

MEPAL PARISH COUNCIL

Clerk: Mrs Karen Peck, email: clerk@mepalparish.org tel 01353 741066

Chairman: Mr Brian Rollason, email: brian@mepalparish.org

NOTICE OF MEETING: Full Parish Council Meeting
TIME: 18:30
DATE: Thursday 29th April 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: 830 7295 4945 Passcode: 976904 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	4
VACANCIES	3
QUORUM	3

MINUTES

130421/1 TO RECORD APOLOGIES FOR ABSENCE

The clerk was unable to attend tonight's rescheduled meeting and Councillor Lorna Williams agreed to take the minutes.

Mark Inskip and Lorna Dupree were not present.

130421/2 MEMBERS' DECLARATIONS OF INTEREST

None

130421/3 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:

A correction to the wording of item 3 was suggested as the original sentence did not make sense and the corrected minutes for the Full Parish Council Meeting held on Tuesday 2nd March 2021 were then approved

130421/4 TO RECEIVE DISTRICT AND/OR COUNTY COUNCILLORS' REPORTS SINCE LAST MEETING

To advise that April's District and County council reports and both annual reports have been published on the Mepal Parish Council website under <Local Government>.

130421/5 OPEN FORUM FOR PUBLIC PARTICIPATION (15 minutes)

At the close of this item, members of the public were no longer be permitted to address the Council unless invited to do so by the Chairman. 1 member of the public was present to attend the meeting without speaking in the Open Forum.

130421/6 MATTERS ARISING (30 minutes)

1. The resignation of Councillor Brown was recorded and all the required procedures regarding the resignation and vacancy have been implemented.
2. Councillors minuted approval by correspondence of the final Precept statement now on the Finance Section of the website and additionally publicised via the Mepal People FaceBook page.
3. Parish Communication Tools - Lorna Williams reminded all councillors that the Media and Communications policy was available and would be updated at the May meeting and that it was important that wherever possible any comments on platforms not controlled by the Parish Council should be brief and ideally just a link to a council website posting rather than any detailed comment. The

risk is always that any personal comments on social media may be misconstrued as a Parish Council comment so this must be avoided. If there is information that any councillor wants to circulate that is not yet available on the website, then we can add the agreed official position on the website.

4. Brangehill Drove/ Lilibet Woods essential clearance. The work by Cambridge County Council has revealed significant fly tipping behind and in the overgrown brambles over the ditch running along the back of Meadow Way (between Meadow Way and the A142), so the three circulated quotes to deal with this (two new ones and one from 2020) were discussed. Only the actual ditch clearance aspects were discussed at this stage as any further work will be dealt with separately. Because of the standing water in the ditch and waste that had been dumped (old carpet, plastic bottles, children's toys), it is not suitable for any community litter picking and needs to have licensed waste disposal. The aim is to get this resolved at Parish Council expense, and then hopefully the community will stop the fly tipping and Brangehill Drove is then suitable for any volunteer litter picking in future. In subsequent years we will need to include an amount for annual maintenance of Brangehill Drove and Lilibet Woods for the Maintenance Manager to be able to keep the area clear of overgrowth.
Quote A (CGM) was unanimously accepted at a cost of £7250 + VAT and this should be actions as soon as possible.
5. Recreation Field Cutting –the schedule of cuts at a cost of £86 per cut was agreed. We are unlikely need a hedge flail this year. We discussed numbers of cuts and, as this is dependent on the weather, it was likely to need 14-17 cuts. Councillor Jack Hickman said this was just within the open space budget if no further work is needed, and we all agreed to keep an eye on this to understand if/when we might go over budget.
6. Brick Lane Outcome – The planning application was refused at the planning committee in March after representations from the Parish Council, two residents, Lorna Dupree and the planning officers' recommendation to refuse. The Parish Council has subsequently been approached by Havebury Housing Partnership to discuss the site to explore if the Parish Council saw a way to work collaboratively to identify a way forward. Our response to this has been clear that we feel very strongly that this is a "Village" decision and not one that is centred around the Parish Council. Our role as the Parish Council is to represent our electorate in the best way possible and we have stated that we want Havebury to engage with the community directly and we would be happy to facilitate such an event.
7. **Vandalism to bus shelter.** After the repairs and cleaning undertaken last year on the bus shelter at the Sutton Road/Brick Lane/Chestnut Way location, we were upset to see that the bottom panels of the bus shelter were kicked in and the noticeboard slashed and destroyed recently. It was unanimously agreed that, at this stage, we would not replace the panels as they are at the bottom of the shelter. The Maintenance Manager has removed all the broken panels and made the area safe so we would leave it at that. We did feel that we needed to look at replacing the noticeboard as many residents still like to look at this noticeboard. **It was unanimously agreed that we should investigate the cost of a new vandal proof noticeboard for a subsequent meeting.**
8. **Purchase of a vandal proof noticeboard for Recreation Field.** The old wooden noticeboard was in a very poor warped condition and so it was unanimously agreed that a new metal freestanding vandal proof noticeboard could be purchased up to a budget of £1000 (ex VAT). The proposal was originally that it would be sited with the bin and new bench outside the play area on the field, but Councillor Hickman suggested that we should consider whether putting it at the other entrance to the play park may be better. **Purchase of a marquee/Gazebo for Pavilion events to increase the capacity and ability to provide Covid secure space in future. It was unanimously agreed that a new large gazebo (suggested 8m x 4m) all weather Marquee/Gazebo could be purchased as soon as possible up to a budget of £1600 (ex VAT).** It was suggested that we should consider easy of assembly when making the choice and Chairman Rollason and Councillor Hickman asked if it would be possible to find a supplier where one of the Councillors could see the product before purchase.
9. **To approve purchase of play bark** to top up areas highlighted in the RoSPA inspection. The purchase of 10 bags of play bark was unanimously approved for the Play Park areas only.
10. **Hire of pavilion** – we have received a request form the Ely Cycling Club to hire the car park and pavilion for their annual event in June. As this is before the step 4 roadmap out of lockdown, we do have additional considerations in terms of risk assessments and there are additional to discuss the hire of pavilion and field for an event in June 2021.
All councillors unanimously agreed that we would agree to the hire to the cycling club and LBW will have a site meeting to discuss arrangements. We will need to obtain the additional costs of the cleaning before and after the event. Have the agreed to hire will meet to discuss
11. **Remote Meeting** – Councillors were advised that after 6th May 2021 the regulations will cease to permit remote meeting. Mepal Parish Council therefore will no longer be able to meet remotely and due to the current pandemic and restrictions it is not clear how we can hold physical meetings and ensure safety for

all attendees. All Parish Councils have the same issues due to the decision not to extend the 6th May deadline.

130421/7

PLANNING (10 minutes)

TO DISCUSS:

1. **21/00417/FUL Low Bank Farm Low Bank Mepal**
Construction of 1no. four-bedroom, two storey detached dwelling and garage
No comment response to be submitted by 13th May 2021

Note delegated replies:

2. **21/00328/FUL Land North West of 11 Bridge Road, Mepal**
Construction of 1 no. four bedroom chalet bungalow, double garage with games room over, parking, access and associated site works – Replied under delegation 12.03.2021 – No Comment response sent under delegated powers
3. **20/00225/FUL 16 School Lane, Mepal**
Two Storey rear extension - Replied under delegation 12.03.2021 – No Comment responses sent under delegated powers
4. **21/00408/FUL 12 Meadow Way, Mepal**
Loft conversion including rear facing dormer and rooflights and single storey rear extension – NO Comment responses sent under delegated powers
5. **21/00370/FUL 6b New Road, Mepal**
Proposed single storey side and rear extension to create an annexe for elderly parents, side extension for a new utility and replacement garage - NO Comment responses sent under delegated powers
6. **21/00364/FUL Holne House, Chatteris Road, Mepal**
Proposed demolition of existing extension/outbuilding and erection of two storey rear extension and side porch - NO Comment responses sent under delegated powers
7. **F/YR20/1048/F Large extension to the Mepal AD plant**
Construct an extension to existing anaerobic digester plant (5 x digester tanks, 3 x industrial/process buildings, 10 x CO2 storage tanks, concrete hardstanding areas and floodlights including 7 x mounted on 5.5m high columns) at North West Of Mepal AD Plant Iretons Way Chatteris - Application referred to Zoom planning committee held on 21st April 2021 - NO Comment responses sent under delegated powers
8. **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 - NO Comment responses sent under delegated powers
9. **21/00408/FUL 12 Meadow Way, Mepal**
Loft conversion including rear facing dormer and rooflights and single storey rear extension. This was a mistake on the agenda this is a duplicate of point 4 above. – NO Comment responses sent under delegated powers

UPDATES:

1. **20/00630/FUM**
Site South and West of the Bungalow Brick Lane, Mepal – REFUSED
2. **21/00325/AGN Low Bank, Mepal**
Proposed straw/hay shed – APPROVED
3. **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 – APPROVED
4. **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 – APPROVED
5. **21/00159/VAR Pond Farm, 3 High Street, Mepal**
To Vary condition 1 – APPROVED
6. **21/00255/VAR Pond Farm 3 High Street Mepal**
To Vary condition 1 – APPROVED

130421/8

FINANCE

1. All payments and bank reconciliation were unanimously approved up to 31st March 2021 as follows:

a) Online Payments:

Redshoes Accounting – Payroll Services	£57.60 BACS
HMRC, Wages and Expenses	£3142.71 BACS
Ely and District Training	£144.00 BACS
Container People	£39.78 BACS
Amazon – knapsack, coverall, protective equipment	£136.42 OC
Amazon – Stationary	£24.84 OC
Augean – Grant Scape	£2944.00 BACS
Bank Interest	£18.00 BACS

b) Direct Debits Made:

E-ON Street Light Energy	£99.13 DD
EE - Broadband and phone line	£35.00DD
Opus Energy – 19.01.2021 to 09.02.2021	£72.22 DD
British Gas – 10.02.2021 to 08.02.2021	£28.98 DD

c) Income

VAT Reclaim for 01.04.2020-31.12.2020	£10362.70 BACS
COVID Grants	£9374.00 BACS

130421/9

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

Approved by unanimous decision

130421/10

DIARY DATES – The next Full Parish Council will be held on Tuesday 4th May 2021 (Annual Parish Meeting 6.30pm and Annual Meetings of the Parish Council 7:00pm) by Zoom
It was noted that these times would be altered on the website as they were originally posted as 7pm and 7.30pm

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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

4th May 2021