

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: 13th November 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	3
VACANCIES	4
QUORUM	3

MINUTES

In attendance: Councillor Williams (LW), Hickman (JH), Knightley (SM), one members of the public, County Councillor Dupre (LD). Apologies for District Councillor Inskip (MI) were made by LD.

131123/1 CHAIRMANS WELCOME

The Chairman welcomed everyone to the meeting and thanked them for attending.

131123/2 TO RECORD APOLOGIES FOR ABSENCE

District Councillor Inskip sent apologies – work commitments.

131123/3 MEMBERS' DECLARATIONS OF INTEREST

There were no declarations made.

131123/4 TO RECEIVE DISTRICT AND COUNTY COUNCILLOR REPORTS

Reports from both the County and District Councillors had been received and are available on the Parish Council website.

LD provide an overview of both reports for council.

131123/5 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:

Full Parish Council Meeting 18th September 2023

I was unanimously **RESOLVED** to approve and sign the Parish Council meeting minutes of 18th September 2023.

Proposed LW Seconded JH

131123/6 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.

The member of the public raised concern over the Bio Plants carbon footprint. Established this is outside of the Mepal Parish boundary and falls in Fenland District Council's boundary.

131123/7 COUNCIL BUSINESS

a) Street Light Installation Update

It was confirmed that the LED Upgrade to the Parish Councils lighting stock (5 streetlamps) had now been completed. One light on the church access road backing the River Close properties has a connection issue. Investigations underway with UK Power Networks.

b) Neighbourhood Plan Update

LW updated Council that the Neighbourhood Plan is in the final stages and the statutory consultation is being undertaken by East Cambs District Council for the required 6 weeks.

- c) To update on approved Brangehill Drove annual ditch maintenance works
Works completed by contractor, with excellent results. The Parish Council would like to ask if residents or members of the public notice fly tipping in the ditch area, they report this in the correct way <https://www.eastcambs.gov.uk/east-cambs-street-scene/fly-tipping> and remain vigilant. We are keen to catch the offenders and would like the communities help to do so.
- d) To discuss LHI proposal for Witcham Road
The Parish Council **RESOLVED** unanimously they were not in a position currently to progress a speed reduction. After liaison with Witcham Parish Council it is hoped that a speed watch session can be reinstated. Motion carried
- e) Grant Applications
Two grants were received for the 2024-25 financial year.
It was unanimously **RESOLVED** to approve both grants. Awarding Mepal Friendship Club with £300 and Mepal Youth Club with £885. Motion carried. S137 grants funds of a total of £1185 will therefore be included in the 2024/25 budget.
- f) Statement requests from Mepal Village Hall in support of Cambridgeshire Priorities Capital Fund
The Council **RESOLVED** unanimously to support the application. LW to circulate draft words to all before a response is sent to the Village Hall Committee. **Proposed SK Seconded JH**
- g) Request from Village Hall to support the Warm Hub for winter 2023-24
LW can offer her time for some sessions and will contact the village hall directly. LW to request a copy of the dates and Councillors will advise the committee if they are able to make any additional dates.
- h) Amendment of Staffing & Finance Committee members, with delegated responsibility for management
It was unanimously **RESOLVED** to approve JH, LW, SK to form part of the Staffing & Finance Committee with immediate effect. Motion carried.
- i) Definitive Map Modification Order applications in Mepal and Witcham
The Parish Council had no comment.
- j) Verges and Engine Bank Parking Areas
The council had been contacted regarding litter in the Engine Bank Area and on County Council verges. It was **RESOLVED** to go back to the member of the public and ask for clarification of a bin being installed at Engine Bank along with the cost to the Parish. Mepal Wombles Group are also to be encouraged to source assistance from the Parish Council should this be required.
- k) Local Government Pay Claim 2023-24 – to approve and backdate
It was **RESOLVED** to approve the pay award and backdate. **Proposed LW Seconded JH**
- l) To discuss Tree Survey results
The interim survey had been completed with an extensive report being provided. It was **RESOLVED** to approve all required works, Important and Medium at the cost of £2326.34 plus VAT. Works to be completed by East Cambs Trading Company. **Proposed LW Seconded JH**
- m) Right of access
The Council had received a request from a resident of Chestnut Way to ask the Parish Council to remove the brambles from the field edge where their private back garden gate backs on to the Recreation Field. It was **RESOLVED** that no property boarding the recreation field has “right of access across the field”. The Council have no issue with the private gates being used but they form no part of any right of way or imply future access rights and therefore will not be maintained as such by the Parish Council. **Proposed SK Seconded JH**
- n) To approve revised Risk Register and Policy
It was **RESOLVED** the draft policy circulated to all before the meeting be adopted and approved. **Proposed SK Seconded JH**

131123/8

**PLANNING
TO DISCUSS**

None

UPDATES:

23/00756/VAR Site west of Springleys Paddock, Witcham Road, Mepal

To vary condition 1 (approved plans) of previously approved 19/00109/FUL for 2 detached two storey dwellings

23/00911/FUL The Acorns, 14A Bridge Road, Mepal

Annexe and garage

23/00934/FUL 4 Sutton Road, Mepal

Extension above existing bungalow to form 2 story dwelling. New garage to replace existing garage.

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CORRESPONDENCE RECEIVED – for information purposed only (not for discussion)

Parishioner – Football
Parishioner – Off road Bike concerns
Parishioner – pavilion capacity
Parishioner – Reimagining Community Energy
Parishioner – Overgrowth cut back request on private gate to recreation field
Parishioner – Litter on verges
Parishioner – New dog waste bin request Engine Bank
Parishioner – Footpath 10
Parishioner – Weed spraying County Council
Parishioner – Football team merger

131123/10

FINANCE

1. To approve payments and Bank Reconciliation up to 31st October 2023

a) Online Payments:

September & October

HMRC, Wages and Expenses	£7231.19
SE Clarke – Pavilion Cleaning	£82.50
Red Shoes – payroll	£61.20
Redact – website hosting	£240.00
Gallagher – Insurance Renewal	£2390.32
Scribe – Accounts Renewal	£673.92
Unity Bank – service fee	£18.00
Amazon – first aid kit	£18.60
Amazon – Blue roll, cleaning supplies	£25.98
MFG Witcham Toll- Fuel	£58.87
Optimum – monthly fee	£1.99

b) Direct Debits Made:

September and October

EE – phone and Internet	£95.90
N Power – Street Light Energy	£76.66
British Gas – Pavilion	£59.40

c) Income

Mepal Village Hall – Defib Donation	£597.50
Allotment Tenancy Fees	£70.00
Sutton Rangers Football Club	£750.00
EDCD – 2 nd Instalment precept	£26185.00
HMRC – VAT Reclaim	£1006.87
Unity Bank – interest	£157.80

It was **RESOLVED** to approve all payments, Direct Debits, Income, and reconciliation up until 31st October 2023. **Proposed SK Seconded JH**

d) Preliminary budget discussions for 2024-25

The council reviewed the current finances, and it was felt we are current on budget. It was noted the parish tax base had increased and initial drafts made it possible to accommodate a slight increase in the precept without impacting the amount to individual households. The precept and budget will be set in Decembers meeting.

131123/11

DIARY DATES –18th December 2023 6.30pm

Meeting closed at 19.45

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K Peck

Karen Peck
Clerk & Responsible Finance Officer
Mepal Parish Council
18th December 2023

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Lorna Williams

Lorna Williams
Chairman
Mepal Parish Council