

# 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 2<sup>nd</sup> March 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: 86337106744 Passcode: 778754 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

- 020321/1 TO RECORD APOLOGIES FOR ABSENCE**  
Councillor Brown - work commitments  
Councillor Hickman - will arrive late
- 020321/2 MEMBERS' DECLARATIONS OF INTEREST**  
There were no declarations of interest
- 020321/3 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:**  
The Full Parish Council Meeting Minutes from Tuesday 9<sup>th</sup> February 2021 were approved as a true record of the meeting and approved by unanimous decision, after correction of the date of today's meeting.
- 020321/4 TO RECEIVE DISTRICT AND/OR COUNTY COUNCILLORS' REPORTS SINCE LAST MEETING**  
To advise all reports will be published on the Mepal Parish Council website, but due to the earlier date of today's meeting, District and County Councillors gave a verbal summary of the reports shortly to be added to the website.
- 020321/5 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 were no members of the public present at the meeting
- 020321/6 MATTERS ARISING (30 minutes)**  
**1. Emergency works to Pavilion**  
The Clerk advised that due to a faulty with the fire alarm panel, picked up on a weekly inspection it was necessary to carry out works immediately and so the panel and the emergency lighting faults in the pavilion had now been rectified by CPD Electrical at a cost of £320 (Fire Alarm Panel) and £340 (Emergency Lighting). The spend was approved by the Chairman and Clerk as per Standing Orders.

## 2. Sutton Neighbourhood Plan

On 5<sup>th</sup> November 2020 we were contacted by the Clerk to Sutton Parish Council as Sutton Parish Council had been discussing the need to review and refresh the Sutton Neighbourhood Plan. The plan was “made” by ECDC in May 2019.

The NPPF states that where local plans are “out of date”, which includes, for example, the local planning authority being unable to demonstrate a 5-year land supply of deliverable housing sites, there will be a presumption in granting planning permission for developments. The ECDC Local Plan was adopted in April 2015, and is now more than 5 years old, the 5-year land supply has been considered by ECDC and in the light of recent results on appeals in Witchford it is deemed that it is currently sufficient.

Sutton Parish Council wanted to engage with Mepal Parish Council, as they feel that the Sutton Neighbourhood Plan currently offers some protection to the Brick Lane site in Mepal, as it sits within the boundary of the “made” plan. In the event that Sutton reviews and refreshes the plan it has an option to change the boundary of the plan to meet the boundary changes that have recently been made.

Our response on 9<sup>th</sup> November was that we had discussed this and felt that their current plan, which includes three areas that are now part of the Mepal Parish boundaries, in reality offers the village little in the way of protection in terms of incentive for Sutton Parish Council to formally object to the development of the Brick Lane site (as evidenced by their ‘no response’ reply for the current planning application). The development is also not supported by the identified housing needs in Mepal's existing Community Led plan.

It is our understanding that the ECDC Local Plan, adopted in April 2015, does not identify the land on the left as you enter Mepal village as a suitable housing development site and if the ECDC plan is deemed sufficient this alone would support our objection to the proposed Brick Lane Development. We said that we would expect that if Sutton Parish Council decided to revise the current Sutton Neighbourhood Plan that they would obviously remove the areas no longer under the Sutton Parish Boundary, however we agreed that a MPC councillors would attend the next working party meeting to understand why Sutton PC feel that their current plan offers Mepal protections and to gauge whether if they intend to revise the plan whether we would prefer that they remove the three areas of land now moved within the Mepal Parish boundaries.

Due the unavailability of any other MPC councillor on the 25<sup>th</sup> January, Councillor Williams agreed to attend the Sutton Neighbourhood Plan WP. The discussions concluded that SPC would be looking to update the plan, and they did feel that having the area in the plan was better than the Mepal CLP which has no legal standing. Councillor Williams did mention that the ‘No Comment’ or objection from Sutton Parish Council meant that this argument was not used by SPC and so in reality did not support our objection and that our strong feeling was that as these areas are legally in Mepal Parish Council boundaries if SPC were updating their plan then they should remove these areas.

We were asked to minute this decision at the next possible Mepal Parish Council Meeting so that there is an official MPC response.

**Resolved: Mepal Parish Council resolved unanimously that the area that was formerly in Sutton Parish but was moved within the Mepal Parish boundary shall be removed from any update to the Sutton Neighbourhood Plan in future.**

## 3. Grant Outcome - to discuss and approve works

The Mick George Community Fund is managed externally by GrantScape, a charity which specialises in grant management. The Mick George Community Fund has roughly £1,200,000 available each year to community projects that meet the qualifying criteria. A Grant Application was submitted as a proposal last August to include the second phase of the recreation field drainage and reseeding work (including the attenuation pond fencing) and the work to improve the paths to the pavilion and play park and some work to improve the car park area. (Minute Reference 150920/17 in relation to the funding being sought).

This project was given provisional approval by GrantScape in October but because of the security concerns when travellers moved into Elean Park in November, we were forced to take the barriers and gates out of the project.

We were allowed to amend the proposal to the following plan:

#### Revised Project Costs

Item/ Activity	Amount in Grant	Cost to MPC
Install fencing and gate around attenuation pond (ALD)	£3,245.00	£3,245.00
Vertidrain Spring 2021 (ALD)	£990.00	£990.00
March Fertiliser (ALD)	£1,320.00	£1,320.00
Overseed (ALD)	£2,805.00	£2,805.00
Car Park expansion and entrance re-enforcement/ disabled bays	£8,372.50	£10,149.90
Replacement path - Witcham road end to pavilion entrance	£7,282.00	£7,282.00
New path - Laurel Close end to Playpark/Field entrance	£1,820.50	£1,820.50
	<b>£25,835.00</b>	<b>£27,612.40</b>

Three quotes were sought for all works with the exception of the car park where we were unable to get a tarmac company to quote. In order to receive the grant, we also have to make a contributing third-party donation of £2,944 and the work must be invoiced by the end of March 2021 (April for ALD).

We had already previously approved the first 4 items on the agenda (minute refs 290720/6 and 271020/9 point 7 for the revised quote for the fencing and deeper pond).

The quotes for the vertidrain and fertiliser/reseed were discussed and approved at meetings last year and ALD had been selected to carry out all of the work under Minute Ref 290720/6 and also the two quotes plus a DIY fencing option for the pond (again already approved under 290720/6).

Remaining to be approved by Council at this meeting is therefore the Car Park improvement and renovation and the footpath replacement and additions (Witcham Road to Pavilion and Laurel Close to Play Park and field entrance. The Council discussed the quotations, and it was agreed by unanimous decision to approve quotation A £10,149.90 plus vat and Path Quotation A £9,102.50 both from JRH Contracts Ltd

#### 4. To approve Internal Auditor

The Council agreed by unanimous vote to use S & J Accounting as the Internal Auditor

#### 5. Brick Lane

To note that the planning application 20/0630/FUM will be held at East Cambridgeshire District Council Planning Committee on 3<sup>rd</sup> March 2021. Speakers will be Parish Councillor Lorna Williams, County Councillor Lorna Dupre, District Councillor Mark Inskip and Community Speaker/Objectors Diana Bray plus one other

#### 6. To discuss CAPALC Affiliation Renewal

The Council discussed the renewal, and it was agreed by unanimous decision to renew for the amount of £425.23

020321/7

#### PLANNING (10 minutes)

##### TO DISCUSS:

##### 21/00159/VAR Pond Farm 3 High Street, Mepal

To vary condition 1 (Approved drawings) of previously approved 18/00501/FUL 18/08/2018 Proposed 3 No. Swellings (including demotion of existing timber outbuildings) and proposed internal and external works to listed building – Replied 11.02.2021 No Comment under delegated powers

##### 20/01330/FUL Bedford House 14 Bridge Road, Mepal

Proposed four bed, two storeys dwelling to replace existing dwelling (amendment involved layout of dwelling) – No Comment response given 22.02.2021 under delegated powers

##### 21/00255/VAR Pond Farm 3 High Street, Mepal

To Vary Condition 1 (Approved drawings) of previously approved 18/00501/FUL & 18/00502/LBC for Proposed 3No. dwellings (including demolition of existing timber outbuildings), and proposed internal and external works to listed building – No Comment response agreed by unanimous decision

## **F/2006/15/CM - Block Fen - Proposed amendment to application**

ECDC ref: 15/02006/CCA & FDC ref: F/YR15/2006/CCC)

You were consulted and/or commented on this planning application soon after it was first submitted in 2015. The parish boundaries have been changed since then and the land to which the planning permission relates now lies in Manea rather than Chatteris.

The application has been on hold pending the improvements to the northern part of Block Fen Drove which were carried out in December/January by Mick George Ltd with contributions from the other mineral companies who also had an obligation to carry out road improvements. The applicant, Hanson, has amended the application to take this into account, copy attached. The full application documents are on the CCC website at <https://planning.cambridgeshire.gov.uk/online-applications/> using ref. no. F/2006/15/CM. - No Comment response agreed by unanimous decision

### **INFORMATION ONLY ITEM**

#### **20/0630/FUM 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

Amendment for information only purposes - Additional information received submission of a Biodiversity off-setting report to provide a biodiversity net gain

#### **TO UPDATE:**

#### **20/01466/VAR Site South of 20 Brangehill Lane, Mepal**

To vary condition 1 (approved plan), Condition 7 (Foul & surface water) and (access) of previously approved 18/01659/FUL for construction of 2 detached bungalows on former allotments - **APPROVED**

#### **20/01571/RMA Horticultural Site Between 8 And 14 Bridge Road, Mepal**

Approval of details for reserved matters for appearance, landscaping and scale relating to Plot 1 of previously approved 19/00799/OUT (Construction of 2no. detached dwellings) - **APPROVED**

Councillor Hickman arrived at 19.35

020321/8

### **COUNCILLOR UPDATE (15 minutes)**

Updates had been received from each Councillor.

Councillor Williams noted that the next edition of Mepal Matters would be April due to lack of content

020321/9

### **FINANCE**

1. To approve payments and Bank Reconciliation up to 28<sup>th</sup> February 2021

#### **a) Online Payments:**

Amazon - paint for village sign	£15.00 OC
Royal Mail - Stamps and recorded delivery letters	£48.31 BACS
CAPALC - Training	£125.00 BACS
WAVE - Water Pavilion	£175.85 BACS
Container People	£39.78 BACS
HMRC, Wages and Expenses	£2345.01 BACS
CPD Electrical - Emergency works Fire Alarm Panel	£320.00 BACS
CPD Electrical - Emergency lighting Replacement	£340.00 BACS

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

OPUS - Gas Pavilion	£78.17 DD
EE - Broadband and Telephone	£35.00 DD

#### **c) Income**

COVID Volunteer Grant	£500.00 BACS
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The Bank reconciliation, payments and income were approved by unanimous decision

2. To discuss and approve final draft of the budget and reserves for 2021-22

It is noted that the council previously held healthy level of reserves but as planned has drawn from these reserves in the current year and is also planning to further draw on reserves in the 2021-22 financial year. The budget below was proposed by Councillor Williams, seconded by Councillor Hickman and resolved unanimously to adopt. The reserves policy will be updated in April to be read alongside the adopted budget and final year end accounts.

	YE 31/3/2021 budget	YE 31/3/2021 Predicted	2021-22 Budget
<b>Receipts</b>			
Precept	£32,425.00	£32,425.00	£37,300.00
Total of Other Income/Receipts	£5,297.40	£38,972.07	£4,577.40
CIL Receipts (estimate for 2021/22)	£3,342.00	£9,311.48	£8,084.00
<b>Total Receipts (ex VAT)</b>	<b>£41,064.40</b>	<b>£80,708.55</b>	<b>£49,961.40</b>
<b>Payments - Overheads</b>			
General Administration, Staffing, S137	£27,960.00	£34,451.72	£34,334.04
Parish Maintenance	£20,120.00	£17,212.15	£7,875.00
Loan Interest/Repayment	£897.84	£897.84	£897.84
Earmarked Projects	£61,300.00	£82,080.26	£14,300.00
<b>Payments Grand Total</b>	<b>£110,277.84</b>	<b>£134,641.97</b>	<b>£57,406.88</b>
<b>Balance of Receipts/Payments</b>	<b>-£69,213.44</b>	<b>-£53,933.42</b>	<b>-£7,445.48</b>

3. To approve online banking payment procedure  
The Council approved the procedure by unanimous decision

020321/10

**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

The scheme was approved by unanimous decision

020321/11

**DIARY DATES** - The next Full Parish Council Meeting will be Tuesday 13<sup>th</sup> April 2021 via Zoom

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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

29<sup>th</sup> April 2021