

# 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)

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**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 that 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

- 271020/1 TO RECORD APOLOGIES FOR ABSENCE**  
Councillor Rebecca Margieson gave apologies as she was on holiday – 2 consecutive meeting missed
- 271020/2 MEMBERS' DECLARATIONS OF INTEREST**  
Councillor Georgina King declared an interest in agenda item 271020/8 Brick Lane Application
- 271020/3 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:**  
The full Parish Council Meeting Minutes from Tuesday 15<sup>th</sup> September 2020 were agreed by unanimous decision as a true record of the meeting
- 271020/4 TO RECEIVE DISTRICT AND/OR COUNTY COUNCILLORS' REPORTS SINCE LAST MEETING**  
Councillor Inskip and Councillor Dupre were not present at the start of this agenda item and no apologies were given. All reports were circulated to the Council prior to the meeting and are now publishes on the Mepal Parish Council website.  
At 19.29 Councillor Dupre entered the meeting – Councillor Brown asked for an update on the illegal encampment at Mepal Outdoor Centre, Councillor Dupre will chase and update the council.  
19.34 Councillor Dupre left the meeting
- 271020/5 OPEN FORUM FOR PUBLIC PARTICIPATION (15 minutes)**  
No members of the public were in attendance.  
Lorna Williams addressed the Council regarding the Fenscene article and advised that the published quotations in the article were simply taken directly from the Parish Council website news posts and had not been submitted as a Parish Council response.  
Brian Rollason noted that he had received a request from 19 Laurel Close regarding Trees and the Council asked for 19 Laurel Close to put the request in writing to the council to be considered.
- 271020/6 COUNCILLOR RESIGNATION**  
It was noted that Mark Brill has resigned as Parish Councillor for Mepal

271020/7

**CO-OPTION OF PARISH COUNCILLOR (5 minutes)**

The Council had received one application to join and Ms Sam Foord was asked to address the council in regard to her application.

The Councillors voted unanimously to co-opt Same Foord on to the Parish Councillor and the declaration of interest was witnessed by the Clerk.

271020/8

**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.

The Council discussed the amendment, and it was felt that the amendments did not address the concerns raised by the Parish Council and Mepal residents. Councillor Williams offered to draft a response and circulate to all before the Council respond accordingly.

**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/FUL 16 School Lane, Mepal**

Two storey rear extension

The Council discussed the application, and a No Comment response was agreed by unanimous vote.

**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

271020/9

**MATTERS ARISING (30 minutes)**

1. Parish Council Website Update

Councillor Williams updated the Council on the progress of the "new Website" and email, advising that there have been a few teething problems, but it is felt the system is working and the new website is looking good and being used within the community already. KP asked Councillor Williams to set up an email account for Sam Foord.

2. Helium filled Balloons and Sky Lanterns

The council discuss information from East Cambs District Council regarding signing up to charter and to agree a policy. The Council agreed by unanimous vote to sign up the charter.

3. ASB and Damage to Council Assets

The Council noted incidents of damage and ASB within the Parish over the last few weeks.

Incidents included broken glass under play equipment, significant dog fouling in the play area, littering including used condoms, damage to the contractor's toilet, damage to temporary fencing, broken waste pipes at the pavilion and tile damage of the pavilion due to stones being thrown. The Council have instructed the current Grounds Contractor to cut the hedging surrounding the play area to the lowest level possible to try and make the area more visible, but this will be again at an additional cost to the community.

The Parish Council have been working with the police on the issue and noted their disappointment on the effect this is having on the community.

4. Boundary Clarification

The boundary and responsibility of Mepal Parish Council is verges (cut on behalf of Cambridgeshire County Council), Recreation Field, Play Area, Allotment site, Lilibet Woods (to note that annual maintenance has never been scheduled for this area so now will require a once off

cost to deal with the overgrowth of ditches and under trees and a subsequent budget for annual maintenance) and the Green/War Memorial area.

5. Play Area

The Council discussed ongoing works and note the reason the opening of the Play area is further delayed is due to the ASB and damage being caused to the area. In one last attempt to bring the park back in to operation the council agreed purchase of signage for “No Dogs Allowed” and for the sign to be metal to hopefully prevent vandalism and Turf to be purchased at the cost of £427.50 from Bibby Turf Supplies, the laying of the turf will be carried out by the Councils Grounds Maintenance Manager.

6. CIL

The Clerk updated the Council on CIL income for period 01.04.2020 to 30.09.2020 was £5969.47

7. Recreational Field Update

Councillor Williams updated on findings and noted additional works required due to the outlet not being as on plans. This resulted in a deeper than expected attenuation pond being required and additional safety fencing. Resulting in quotation A3005 for £6228 increased to £12898 under quotation A3005a. It was noted that the attenuation pond for much of the year will not hold water and is only there for heavy rainfall and to back up the water to allow it to slowly dissipate. The council discussed the possibility of specific dog areas on the field and agreed for this to be discussed further at a future meeting. The clerk asked if anyone was aware of the location of any permanent junior goalpost sites on the two pitches? Councillor King advised for the Clerk to contact MP to discuss further.

8. Pavilion

The Council discussed the need to protect the field from vehicular access and it was agreed by unanimous vote to have a discreet wooden bollard system with three removable bollards and fencing/gate installed as soon as possible. The quotation from Arbantia Fencing was agreed at a sum of £2880 plus vat.

The Council discussed the ongoing security at the pavilion, and it was agreed by unanimous vote to install a security system that also links into the fire alarm for a cost of £3560.86 including VAT with CPD Electrical. This should be allocated to ‘Community projects – Pavilion Improvement’ where we have a £2000 budget.

The Council discussed the need for a portable electric supply to enhance its ability to work on all assets and it was agreed to purchase a generator for the cost of £577.48.

The broken pavement at the pavilion needs attention as there are 65 broken slabs requiring replacement along with 20 addition slabs needed for a hard-standing area. The council discussed the quotations and agreed to proceed with Option 2, plus materials costs for fitting slabs and benches and also materials to replace gutting totalling £882.90 plus vat from Travis Perkins . The need for a skip will also be required at a cost of £240 including VAT from Alans Skips. This cost should be allocated to Recreation Field Maintenance.

The Clerk advised requests from the community had been received regarding some seating being installed around the recreation field. It was agreed to proceed with the request and to purchase 3 x Phoenix Recycled Materials Seats at a cost of £1653.84 from Glasdon. This will come from the CIL funding received.

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. The Council Chairman will lay the two wreaths on behalf of the Parish Council and we would request that people do not congregate in the area due to the pandemic.

The Council discussed the broken roof on one bus shelters, it was agreed to proceed with getting quotations for repair and to also gain quotations for replacement windows.

271020/10

**COUNCILLOR UPDATE (15 minutes)**

A report was circulated from Councillor Williams, King and Rollason no other reports were received.

271020/11

**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	£2123.83 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	£1260.00 BACS
October	
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

All payments and bank reconciliations were agreed by unanimous vote.

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

**a. Finance - Budget review**

L Williams outlined the budget performance to date and noted three areas of likely over/underspend by year end. The new projects budget of £21,000 has not yet been accessed, although the new equipment for the Maintenance manager currently sitting under Parish Maintenance could be re-assigned. The Parish Maintenance budget has already been spent, due to the new equipment. Admin costs are likely to run over budget due to unbudgeted training costs and the Scribe accounting package.

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

The status of the Community projects (notes in the current budget - £21,000 for Dog Park £5000, Bollards £3000, Car Park Improvement £4000, Fit trail £9000) was discussed and it was felt that we were not in a position to commit to all of these projects at the moment. There is now not unanimous agreement so the dog friendly area, fit trail and car park improvement will be re-assessed at subsequent meetings. Any new assets must take into account additional maintenance and management costs. LBW said that at the very least we should look at the enhancements to the smaller children's play equipment so that they did not continue to suffer because of antisocial behaviour by older teenagers.

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

LBW said that she had not received any specific costed budget items from the other Councillors yet, so in the absence of specific requests, she would continue to prepare a draft budget on the basis of current maintenance demands, asset management and deferred 2020 projects. LBW requested that any fully costed projects (ie costs of installation plus costs of maintenance and management not just a price quote of equipment) be forwarded to her at least 1 week before the next meeting.

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

It was unanimously agreed that specific instructions relating to amounts to be held in current and savings accounts be published as part of the financial regulations. It is noted that this will be more work for the Clerk to administer in the RFO role.

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

We are considered a higher risk Parish Council due to the assets under our management and ownership and so it was unanimously agreed to amend our current Reserves policy to increase general reserves to 100% of the budgeted annual spend.

271020/12

**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.

This was agreed by unanimous vote.

271020/13

**DIARY DATES - Next Full Parish Council is Tuesday 24<sup>th</sup> November 2020 via Zoom**

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

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**B Rollason**  
**Chairman**  
**Mepal Parish Council**

24<sup>th</sup> November 2020