

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: Mepal Parish Council Meeting
TIME: 19.00
DATE: Tuesday 15th February 2022
VENUE: Mepal Community Pavilion

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.

The Parish Council wish to advise that all attendees are required to adhere to social distancing measures set out by the Council including hand washing and sanitisation, social distancing, and masks if indoors, please respect everyone's space.

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

- 150222/1 TO RECORD APOLOGIES FOR ABSENCE**
There were no apologies for absence, all Councillors were present
- 150222/2 MEMBERS' DECLARATIONS OF INTEREST**
There were no declarations of interest
- 150222/3 TO SIGN AND APPROVE MINUTES OF LAST MEETING AND RATIFY WORKING PARTY MINUTES AND DECISIONS**
The minutes of the Full Parish Council Meeting held on 14th December 2021, were proposed as a true and accurate record of the meeting by BR, seconded by LW. Motion carried
- 150222/4 TO RECEIVE DISTRICT AND/OR COUNTY COUNCILLORS' REPORTS SINCE LAST MEETING**
To advise all reports are now published on the Mepal Parish Council website
- 150222/5 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 in attendance, no matters were raised.
- 150222/6 MATTERS ARISING (30 minutes)**
1. Jubilee Plans
 - a) Correspondence received from Mepal Sports to request to use Parish Council owned land
LW proposed, SF seconded to approve the request. Motion carried.
 - b) Correspondence received from Village Hall Committee
It was noted that the editor of Mepal Matters had advised the village hall committee contact that they would need to official request permission to use Parish owned land for the event advertising they were asking to be included in the next edition of Mepal Matters. The Clerk confirmed that no official request had been received to date, contact had been made and it had been explained what documentation was needed. The editor was asked to remove the location for the newsletter feature until this was confirmed.
 2. Correspondence from Mepal and Witcham Pre School regarding Grant funding for 2022-23

- A draft response had been circulated before the meeting answering the questions raised. JH proposed, BR seconded to approve the response and for the Clerk to reply on the Council's behalf.
3. Notices for Parish Council Land
LW advised her proposal was to erect clear signage on Parish owned land to help clarify responsibility. Approx. 15 signs maybe needed for land owned. A spend of £500 was proposed by LW, seconded by JH and it was agreed that draft signage would be sent to all before any orders were placed. Motion carried.
 4. Update on Lilibet Woods and to discuss and approve rewilding project
A member of the Parish with extensive woodland/conservation experience had approached the Council to offer assistance in surveying Lilibet Woods. The Council were delighted for the offer and a survey of the area was conducted with LW. The outcome of the survey proposed a rewilding approach (ie allow the area to go back to nature) to the future management of the wood. LW proposed the approach, SF seconded. Motion carried to adopt the suggested approach and monitor annually.
 5. Update Brangehill Drove
Letters had been sent to all landowners effected and the Council continue to work with the County Council to achieve a satisfactory outcome of the management of the area.
 6. Correspondence received regarding Dogs on leads the Recreation Field
The Council had received correspondence from a member of the parish who raised concerns in relation to the number of dogs "NOT ON LEADS" and "FOULING" on the recreation field. The points raised within the letter were very valid and the Council will publish the content of the letter anonymously in the next edition of Mepal Matters. The Council wished to remind all dog owners who use the Recreation Field for dog walking, that dogs must be kept on leads at all times, and they are responsible for picking up after their dogs. It is not acceptable to have your dog of the lead and not to pick up dog fouling. The area is for everyone's enjoyment, please follow the rules.
 7. Pavilion Update
Works had now been completed to renew the hand driers, extraction fans in both the changing room areas and kitchen that were not working or connected.
 8. Anti-Social Behaviour
The Council have raised their concerns over the recent occasions of antisocial behaviour in the vicinity of the Pavilion and have been working with the Police in tackling the issues. The Council condemn any form of verbal or physical abuse towards staff, contractors or anyone using our premises.
 9. Hire agreement
There was no update on this matter, but we do have three templates (pone of which is the ACRE template) and these will be used to update our current document as soon as possible.
 10. Neighbourhood Plan Options and approval to request Mepal parish is designated as a Neighbourhood Area
The Council are disappointed that our request for new Parish Councillors to fill the three vacancies in an issue of the Mepal Matters newsletter last year had not resulted in any specific applications from anyone wanting to help with the publication of a neighbourhood plan. Existing Councillors feel strongly that the Parish need a plan to help protect it, and this has been echoed by two members of the public recently.
It was proposed that the Council write to East Cambs District Council and request that Mepal Parish is designated as a Neighbourhood Area. Once this is achieved the Council would appoint NEIGHBOURHOOD-PLAN.CO.UK a specialist neighbourhood planning consultancy to work with the Council to develop the plan. This will be dependent on the Council securing government funding to cover the project. LW proposed the approach, JH seconded. Motion carried.
 11. To discuss Tree Survey Results and to ratify approval Category 4 works and discuss provisional costing for other works
The recent Tree Survey of Parish owned Trees had been completed. The extensive report covered 4 categories of works required. LW proposed the Council approve Category 4 works (Urgent) at the cost of £335.88 plus VAT, JH seconded. The Council agreed to look at the other category works over the next 24 months and incorporate into the budget if necessary. Motion carried.

150222/7

PLANNING (10 minutes)

TO DISCUSS:

21/01216/F3M Mepal Outdoor Centre, Chatteris Road, Mepal

Amendment – Additional/amended Drainage, Ecology and Waste & Minerals documents submitted for re-consultation purposes.

Mepal Parish Council have reviewed the amendment and feel their detailed response previously submitted on 2nd September 2021 remains unchanged and wish for the same comments to be logged against the amendment.

UPDATES: None

150222/8

FINANCE

1. 2021/22 Budget Review
LW circulated an overview before the meeting and updated the Council on the current position. February payments and receipts needed to be reviewed and a revised year-end estimate will be calculated to review whether any changes to the budget for next year might be required.
2. 2022/23 Budget changes
LW did not propose any budget changes at present but will analyse the new figures and circulate an additional Finance report if any changes are needed to accommodate the increased energy costs and any reduced income. This will be presented for approval at the next meeting.
3. To approve payments and Bank Reconciliation up to 31st January 2022
 - a) Online Payments:

Red Shoes Accounting	£57.60 BACS
HMRC, Wages and Expenses	£2618.47 BACS
Container People	£39.78 BACS
CJC Cleaning	£210.00 BACS
The Defib Pac - replacement pads	£106.30 OC
PWLB	£448.97 BACS
January 2022	
Mepal Sports - Pitch Hire	£60.00 BACS
CJC - Cleaning pavilion	£90.00 BACS
Container People	£39.78 BACS
Wave - water	£81.44 BACS
HMRC, Wages and Expenses	£2596.65 BACS
CPD Electric - Pavilion works	£4620.00 BACS
 - b) Direct Debits Made:

SSE	-£464.60 CHQ
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 - c) Income
NoneAll bank reconciliations and payments were proposed for approval by LW, seconded by JH.
Motion carried.

150222/9

DELEGATION SCHEME

LW proposed to reinstate delegation scheme as per Appendix One in the event the council cannot meet in person, seconded by SF. Motion carried.

150222/10

COOPTION OF PARISH COUNCILLOR

The candidate was not in attendance, to be carried to next meeting.

150222/11

DIARY DATES - Next Full Parish Council meeting will be Tuesday 12th April 2022 at 7pm venue to be confirmed. March will see a virtual Community Drop-in Session at 7pm. Should any member of the Parish wish to speak to the Council at the Virtual Drop In please contact the Clerk for details.

Meeting closed at 19.41

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K Peck

Karen Peck
Clerk & Responsible Finance Officer
Mepal Parish Council
12th April 2022

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B Rollason

Brian Rollason
Chairman
Mepal Parish Council