

# 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](mailto:brianrollason.mpc@outlook.com)

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**NOTICE OF MEETING:** Full Parish Council Meeting  
**TIME:** 19.00  
**DATE:** Tuesday 15<sup>th</sup> September 2020  
**VENUE:** Virtually via Zoom

Please note: due to the current Covid-19 Coronavirus situation, the Parish Council will meet virtually via Zoom 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

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## MINUTES

- 150920/1 TO RECORD APOLOGIES FOR ABSENCE**  
Councillor Mark Brill sent his apologies for absence – working commitments  
Councillor Rebecca Margieson was absent.
- 150920/2 MEMBERS' DECLARATIONS OF INTEREST**  
Councillor Brian Rollason declared a non-pecuniary interest for 150920/6 and Councillor Georgina King declared non-pecuniary interests in 150920/14 & 150920/17.
- 150920/3 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:**  
The Full Parish Council Meeting Tuesday 14<sup>th</sup> July 2020 and Extraordinary Meeting 29<sup>th</sup> July 2020, were approved by all as a true account of the meetings. Proposed by Councillor King and Seconded by Councillor Rollason
- 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.  
Councillor King noted that the recent social media publications written by the District and County Councillors regarding Mepal Outdoor Centre could be seen a misleading and hoped future publications could be more accurate and factual for the community.  
Councillor Rollason raised concern of the issue of E-Scooter and the safety of all road users. County Council Lorna Dupre advised she believed this would be a Police issue to monitor.  
Councillor Cassy Brown enquired if the E-scooter and electric bike trial was available in this area as a valuable way to reach the work place, County Councillor Lorna Dupre advised at the present time this scheme was running in Cambridge only but there is a hope this will be rolled out if successful.
- 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  
There were no members of the public present at the meeting

- 150920/6**      **MEPAL OUTDOOR CENTRE**  
 A presentation from Alastair Merrick on the current stage of the proposals for Mepal Outdoor Centre was given to Council. A copy of the presentation is available as Appendix A within the approved minutes.
- 150920/7**      **MEPAL PARISH COUNCIL CONCLUSION OF AUDIT**  
 It was confirmed that the conclusion of Audit from External Auditors had been satisfactorily completed for 2019/2020
- 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  
 The Parish Council discussed the application and by unanimous vote reached a “No Comment Response”
- 20/01134/FUL The Granary Whitegate Farm, Witcham Road, Mepal**  
 Construction of two detached single storey dwellings previously part of application 19/01364/OUT  
 The Parish Council discussed the application and by unanimous vote reached a “No Comment Response”
- 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**  
 The Council discussed current issue in Brangehill Lane and Councillor Williams will progress this issue
- 150920/9**      **PARISH COUNCIL WEBSITE UPDATE**  
 Councillor Williams provided an update on the Council's current position. The main areas were:
- Website 98% complete
  - All councillors will be sent the link to access the full site via a demo page (ie not public yet) after this meeting. If they could look at and comment if any errors or missing information. Formatting can be changed as we run
  - As per CAPALC recommendation all PC should be using an email linked to the domain, so all PC will be sent their email and instructions after today's meeting.
  - New emails will be used from 23rd September 2020. Suggest that forwarding used for a short time. Help can be given to anyone unsure of how to set the email up.
  - New Website will go live on [www.mepalparish.org](http://www.mepalparish.org) on Friday 18/9.
  - Old Weebly website published to [www.mepalparish.org.uk](http://www.mepalparish.org.uk) will be forwarded to new website on Monday 21st September.
- 150920/10**      **MEPAL MATTERS**  
 Councillor Williams provided an update regarding the publication and notes that the use of online printing due to difficulties caused by COVID-19 had highlighted that:
- Use of an online printer has three benefits: It is 50% cheaper, print can be ordered and printed in 48 hours, printed copies are delivered direct to my house
  - Whilst we would usually support the use of a local printer, this is a significant additional effort for a free newsletter and I would strongly request that we now stay with the online digital print. It will save £400 per year plus any mileage claim to collect copy.
- It was agreed by unanimous vote to use the online printer.
- 150920/11**      **GARDENING CLUB**  
 The council discussed a request for planting from the Former Gardening Club and it was agreed that the Parish Council would like the Former club to hold the £60 remaining funds until a site can be agreed.
- 150920/12**      **SPEED CAMERA AND CHRISTMAS LIGHTS**  
 Councillor Williams updated that the current speed camera had been looked at inclusive of batteries and that all batteries have 77% plus capacity and will not need replacing at this time. Future sites for the camera to be sited and brackets will be looked at, Councillor Williams to progress.

The Clerk advised that the socket had been inspected by installer and contact has been made with Mark Milburn to for an electrical test, awaiting a response.

The Council discussed the lights for the tree and resolved that going forward Mepal Parish Council will maintain the socket, tree and lights each December. Councillor King to retrieve lights and have to Clerk by 23<sup>rd</sup> September to enable a PAT Test.

150920/13

#### **MEMORIAL WREATH**

The council discussed the purchase/donation of two wreaths and agreed a spend of £80

150920/14

#### **BRICK LANE UPDATE**

The committee date for the Brick Lane Application is indicated at 7<sup>th</sup> October 2020. The Parish Council will committee speaker will be Councillor Lorna Williams, community speaker Diana Bray and District Councillor Mark Inskip and Lorna Dupre will also speak.

150920/15

#### **MEPAL PLAY AREA**

Councillor Rollason updated the Council that on-going safety maintenance is going well but there is still work to be done. The Councillor will discuss the opening of the play area at there next meeting and it is hoped to reopen in accordance with the up to date Government guidance.

150920/16

#### **INSURANCE RENEWAL**

The Parish Council discussed the insurance renewal for 1<sup>st</sup> October 2020 received via Came and Company. It was agreed by unanimous vote to proceed with quotation for £1736.74 with Pen Underwriting Limited will continue to use **AXA** as their insurance provider and **rradar** for legal expenses insurance and advice to the local council sector.

150920/17

#### **RECREATION FIELD RENOVATION PROJECT UPDATE AND EQUIPMENT**

Councillor Willian provided an update on project.

- Work starts Monday 21st September – it would be noted in the next addition of Mepal People and the community will be asked to only use the perimeter of the field until further notice. Councillor Williams to add details to notice boards and Council Website to ask for the community's support with this request.
- Attenuation pond, spoils levelling and main field – all commencing 21<sup>st</sup> September 2020
- Funding has been sought and the Council await the outcome due end of October

It was agreed by unanimous vote a spend for purchase of equipment capped at £5500 excluding VAT and also agreed by unanimous vote a cap of £100 for repair of current equipment

150920/18

#### **PAVILION**

The Clerk updated the Council and advised that the Pavilion is open for Educational purposed only as per Government recommendation.

To prepare for opening in a COVID Secure manner the purchase of Soap and Sanitiser units and face masks (emergency supply only) had been purchased. There is a COVID Secure Room designated and all risk assessments carried out in full.

The Council discussed the purchase of a Elecrostatic Cleaner and it was agreed by unanimous vote a spend of £1000, Councillor Williams will confirm specification.

The Parish Council resolved by unanimous vote to proceed with the quotation from CPD Electrical for £458.50 to install a Hive Active Heating and hot water thermostat.

The Parish Council agreed by unanimous vote to purchase 3 x lone working alarms for employees and an additional to be kept in the Pavilion building. Councillor Brown to progress and provide purchase product details to the Clerk.

The Clerk updated that 5 green bins will be supplied to garden waste, delivery TBC

150920/19

#### **ONGOING ISSUES TO NOTE**

The Parish Council noted that all areas outlined below are area which require large amounts of time and spend to bring up to standard.

- a) Recreation Field
- b) Lillibet Woods
- c) Pavilion
- d) Allotments
- e) Grounds Maintenance
- f) Precept

150920/20

#### **POLICIES**

The Parish Council discusses all policies and it was agreed by unanimous vote to approve draft policies on: Media and Communications policy, Code of Conduct, Sabbatical Leave and Expenses. The Parish

Council resolved by unanimous vote not to adopt a memorials policy and would therefore not permit memorials on council owned land.

150920/21

### **BUDGET REVIEW**

Councillor Williams gave a brief review of the current budget provision, a report and pre-circulated budget information was sent to all prior to the meeting.

- This year we have not managed to carry out any of the community led projects so have £21,000 remaining
- Have significant spend remaining on Pavilion and Recreation Field Maintenance
- Income would be down if not for the Covid Grant
- 2021/22 Budget should be set to cover staffing costs and maintenance costs for Field and Pavilion but it is unclear how much hire will be possible.

Councillor William's asked everyone to take time to look over documentation and to discuss again at October's meeting with a plan to be able to set the Precept in Decembers Full Parish Meeting.

150920/22

### **COUNCILLOR UPDATE**

All Parish Councillors provided an update report from their area of responsibility. All reports are attached to approved minutes as Appendix B

150920/23

### **KICK WALL**

The Parish Council discussed an alternative use for the un-used wall erected at the side of the pavilion building. It was agreed by unanimous vote that the wall could be used by local artists if they wished to share art with the community. It was agreed that anyone wishing to have their monthly art displayed on the wall should email the Clerk providing a brief description on art to be displayed. Each month the wall will become available to any local artist on request.

150920/24

### **COMMUNITY GRANTS**

The Parish Council discussed a request from the Youth Club for 2020/21 revised funds and agreed by unanimous vote that £930 would be paid to the Youth Club on 25<sup>th</sup> September 2020. The Parish Council agreed that the new Grant Application process will open on 28<sup>th</sup> September 2020 and close on Friday 30<sup>th</sup> 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 30<sup>th</sup> October 2020.

150920/25

### **FINANCE - to receive Bank Reconciliation up to 31<sup>st</sup> August 2020**

The bank reconciliation up until 31<sup>st</sup> August 2020 was agreed by unanimous vote.

#### **a) Payments Made July and August 2020:**

##### **July**

Stationery and stamps	£51.06OC
Truelink - June 1 <sup>st</sup> to 19 <sup>th</sup> 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

#### **b) Direct Debits Made:**

##### **July:**

Plusnet - Mobile	£7.00DD
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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
c) <b>Income received:</b>	
ECDC - COVID 19 Small Business Grant	£10000.00 BACS
All payments and income were agreed by unanimous vote.	

**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.  
The motion was agreed by unanimous vote.

**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**  
The Parish Council resolved to proceed with contract amendments, appointment and agreed the Lone Working Risk Assessment. It was also resolved to proceed with all training.  
Councillor communication processes was discussed and to be progressed by Councillor Williams.

**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 -** The next Full Parish Council was agreed to be held on Tuesday 27<sup>th</sup> October 2020 via Zoom

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

.....  
*B Rollason*  
Brain Rollason  
Chairman  
Mepal Parish Council

27<sup>th</sup> October 2020