

# 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 9<sup>th</sup> February 2021  
**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: 83453425397 Passcode: 508522 if you wish to raise any points within Public Participation, we 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	5
VACANCIES	2
QUORUM	3

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## MINUTES

- 090221/1 TO RECORD APOLOGIES FOR ABSENCE**  
There were no apologies for absence.  
Councillor Brown joined the meeting at 19.06  
Councillor Foord could not connect to the meeting due to technical issues
- 090221/2 MEMBERS' DECLARATIONS OF INTEREST**  
Councillor Rollason declared an interest in 090221/7 21/00109 as this is a close friend
- 090221/3 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:**  
The Full Parish Council Meeting minutes from Tuesday 12<sup>th</sup> January 2021 were approved by unanimous vote as a true and accurate account of the meeting and were signed by the Chairman
- 090221/4 TO RECEIVE DISTRICT AND/OR COUNTY COUNCILLORS' REPORTS SINCE LAST MEETING**  
To advise all reports are now published on the Mepal Parish Council website
- 090221/5 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  
There was one member of the public present and they had raised concerns over pathway and carpark works. Information from the member of the public was circulated to all Councillors prior to the meeting and the Council thanked them for their input and would use this information in future planned works. Councillor Williams noted that the pathway from Witcham Road to the Pavilion building had not been reinforced as previously stated.
- 090221/6 MATTERS ARISING (30 minutes)**
1. Proposed East Cambridgeshire Crematorium Consultation  
The consultation process has now closed, and any further updates will be forwarded by East Cambridgeshire District Council

2. Brick Lane Committee - Postponed until March 2021  
The Clerk updated that the application is now due to be heard at the March meeting, still to be confirmed.
3. Parish Council Information Audit  
Councillor Williams advised that Mepal Parish Council takes its responsibilities for data security and retention of Council equipment very seriously. After an initial audit we have been advised that we should conduct a regular revue, particularly in relation to data compliance and this will necessitate contacting any former Clerks or Councillors to ensure that we are ensuring compliance to the best of our abilities. It has been suggested that we look at the past 5 years to start the new process off, and subsequently it will be implemented whenever a councillor or Clerk steps down from their role.

The Clerk had worked in conjunction with East Cambridgeshire District Councillor Monitoring Officer and it was agreed by unanimous decision to approve the draft letter and for it to be sent.

4. Brangehill Drove Postponement  
Councillor Williams advised that essentially a delegated decision was taken to defer the agreed work on the Byway on Brangehill Drove in the current financial year. Initially the proposal was to defer to the 2021-22 financial year due to the lockdown, but the Clerk has managed to get CCC Highways to clear the byway and this was completed by 4<sup>th</sup> February. This is a huge saving for the PC but we will need to remove the fly tipped rubbish. It should be noted that following the clearance it has been noted that *"at several points the ditch on the east side has been used as a dumping ground for domestic rubbish from bottles to children's toys and furniture"*.

This problem is the same as that for the rubbish found in the brambles' clearance on the Recreation field and we need to think about what more can be done to educate householders, particularly with growing awareness of the value of greenspace and of our individual responsibility's in caring for our environment.

Thank you to our Clerk who has done a great job in getting CCC Highways to take responsibility for this area and doing the work, and now we need to do our bit to complete the job!

5. Path and car park work  
Councillor Williams advised a grant application made some time ago has been provisionally approved but as yet the Parish Council had not received official confirmation of the grant. If the grant is successful the Parish Council will look at the Pathway from Witcham Road to the Pavilion building, providing on spec disabled parking bays and a small path to the entrance of Mepal Play Area.

It was also noted the fire assembly point would need to be moved due to inaccessibility.

6. Access to the Recreation Field  
The Parish Council had received correspondence of thanks from members of the community in regard to the wood chippings that had been sourced Free of Charge to be laid on the field. It was noted that this is not a pedestrian pavement or pathway and is part of the recreation field and appropriate footwear should be used when walking in a field in the winter months.

Councillor Williams had surveyed the other field accesses in the village, and it was noted that the Recreation field is in very good order in comparison.

090221/7

#### **PLANNING (10 minutes)**

Councillor Hickman left the meeting at 19.36

#### **TO DISCUSS:**

##### **21/00015/FUL 22 High Street, Mepal**

Demolition of existing rear extension with erection of new ground floor rear extension and infill side extension and first floor extension above existing garage – the Council discussed this under delegate powers and agreed a NO Comment response sent on 10.01.2021

##### **21/00080/FUL Hiams Farm, Chatteris Road, Mepal**

Proposed two storey, two bed annexe

The Parish Council discussed the application, and it was agreed by unanimous decision to respond with a "No Comment" reply

**21/00109/FUL Amber House 3 Laurel Close, Mepal**

Conversion of existing store into 1 bedroom annexe ancillary to main dwelling including the erection of a single storey orangery

The Parish Council discussed the application, and it was agreed by unanimous decision to respond with a "No Comment" reply

**21/00033/FUM Land at Coveney Byall Fen**

To Divert existing Internal Drainage Board Main drain to create a coherent contiguous block of lowland wet grassland to add on to the already created habitat at Coveney Byall Fen under the auspices of the Ouse Washes Habitat Creation Project – not officially consulted but due to current flood issue included for the Parish Council to consider

The Parish Council discussed the application, and it was agreed by unanimous decision to respond with a "No Comment" reply

**21/00133/LBC Pond Farm 3 High Street Mepal**

Amendment to the position of the new staircase from first to second floor level internally within the building as part of works approved under 19/00726/LBC

The Parish Council discussed the application, and it was agreed by unanimous decision to respond with a "No Comment" reply

**TO UPDATE:**

**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.**

INFORMATION ONLY AMENDMENT

Plot 13 and 14 updated to different house types

Flood Risk and SuDs Assessment to address concerns raised by the LLFA & Response Letter -amended proposed site

Landscaping plan to include indicative cross section of the acoustic barrier

**18/01659/DISB Site south of 20 Brangehill Lane, Mepal**

To discharge condition 4 (Acoustic Fencing) and 5 (Biodiversity of decision 18/013659/FUL dated 18<sup>th</sup> January 2019 for Construction of 2 detached bungalows on former allotments.

090221/8

**COUNCILLOR UPDATE (15 minutes)**

Councillor Hickman returned to the meeting at 19.42

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

Councillor Williams - The Pavilion is currently closed, but inspections and maintenance work on contracts continues. The new extractor fans have now been installed correctly in the toilets. There will be no new bookings to the end of this financial year, and pavilion rental income will be challenging in 2021. The website is all up to date, although there has been some discussion since the last meeting, and we have had to clarify that this is a Parish Council Website NOT a community website (although we are happy to include a page for any community groups wishing to send in information or news) and amenities features are only PC owned and managed amenities.

Next Mepal Matters will be a March edition (quarterly).

There are issues with the ventilation in the Pavilion due to poor maintenance and incorrect installation (or no installation) of extractor fans in the past that will need to be sorted out if football returns and the changing rooms are needed in the Autumn.

There may be a need to install a new fire alarm board due to some issues with correct functioning, but this is being monitored.

Councillor Hickman

Street Lighting

Report on current state of lights and possible maintenance options going forward to be completed and presented as the March meeting.

Play Area

Worth noting that during the heavy rain the barked are around the fort held about 6 inches of water. I don't think there are any actions to come of this just to monitor and make sure it dries out when the weather improves.

090221/9

**FINANCE**

**1. to approve payments and Bank Reconciliation up to 31<sup>st</sup> January 2021**

**a) Online Payments:**

Unity Bank Interest	£18.00 BACS
Radmore and Tucker - attachment kit	£71.70 OC
IC Brindle and Co Ltd - Life Ring	£285.43 BACS
Amazon - Paints for Street Sign	£82.24 OC
HMRC, Wages and Expenses	£2517.67 BACS
CPD - Fire Alarm and Emer Lighting Test	£160.00 BACS
Travis Perkins - Guttering	£37.83 BACS
Container People	£39.78 BACS

**b) Direct Debits Made:**

EE - Phone and Broadband	£39.25 DD
Opus - Gas Pavilion	£96.09 DD
Wave - Water Pavilion	£11.97 DD
SSE - Electric Pavilion	£112.77 DD
E-on - Street Light Energy Dec and Jan	£51.22 DD

**c) Income received: Nationwide savings account interest £19.58 BACS**

The bank reconciliation and payments were agreed by unanimous decision

**d) To discuss and approve final draft of the budget and reserves for 2021-22**

A draft copy of the budget had been circulated to all prior to the meeting. It was agreed to approved the final draft in the March meeting

090221/10

**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

It was agreed to adopt the delegation by unanimous decision

090221/11

**DIARY DATES** - The next Full Parish Council Meeting will be on Tuesday 2<sup>nd</sup> March 2021 at 7pm via Zoom

**The meeting closed at 19.51**

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*K Peck*

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

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*B Rolloason*

**Brian Rollason  
Chairman  
Mepal Parish Council**

9<sup>th</sup> March 2021

