

MEPAL PARISH COUNCIL

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

NOTICE OF MEETING: Annual Meeting of Mepal Parish Council
TIME: 18.30
DATE: Monday 22nd May 2022
VENUE: Mepal Community Pavilion

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

MINUTES

In attendance: Councillor Williams (LW), Councillor Rollason (BR), Councillor Hickman (JH), Councillor Knightley (SK) and Councillor Stewart (JS).
District Councillor Inskip, Sergeant Mat LUPTON-PIKE from Cambridgeshire Police, 1x Cambridgeshire Police Officer and 5 members of the public

220523/1 TO ELECT CHAIRMAN OF THE COUNCIL AND RECEIVE THE CHAIRMANS DECLARATION OF ACCEPTANCE OF OFFICE

It was unanimously **RESOLVED** to elect Councillor Williams as Chairman for the coming year.

Proposed: JS Seconded: JH

220523/2 TO ELECT A VICE CHAIR AND TO RECEIVE THE VICE CHAIRS DECLARATION OF ACCEPTANCE OF OFFICE

It was unanimously **RESOLVED** to elect Councillor Rollason as Vice Chairman for the coming year.

Proposed: JS Seconded: JH

220523/3 TO RECORD APOLOGIES FOR ABSENCE

County Councillor Dupre sent apologies – work commitments.

220523/4 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations made.

220523/5 TO RECEIVE DISTRICT AND COUNTY COUNCILLOR REPORTS

District Councillor Inskip gave a brief overview. Latest reports are available on the Parish Council Website <https://www.mepalparish.org/parish-council/local-government/>

220523/6 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:

It was unanimously **RESOLVED** to approve and sign the Full Parish Council Meeting minutes of 11th April 2023 as a true and accurate record of the meeting.

Proposed: JS Seconded: JH

220523/7 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.

A member of the public (new resident) wished to ask what the community pavilion was used for? Could it be modified to be the "new village hall" if it was not to be used for sport.

Another member of the public wished to request the Pavilion clawback agreement and copies of the contracts in place for the monthly costs listed in most months' financial reports as Expenses, HMRC,

Wages. Also, the contracts with CJC and CGM. It was advised that this should be requested formally via email under a Freedom of Information request.

A member of the public from Sutton Rangers wished to present the Parish Council with a formal proposal from "the Club" (quoted as Mepal Sports Mens and Sutton Rangers Youth merger).

220523/8

TO APPROVE AND ADOPT THE STANDING ORDERS

The Standing Orders had been reviewed by the Clerk and reviewed by Council. There were no recommended changes, and it was unanimously **RESOLVED** that they be adopted as presented to the Council.

Proposed: BR Seconded: JS

220523/9

TO APPROVE AND ADOPT THE FINANCIAL REGULATIONS AND INTERNAL FINANCIAL CONTROLS DOCUMENTS

The Financial Regulations and Internal Financial Control Documents had been reviewed by the Clerk and reviewed by Council. There were no recommended changes, and it was unanimously **RESOLVED** that they be adopted as presented to the Council.

Proposed: JH Seconded: LW

220523/10

TO APPROVE THE COUNCIL'S POLICIES AND PROCEDURES

All policies and procedures remain the same except for Members Code of Conduct (amended version circulated) and the addition of a Parish Council Risk Assessment

The Councils Policies and Procedures had been reviewed by the Clerk and reviewed by Council. There was a revised version of the Members Code of Conduct presented for approval in agenda item 220523/11 and a new Parish Council Risk Assessment for approval, it was unanimously **RESOLVED** that the Risk Assessment and all other policies be adopted as presented to the Council.

Proposed: JS Seconded: JH

220523/11

TO APPROVE THE STANDARDS AND CODE OF CONDUCT FOR MEMBERS

Amended version of the members code of conduct was circulated to all. This is an LCA model version (amended to make it specific for Mepal Parish Council)

The revised Members Code of Conduct had been reviewed by the Clerk and reviewed by Council. It was unanimously **RESOLVED** that they be adopted as presented to the Council.

Proposed: JS Seconded: LW

220523/12

INTERNAL AUDIT REPORT 2022/23 TO BE ACCEPTED AND APPROVED

The Internal Audit Report had been completed by S&J Accounting and there were no items for action.

The Council had reviewed both the Annual Internal Audit Report (page 3 of the Annual Governance and Accounting Form) and the detailed report. It was unanimously **RESOLVED** to approve the report.

Proposed: JS Seconded: LW

220523/13

INTERNAL AUDIT REVIEW 2022/23

There were no items for action from the detailed report. It was unanimously **RESOLVED** to accept the review document.

Proposed: LW Seconded: JH

220523/14

AGAR 22/23: ANNUAL GOVERNANCE STATEMENT TO BE APPROVED

It was unanimously **RESOLVED** that Statement 1-8 in the Annual Governance Statement for 2022-23 should be answered "yes", Statement 9 should be answered "N/A" and the document should be approved by council. The documents were signed by the Clerk and Chairman of the Council.

Proposed: JH Seconded: JS

220523/15

AGAR 22/23: ANNUAL ACCOUNTING STATEMENT TO BE APPROVED

The Clerk had calculated, completed, and certified the accounting statements as Responsible Finance Officer to the council. The council considered the accounting statements, and it was unanimously **RESOLVED** that the year-end figures on the Accounting Statement 2022/23, as circulated to all councillors, should be approved. The document was signed by the LW as Chairman of the council.

Proposed: JH Seconded: JS

220523/16

APPOINTMENT OF INTERNAL AUDITOR 2023/24

It was unanimously **RESOLVED** to appoint S&J Accounting as the councils Internal Auditor for 2023-24.

Proposed: SK Seconded: BR

220523/17

COUNCIL BUSINESS

- a) Cambridgeshire Police
Sergeant Mat LUPTON-PIKE and his colleagues presented the council and the members of the public in attendance with current local crime data. The Council had requested the Police attend the meeting due to the recent increase in Anti-Social Behaviour incidents in the Parish. The main message that the Police wished the community to understand was reporting was key; <https://www.mepalparish.org/reporting-crimes-and-antisocial-behaviour-in-the-village/> Social media will not report, prevent, or protect residents from crimes and the Police can only act if they receive reports.
- b) Defibrillator Update
The Parish Council and Village Hall Committee are delighted that the new Defibrillator is now in place at the village hall and registered on "The Circuit".
<https://www.mepalparish.org/important-information-new-defibrillator-at-village-hall/>
- c) To discuss Street Light Upgrade and quotation
The Parish Council discussed the age and difficulty of its lighting stock. After a detailed discussion on decommission and options and considering the substantially reduced maintenance and running costs and lower carbon footprint of new LED lights, it was unanimously **RESOLVED** to renew all Parish Council lighting stock with Holophane Mars Line led lanterns and brackets at a total cost of £1355 plus VAT.
Proposed: JS Seconded: BR
- d) To add signatories to the Unity Bank Account
It was unanimously **RESOLVED** to add JS to the Parish Councils Unity Bank Account.
Proposed: LW Seconded: JH
- e) Annual Play Area Inspection
The council discussed the detailed annual play area inspection report. The council noted the need to budget in the coming years for equipment renewal and or source grant funding to aid upgrades to the area. It was unanimously **RESOLVED** to purchase 10 bags of play bark to top up equipment beds.
Proposed: BR Seconded: LW
- f) Nature Tree Application
The Councils free application to the Woodland Trust had been successful and in November of 2023 a delivered of double hedgerow plants will be received. This will help to reinforce the hedge around the play area, the hedge to the Community Pavilion on Witcham Road and create a separate access pathway for allotments holders. The Council are keen to have parish volunteers join a working party to enhance our green spaces. Please contact the Clerk.
- g) Vandalism and antisocial Behaviour
Covered under agenda item 220523/17 (a)
- h) Grass Cutting – to note ongoing issue and understand our limitations.
The council noted that the current weather conditions had made the grass cutting schedule challenging. The council has three test areas of yellow rattle in the parish and the early signs of its germination are good (these areas are Brick Lane verge, island opposite School Lane bus shelter and Witcham Road corner), they are committed to Biodiversity in our parish. JS proposed the council formulate a grass cutting specification.

220523/18

PLANNING TO DISCUSS

23/00505/FUM Monkfield Nutrition LTD Main Office Arthur Rickwood Farm, Chatteris Road, Mepal
Erection of ground mounted solar panels along with associated infrastructure
The Parish Council had no objection to the application.

Proposed: JS Seconded: BR

UPDATES:

21/01536/FUL Lower Bank Farm, Lower Bank, Mepal
New dwelling - Approved

23/00402/FUL Linda House, Chatteris Road, Mepal
Construction of a single storey side extension

The Parish Council have no objection.

22/01213/FUL Amendment

7a High Street, Mepal

Extension and alterations to existing store at 7a High Street, creation of 2-bedroom flat above including access and alteration to the access of 7 High Street

The Parish Council have no objection.

220523/19

FINANCE

1. To approve payments and Bank Reconciliation up to 30th April 2023

a) Online Payments:

HMRC, Wages and Expenses	£3655.35 BACS
Neighbourhood Plan	£760.66 BACS
Elegance - Cleaning	£42.00 BACS
SLCC - Membership	£80.00 BACS
MFG Witcham Toll Fuel	£ 127.44 BACS
Amazon Stationary	£93.71 BACS
Simpson Nursery - Tools	£19.99 BACS
Optimum - card fee	£1.99 BACS
Screwfix - Anti Climb paint	£16.81 BACS
Spar - Consumable Supplies	£18.48 BACS

b) Direct Debits Made:

EE - Phone and Internet	£46.17 DD
N Power - Street Light Energy	£27.30 DD
British Gas - Gas Pavilion	£62.57 DD

c) Income

ECDC - 1 st Precept Instalment	£26185.00 BACS
Pavilion Hire	£48.00 BACS
HMRC Vat Reclaim	£1608.49 BACS

It was unanimously **RESOLVED** to approve all payments, income, and bank reconciliations up to date.

Proposed: JS Seconded: BR

220523/20

DIARY DATES - 24th July 2023 6.30pm

Meeting closed at 19.51

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K Peck
Karen Peck
Clerk & Responsible Finance Officer
Mepal Parish Council
Dated: 24/07/2023

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L Williams
Lorna Williams
Chairman
Mepal Parish Council