

MEPAL PARISH COUNCIL

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

NOTICE OF MEETING: Full Parish Council Meeting- Mepal Parish
TIME: 18.30
DATE: 24th July 2023
VENUE: Mepal Community Pavilion

MEMBERS 4
VACANCIES 3
QUORUM 3

MINUTES

In attendance: Councillor Williams (LW), Rollason (BR) and Hickman (JH)
District Councillor Mark Inskip (MI) arrived at 18:35.

240723/1 CHAIRMAN WELCOME

240723/2 TO RECORD APOLOGIES FOR ABSENCE
Councillor Knightly sent apologies – work commitments.
The Clerk sent apologies – training commitments.

240723/3 MEMBERS' DECLARATIONS OF INTEREST
There were no declarations made.

240723/4 TO RECEIVE DISTRICT AND COUNTY COUNCILLOR REPORTS
The latest reports are posted on the website. District Councillor Inskip pointed out that a number of grants were currently available, some with tighter deadlines than others and some on a first come first served basis, all details were in the Councillor reports, and he recommended that we applied if possible, to take advantage of the funds available.

240723/5 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:
Annual Meeting of the Parish Council 22nd May 2023
The Chairman mentioned that due to unavailability of councillors, the dates for the next meeting had changed after the last meeting so were corrected to today's date. With these corrections it was unanimously **RESOLVED** to approve and sign the Annual Meeting of the Parish Council Meeting minutes of 22nd May 2023.

Proposed: LW Seconded: JH

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.
No members of the public were present.

240723/7 COUNCIL BUSINESS

- a) To note Parish Councillor Resignation
Councillor Stewart has resigned as a Parish Councillor
- b) To delegate authority to the Clerk to apply for a Facility Improvement Grant (FIG).

The ECDC grant window for facilities improvements has now opened and the Chairman proposed that the Clerk should submit an application for Improvements to the Community Pavilion.

It was unanimously **RESOLVED** to delegate powers to the Clerk to submit the FIG grant application.

Proposed: LW Seconded: BR

- c) To review and approve Legionella Procedures.

The full proposals had been circulated to all before the meeting, and no additional questions were raised.

It was unanimously **RESOLVED** to adopt the legionella procedures as circulated.

Proposed: LW Seconded: JH

- d) To discuss and approve amendments to documentation for Sports related usage of field and pavilion.

To note the Parish Council have made minor alterations to the MoU to make it more easily understood, to remove duplication in the MoU and T&C and to remove the sports booking option from the general hire booking form.

It was unanimously **RESOLVED** that the three revised documents be adopted.

Proposed: LW Seconded: JH

- e) To note Sutton Rangers Proposal for Football usage.

The Parish Council have received a proposal from Sutton Rangers Football Club to use the Mepal facilities for the 2023-24 Season for all their home games. The proposal was robust in its detail showing commitment to annual payment, grass cutting and general pitch maintenance.

It was unanimously **RESOLVED** to accept the proposal with the caveat of a fixture list being acceptable and to work with the proposer to return football to Mepal this season.

Proposed: LW Seconded: JH

- f) To give the Parish Clerk "delegated powers" to sign the MoU on receipt of acceptable and confirmed fixture/training schedule.

With the acceptance of the Sutton Rangers Proposal, to avoid the need for calling an extraordinary meeting, it was suggested that the Council give the Clerk delegated powers to countersign the MoU on receipt of an acceptable Fixture and training plan.

It was unanimously **RESOLVED** to give the Parish Clerk "delegated powers" to sign the MoU.

Proposed: JH Seconded: LW

The Council will be working with Chris Moore at Sutton Rangers in the coming year.

- g) Mepal Matters Newsletter – to discuss frequency and request for distributors.

LW outlined the significant workload on the current bi-monthly newsletter. A request in the July issue for a volunteer to manage the distribution of the printed newsletters had produced no volunteers. If this remains the case a quarterly newsletter from January 2024 would be in circulation. It was agreed to look at this again in November when considering the 2024/25 budget.

- h) Mepal Neighbourhood Plan Update.

An extended consultation was sought with Natural England, the environment agency and historic England in relation to the strategic environmental assessment and the habitats regulations assessment in the draft plan after discussion with ECDC. This more detailed consultation will end on 28th July 2023. After this time the parish council and the consultant will work to submit the final documentation to ECDC and will take this as a resolution at the September Council meeting.

- i) To note the Council are still awaiting the date for the new Street Light Installation. The Clerk has chased the supplier, but we do not have a confirmed date yet.

- j) To ratify Councils response to Sutton Neighbourhood Plan Review Consultation.

It has been noted that the wording in the Sutton NP Review is incorrect in relation to the dates that the parish boundary was amended. An agreed response had been discussed by correspondence prior to this meeting:

The plan should be amended to make the follow two comments:

“The Neighbourhood Area

1.7 Sutton in the Isle Parish Council originally applied to East Cambridgeshire District Council to designate a Neighbourhood Area covering the whole parish on 6 November 2014. East Cambridgeshire District Council approved the application on 8 January 2015 and formally designated Sutton parish as a Neighbourhood Area. However, on 13 July 2018, the parish boundary was amended, to align the parish boundaries between Sutton and Mepal to better reflect the two communities. This change occurred during the production of the current Sutton Neighbourhood Plan; however East Cambridgeshire did not re-designate the Sutton Neighbourhood Area until 27 May 2021. The Neighbourhood Area boundary was amended to that illustrated in Map 1 which is the current Parish boundary, and this Neighbourhood Plan Review will now cover that revised Neighbourhood Area.”

The second comment is that the ‘Modification Proposal’ Statement that is required to accompany any NP being reviewed has only been placed on the Parish Council website but has not been put on the Sutton Neighbourhood Plan website. It is this latter website which their consultation email directs parties to, so consultees won’t have seen this important statement.

The ‘Modification Proposal’ Statement does not explain that the Neighbourhood Area has been amended, and this seems to be a fundamental omission, particularly given the legal position that the Sutton NP (2019) will continue to apply to the three areas moved from Sutton to Mepal; until the Mepal NP is ‘made’ and replaces the Sutton NP (2019) for these three areas. The summary leaflet produced on the NP Review under the heading ‘WHAT’S CHANGED IN THE NEW PLAN’ also doesn’t refer to the Neighbourhood Area having been amended. The change in Neighbourhood Area must be considered as one of the main changes.

It was unanimously **RESOLVED** to send these two statements in response to the consultation.

Proposed: JH Seconded: BR

- 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. The Chairman confirmed that this is not a Parish Council application and the Draft Mepal Neighbourhood Plan had identified the War Memorial as a ‘Non-Designated Heritage Asset’ to give it greater protection as a heritage asset. We had done this to avoid the additional complexity that listing the memorial could introduce. If it were to become a listed building then any future maintenance/repair may then require listed building consent and additional costs although it is sometimes easier to access grants or funding to help maintain or repair listed buildings, particularly if they become at risk.

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 – to note for information purposes only.
The Chairman said that we had received a lot of correspondence since the last meeting.

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

240723/10

FINANCE – (agenda incorrectly referred to as point 9)

1. To approve payments and Bank Reconciliation up to 30th 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 – lawnmower fuel	£29.21 OC
Screwfix – Defib installation materials	£37.27 OC
Scribe – Accounts/Bookings software annual cost	£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
Mepal Friendship Club – S137	£250.00 BACS
Bannold – bark	£960.00 BACS
Cambs County Council – CCAN 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) Direct Debits Made:

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

c) Income

ECDC – CIL

£633.73 BACS

Pavilion Hire

£108.00 BACS

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

Proposed: LW Seconded: JH

240723/11

DIARY DATES – 18th September 2023 6.30pm – (Agenda incorrectly referred to as point 10)
LW, JH & BR all confirmed that this date and time was acceptable.

Meeting Closed at 19:05

Karen Peck

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Karen Peck
Clerk and RFO
Mepal Parish Council

Lorna Williams

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Lorna Williams
Chairman
Mepal Parish Council

18th September 2023