May)	£14.00 DD
Wave - water charges Pavilion	£6.53 DD
E- On - Street Light Energy 01.04-30.04	£33.87 DD
May	
Wave- water pavilion	£18.02 DD
Opus Energy	£22.03 DD

b) Payments Made:

Amazon - Laminator and Pouches	£42.90 OC
Redshoes	£57.60 BACS
Truelink	£60.59 BACS
Container People	£39.78 BACS
Ionos - Domain Renewal 01/03/2020-01/03/2021	£11.99 BACS
East Cambs DC - Small Business Rates	£0.00 BACS
CAPALC - Membership Renewal (inc DOP)	£418.77 BACS
Mepal Village Hall - Youth Club Hire Charges	£100.00 BACS
ROSPA - Annual Inspection	£115.80 BACS
Wages, P32 and Expenses	£1636.62 BACS
Mepal Sports Seniors - Community Grant	£765.00 BACS
Mepal Village Hall - Community Grant	£600.00 BACS
Mepal Archive Group - Community Grant	£200.00 BACS
May	
Wages/expenses	£1278.53 BACS
First aid Kit for Pavilion	£26.99 OC
Truelink - Play are and garage clearance	£2340.00 BACS
Mobile phone	£56.98 OC
Envelopes	£11.34 OC
S&J Accountancy Services	£100.00 BACS
CJC Cleaning	£29.00 BACS

c) Income received:

East Cambs District Council Precept 1 st instalment	£16212.50 BACS
C Ransome - Field Rent - 1 year	£300.00 CHQ

All financial receipts and payments agreed by unanimous decision.

Bank Reconciliation dated 31/05/2020 was agreed by unanimous decision.

090620/20

PARISH COUNCIL WEBSITE

The Council agreed that Councillor Williams will re circulate the quotations for the upgrade of the Council website to all. Due to the complex nature the Councillors are asked to read all documentation and vote via email on their preferred options. This is to be sent to Councillor Williams and the Clerk by 12th June 2020

090620/21

ANNUAL PARISH MEETING

The Agenda for the Annual Parish Meeting was agreed by unanimous decision.

090620/22 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 decision 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

090620/23 DIARY DATES - Annual Parish Assembly 7pm on Tuesday 14th July 2020 followed by Full Parish Council Meeting Tuesday 14th July 2020 at 7.30pm

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14th July 2020
K Peck
Karen Peck
Clerk & Responsible Finance Officer
Mepal Parish Council

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14th July 2020
B Rollason
Chairman
Mepal Parish Council