

# MEPAL PARISH COUNCIL

Clerk: Mrs Karen Peck, email: [clerk@mepalparish.org](mailto:clerk@mepalparish.org) tel 01353 741066  
Chairman: Mrs Lorna Williams

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**NOTICE OF MEETING:** Full Parish Council Meeting- Mepal Parish  
**TIME:** 18.30  
**DATE:** 24<sup>th</sup> July 2023  
**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 4  
VACANCIES 3  
QUORUM 3

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## AGENDA

240723/1 CHAIRMAN WELCOME

240723/2 TO RECORD APOLOGIES FOR ABSENCE

240723/3 MEMBERS' DECLARATIONS OF INTEREST

240723/4 TO RECEIVE DISTRICT AND COUNTY COUNCILLOR REPORTS

240723/5 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:  
Full Parish Council Meeting 22<sup>nd</sup> May 2023

240723/6 OPEN FORUM FOR PUBLIC PARTICIPATION (max 15 minutes)

Members of the public may make only one address to the Council of no more than five minute' duration and only concerning topics on the agenda. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking. A person who speaks at a meeting shall direct his comments to the chairman of the meeting. 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.

240723/7 COUNCIL BUSINESS

- a) To note Parish Councillor Resignation
- b) To delegate authority to the Clerk to apply for a Facility Improvement Grant
- c) To review and approve Legionella Procedures
- d) To discuss and approve amendments to documentation for Sports related usage of field and pavilion.
- e) To note Sutton Rangers Proposal for Football usage
- f) To give the Parish Clerk "delegated powers" to sign the MoU on receipt of acceptable and confirmed fixture/training schedule.
- g) Mepal Matters Newsletter - to discuss frequency and request for distributors.
- h) Mepal Neighbourhood Plan Update
- i) To note the Council are still awaiting the date for the new Street Light Installation
- j) To ratify Councils response to Sutton Neighbourhood Plan Review Consultation
- k) To note the Parish Council have been advised of an anonymous request to list Mepal War Memorial as a Building of Special Architectural or Historic Interest

270723/8 PLANNING  
TO DISCUSS  
None

**UPDATES:**

**23/00414/FUL 16a Bridge Road, Mepal**

Proposed first floor side extension - Approved.

**23/00402/FUL Linda House, Chatteris Road, Mepal**

Construction of a single storey side extension - Approved

**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 - Pending consideration.

**23/00505/FUM Monkfield Nutrition LTD Main Office Arthur Rickwod Farm, Chatteris Road, Mepal**

Erection of ground mounted solar panels along with associated infrastructure - Pending consideration

270723/9

**CORRESPONDENCE RECEIVED - for information purposed only (not for discussion)**

Parishioner - Grass Laurel Close

Parishioner - Grass Cutting

Parishioner - Noise issue

Parishioner - Usage of Mepal Outdoor Centre Lake

Parishioner - Supporting green spaces/Verges. Biodiversity crisis

Parishioner - Less is More and thank you to the Parish Councillor and staff.

Parishioner - Support and thanks to Council and staff

Parishioner - Support and thanks for councils work on green spaces.

Parishioner - FOI Request

Parishioner - Sports enquiry

Parishioner - Thank you for Wildflower Verges

Parishioner - Copied in a email to Mepal People Facebook admin to police site productively

Parishioner - Rear of River Close verge/hedge

Parishioner - New Road grass

Parishioner - Verge Witcham Road

Parishioner - Brangehill increase in inspect habitat and thanks to all involved.

Letter from Lucy Fraser MP regarding Community Ownership Fund 2023 - to enable communities to take ownership of assets at risk of closure such as pubs, sports clubs, theatres & post office buildings.

Pride of Place Grant Application - help rejuvenate local communities, such as planting bulbs, putting up bat boxes, tree planting - up to £15,000 (£20,000 put aside for grants up to £1000 each)

East Cambs Community Grant Fund Application - to support the development of new or existing community services and initiatives that improve the quality of life for residents of East Cambs. - from £250-£1000 up to 75% of project costs applicants must self-fund 25%

Cambridgeshire Priorities Capital Fund (Cambridgeshire County Council)- to upgrade community buildings & assets - up to £40,000 Expression of Interest Stage

240723/9

**FINANCE**

1. To approve payments and Bank Reconciliation up to 30<sup>th</sup> June 2023

a) Online Payments: May June July

HMRC, Wages and Expenses £10529.41 BACS

CAPALC Membership £460.06 BACS

Playsafety - Annual Play Area Inspection £115.20 BACS

S&J Accounting Services £130.00 BACS

Elegance Cleaning - Pavilion last clean £16.00 BACS

Wave - water Community Pavilion and Allotment £62.00 BACS

Optimum - card fee £1.99 OC

Amazon - stationary, oil, ant powder £23.99 OC

eBay- Spray, chemical containers £23.65 OC

eBay - refund for broken products -£4.97 OC

MFG Witcham Toll - fuel £29.21 OC

Screwfix - Defib materials £37.27 OC

Scribe - Bookings system £328.32 BACS

Container People - annual hire £907.63 BACS

East Cambs - Election Costs £250.00 BACS

Red Shoes Accounting - payroll £61.20 BACS

Lawn and Power - Auger £199.99 BACS

Mepal Youth Club - S137 £885.00 BACS

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|--|--------------|
| Mepal Friendship Club – S137                 | £250.00 BACS |
| Bannold – bark                               | £960.00 BACS |
| Cambs County Council – Archive payment       | £100.00 BACS |
| CPD – 6 monthly Fire Alarm Service           | £80.00 BACS  |
| Newflame – Annual Maintenance Fire Equipment | £51.30 BACS  |
| British Sugar – sport and turf soil          | £684.00 BACS |
| <b>b) Direct Debits Made:</b>                |              |
| EE – Phone and Internet                      | £95.90 DD    |
| N Power – Street Light Energy                | £72.15 DD    |
| British Gas – Gas Pavilion                   | £83.43 DD    |
| Southern Electric – Pavilion                 | £218.48 DD   |
| ICO Renewal                                  | £35.00 DD    |
| Unity – service charge                       | £18.00 DD    |
| <b>c) Income</b>                             |              |
| ECDC – CIL                                   | £633.73 BACS |
| Pavilion Hire                                | £108.00 BACS |

240723/10      **DIARY DATES** – 18<sup>th</sup> September 2023 6.30pm

*K Peck*  
**Karen Peck**  
**Clerk & Responsible Finance Officer**  
**Mepal Parish Council**  
**18.7.2023**