MEPAL PARISH COUNCIL

**Clerk: Mrs Karen Peck, email:** [**mepalparishcouncil@msn.com**](mailto:mepalparishcouncil@msn.com) **tel 01353 741066**

**Chairman: Mr Brian Rollason, email: brianrollason.mpc@outlook.com**

**NOTICE OF MEETING: Full Parish Council Meeting**

**TIME: 19.00**

**DATE: Tuesday 15th September 2020**

**VENUE: Virtually via Zoom**

Please note: due to the current Covid-19 Coronavirus situation, the Parish Council will meet virtually via Microsoft Teams as permitted in “The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020” (“the 2020 Regulations”).

The Parish Meeting link is Meeting ID: 890 6668 3854 Passcode: 251368 if you wish to raise any points within Public Participation, we would ask these are sent to the Parish Clerk 48 hours prior to the meeting.

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

**AGENDA**

**150920/1 TO RECORD APOLOGIES FOR ABSENCE**

**150920/2 MEMBERS’ DECLARATIONS OF INTEREST**

**150920/3 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:**

Full Parish Council Meeting Tuesday 14th July 2020 and Extraordinary Meeting 29th July 2020

150920/4 TO RECEIVE DISTRICT AND/OR COUNTY COUNCILLORS’ REPORTS SINCE LAST MEETING

To advise all reports are now publishes on the Mepal Parish Council website

150920/5 OPEN FORUM FOR PUBLIC PARTICIPATION

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

**150920/6 MEPAL OUTDOOR CENTRE**

To receive a presentation from Alastair Merrick and Jo Brookes

150920/7 MEPAL PARISH COUNCIL CONCLUSION OF AUDIT

To note conclusion of Audit from External Auditors

**150920/8 PLANNING**

**20/00965/FUL Site North-west of 11 Bridge Road, Mepal**

Temporary change of use for siting of a mobile home – **No comment response returned on 11.08.2020**

**20/01130/AGN Low Bank Farm, Low Bank, Mepal**

Agricultural Store

**20/01134/FUL The Granary Whitegate Farm, Witcham Road, Mepal**

Construction of two detached single storey dwellings previously pat of application 19/01364/OUT

**TO UPDATE:**

**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Outline for appearance, layout and scale of 3 bedroom, 1.5 storey, detached dwelling **WITHDRAWN**

**20/00387/VAR - Site South of 20 Brangehill Lane, Mepal**

To vary condition 1 (approved plans) and 9 (access) of previously approved 18/01659 for Construction of 2 detached bungalows on former allotments **– APPROVED**

**150920/9 PARISH COUNCIL WEBSITE UPDATE**

To receive update from Councillor Williams

**150920/10 MEPAL MATTERS**

To agree to use of online printing due to difficulties caused by COVID-19

**150920/11 GARDENING CLUB**

To discuss request for planting

**150920/12 SPEED CAMERA AND CHRISTMAS LIGHTS**

To organise data removal and discuss condition of batteries and correct charging procedures for speed camera and to agree Christmas lights for this year

**150920/13 MEMORIAL WREATH**

To agree purchase of wreath and donation

**150920/14 BRICK LANE UPDATE**

To update on committee date and speakers for committee meeting

**150920/15 MEPAL PLAY AREA**

To receive and update on the current situation with the play area

1**50920/16 INSURANCE RENEWAL**

To discuss the Parish Council’s insurance renewal for 1st October 2020

**150920/17 RECREATION FIELD RENOVATION PROJECT UPDATE AND EQUIPMENT**

To provide an update on project and to agree purchase of lawnmower and agree a cap of £100 for repair of current equipment

**150920/18 PAVILION**

To discuss works required - Electrostatic cleaner, soap and sanitiser units, hive system, face masks, Attack Alarm (lone working), signage, delivery of green bins. To note the Pavilion is open for Educational purposed only as per Government recommendation.

**150920/19 ONGOING ISSUES TO NOTE**

a) Recreation Field

b) Lillibet Woods

c) Pavilion

d) Allotments

e) Grounds Maintenance

f) Precept

**150920/20 POLICIES**

To discuss and approve draft policies on: Memorials, Media and Communications policy, Code of Conduct, Sabbatical Leave and Expenses

**150920/21 BUDGET REVIEW**

To review current budget position

**150920/22 COUNCILLOR UPDATE**

To receive update from each Councillor

**150920/23 KICK WALL**

To discuss a use for the un-used wall

**150920/24 COMMUNITY GRANTS**

To discuss request from the Youth Club for 2020/21 revised funds and to advise that the new Grant Application process will open on 28th September 2020 and close on Friday 30th October 2020. All groups wishing to apply must visit the Parish Council website and download the application form which must be completed as per the instructions given on the form and returned to the Clerk no later than 5pm on Friday 30th October 2020.

**150920/25 FINANCE – to receive Bank Reconciliation up to 31st August 2020**

1. **Payments Made July and August 2020:**

**July**

**Stationery and stamps £51.06OC**

**Truelink – June 1st to 19th 2020 £656.88 BACS**

**Ash Tree Farming – Digger Hire £75.00 BACS**

**CPD Electrical – 6-month fire alarm service £70.00 BACS**

**Redshoes Accounting – Quarter ended June 2020 £59.40 BACS**

**Container People £39.78 BACS**

**New Flame – Annual Maintenance of Fire Equipment £70.50 BACS**

**Wages, Expenses, Mileage, HMRC £1888.26 BACS**

**Zoom - Annual Subscription £143.88 OC**

**Amazon – padlock and security chain £76.11 OC**

**August:**

**Wages, Expenses, Mileage and HMRC £2356.86 BACS**

**SLCC – Training £35.00 BACS**

**PKF Littlejohn – External Audit £360.00 BACS**

**Bannolds – Bark and Soil £305.03 BACS**

**Container People £39.78 BACS**

**S Birt – War Memorial works £120.00 BACS**

**Solopress – sanitiser stations and soap units £365.52 OC**

**Amazon – Re opening supplies for Pavilion £98.80 OC**

**Ebay – stationary £54.58 OC**

1. **Direct Debits Made:**

**July:**

**Plusnet – Mobile £7.00DD**

**EON – Street Lighting £33.87 DD**

**SSE – Electricity £74.45 DD**

**August**

**Opus – Gas £17.69 DD**

**EE – Line install and rental £77.00 DD**

**Plusnet £7.10 DD**

**EON £6.75 DD**

1. **Income received:**

**ECDC – COVID 19 Small Business Grant £10000.00 BACS**

**150920/26 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

**150920/27** Motion to Exclude That under the Public Bodies (Admissions to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**150920/28 PERSONNEL, COUNCILLOR COMMUNICATION AND TRAINING**

Clerk hours, appointment, Lone Working Risk Assessment, Training (First Aid Training, Manual Handling, PA1 and PA6) and Councillor communication

**150920/29** Motion to Re-Admit the Public and Press To resolve that the confidential business having been concluded, the press and public are re-admitted to the meeting.

**150920/30 DIARY DATES –** Next Full Parish Council Tuesday 27th October 2020

**10th September 2020**

K Peck

**Karen Peck**

**Clerk & Responsible Finance Officer**

**Mepal Parish Council**