

# MEPAL PARISH COUNCIL

Clerk: Mrs Karen Peck, email: [clerk@mepalparish.org](mailto:clerk@mepalparish.org) tel 01353 741066  
Chairman: Mr Brian Rollason, email: [brian@mepalparish.org](mailto:brian@mepalparish.org)

---

**NOTICE OF MEETING:** Full Parish Council Meeting  
**TIME:** 19.00  
**DATE:** Tuesday 27<sup>th</sup> October 2020  
**VENUE:** Virtually via Zoom

Please note: due to the current Covid-19 Coronavirus situation, the Parish Council will meet virtually using 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: 87623693568 Passcode: 423676 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   | 5 |
| VACANCIES | 2 |
| 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 15<sup>th</sup> September 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 (15 minutes)  
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 COUNCILLOR RESIGNATION
- 150920/7 CO-OPTION OF PARISH COUNCILLOR (5 minutes)
- 150920/8 PLANNING (10 minutes)
- 20/00630/FUL AMENDMENT - Site South and West of the Bungalow Brick Lane, Mepal**  
Erection of 55 dwellings, new access, estate roads, driveways, parking areas, open space, external lighting, substation, and associated infrastructure.
- 20/00988/FUL 2 Laurel Close, Mepal**  
Infill porch extension - NO COMMENT reply sent via delegated authority on 16.09.2020
- 20/01235/FUL The Elms High Street Mepal**  
New bay window to front of property and single storey rear and side extension - NO COMMENT reply via delegates authority 28.09.2020

**20/01261 16 School Lane, Mepal**

Two storey rear extension

**TO UPDATE:**

**20/00965/FUL Site North-West Of 11 Bridge Road Mepal**

Temporary change of use for siting of a mobile home – APPROVE

To discharge Condition 4 (external door and Window) of decision dated 12 August 2019 for side and rear single storey extension, new front porch, gate and 1.2m high fence.

**20/00414/DISA Bedford House, 14 Bridge Road, Mepal**

To discharge Condition 5 (soft landscaping and 6 (Biodiversity) of decision 20/00414/FUL dated 17 June 2020 for construction of 1 no. 4 bed dwelling

**19/00725/DISB Pond Farm 3 High Street, Mepal**

Discharge of condition 4 (external door and windows) of decision dated 12<sup>th</sup> August 2019 for side and rear single storey extension, new front porch, gate and 1.2, high fence

**150920/9**

**MATTERS ARISING (30 minutes)**

1. Parish Council Website Update  
To receive update from Councillor Williams
2. Helium filled Balloons and Sky Lanterns  
To discuss information from East Cambs District Council – sign up to charter and agree policy
3. ASB and Damage to Council Assets  
To note incidents of damage
4. Boundary Clarification  
To note the boundary and responsibility of Mepal Parish Council
5. Play Area  
To discuss ongoing works and note the reason why the opening is further delayed. To agree purchase of signage for No Dogs Allowed and Turf.
6. CIL  
To discuss CIL for period 01.04.2020 to 30.09.2020
7. Recreational Field Update  
To update on findings and note additional works required. To discuss and agree dog areas on field and establish approx. location of junior goal posts holes.
8. Pavilion  
To discuss and agree bollards and fencing, security for the pavilion, portable electric needed and pavement costs
9. Memorial Wreath and Bus Shelters  
To note that Mepal Parish Council Chairman will lay two wreaths on remembrance Sunday complying to all guidance given by the Royal British Legion and Government and to discuss and agree wiring. To discuss and agree is the broken roof and widows are to be replaced in bus shelters.

**150920/10**

**COUNCILLOR UPDATE (15 minutes)**

To receive written update from each Councillor. Discussion of any matters arising from the councillor reports

**150920/11**

**FINANCE**

**1. to approve payments and Bank Reconciliation up to 30<sup>th</sup> September 2020**

**a) Online Payments:**

|   |               |
|---|---------------|
| Amazon – office equipment                     | £67.74 OC     |
| Wages, Mileage, Expenses and HMRC             | £2123.80 BACS |
| Redshoes Accounting                           | £49.50 BACS   |
| CCC – 2019/20 LHI Scheme Mepal                | £187.73 BACS  |
| Redact – Website                              | £360.00 BACS  |
| Truelink                                      | £544.62 BACS  |
| Scribe – Annual Licence                       | £509.40 BACS  |
| Container People                              | £39.78 BACS   |
| CJC Cleaning                                  | £214.00 BACS  |
| Mepal youth Club                              | £930.00 BACS  |
| Came and Company – Insurance Renewal          | £1736.74 BACS |
| Mick George - materials for emergency repairs | £356.37 BACS  |
| Amazon – Basic kit                            | £671.02 OC    |

|  |               |
|--|---------------|
| Craigmore – Electrostatic Cleaner<br>October               | £1260.00 BACS |
| Fen Farm Supplies – allotment repairs                      | £139.00 BACS  |
| CPD Electrical – Hive, PAT Test and Christmas Light/Socket | £582.00 BACS  |
| CAPALC – Training  | £175.00 BACS  |
| Came and Company – Insurance amendment                     | £89.60 BACS   |
| CJC Cleaning   | £200.50 BACS  |
| Redact – Website   | £628.68 BACS  |
| Ely and District Training                                  | £432.00 BACS  |
| Ernest Doe   | £5195.00 BACS |
| Greg Matthews – WIFI                                       | £99.99 BACS   |
| CJC Cleaning   | £180.00 BACS  |
| HMRC, Wages and Expenses                                   | £2910.27 BACS |
| Truelink   | £427.44 BACS  |

**b) Direct Debits Made:**

|                                  |           |
|----------------------------------|-----------|
| Opus – Gas Pavilion              | £17.29 DD |
| EE – internet and phone          | £27.00 DD |
| E-ON – Electricity Street Lights | £25.61 DD |
| PlusNet – final mobile bill      | £7.00 DD  |

**c) Income received:**

|   |                |
|---|----------------|
| East Cambs DC – 2 <sup>nd</sup> Instalment of Precept | £16212.50 BACS |
| CIL 15% 18/00501.18/01659 & 18/00501                  | £5969.47 BACS  |

**2. 2021/22 BUDGET PREPARATION (30 minutes)**

**a. Finance - Budget review**

L Williams to outline current budget spend and prediction to financial year end

**b. Finance - Remaining projects outlined in 2020/21 budget**

To discuss status of suggested Community Led Projects (notes in the current budget - £21,000 for Dog Park £5000, Bollards £3000, Car Park Improvement £4000, Fit trail £9000)

**c. Finance - Discussion about items to include in 2021/22 Budget**

All councillors to be prepared to propose ideas and outline costs and grant possibilities related to any projects they want considered for the 2021/22 Financial Year

**d. Finance - review of our current published Financial regulations**

Consider proposal to amend Financial Regulation to add detailed instructions relating to amounts to be held in current and savings accounts

**e. Finance - review of our current reserves policy**

As we are considered a higher risk Parish Council due to the assets under our management and ownership to consider amendment to Reserves policy to increase general reserves to 100% of the budgeted annual spend.

150920/12

**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

150920/13

**DIARY DATES – Next Full Parish Council Tuesday 24<sup>th</sup> November 2020**

*K Peck*

**Karen Peck**

**Clerk & Responsible Finance Officer**

**Mepal Parish Council**