

# 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:** Annual Meeting of Mepal Parish Council  
**TIME:** 19.00  
**DATE:** 30th May 2024  
**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	6
VACANCIES	1
QUORUM	3

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## MINUTES

- 300524/1 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.  
Councillor Williams signed the Acceptance of Office as did the Proper Officer.  
**Proposed LS Seconded JH**
- 300524/2 TO ELECT A VICE CHAIR AND TO RECEIVE THE VICE CHAIRS DECLARATION OF ACCEPTANCE OF OFFICE**  
It was unanimously **RESOLVED** to elect Councillor Sculthorpe as Vice Chairman for the coming year.  
Councillor Sculthorpe signed the Acceptance of Office as did the Proper Officer.  
**Proposed LW Seconded JH**
- 300524/3 TO RECORD APOLOGIES FOR ABSENCE**  
Councillor Knightley, Billimore and Bradney – work commitments. Apologies accepted.  
County Councillor Dupre – work commitments.
- 300524/4 MEMBERS' DECLARATIONS OF INTEREST**  
None were made.
- 300524/5 TO RECEIVE DISTRICT AND COUNTY COUNCILLOR REPORTS**  
District Councillor Inskip covered highlights from both The County Council and District Reports, both of which are available in full on the parish council website.
- 300524/6 TO SIGN AND APPROVE MINUTES OF MEETINGS OF: 25<sup>th</sup> April 2024**  
It was unanimously **RESOLVED** to approve the Full Parish Council Meeting minutes of 25<sup>th</sup> April 2024 as a true and accurate record of the meeting. Motion carried.  
**Proposed LW Seconded JH**
- 300524/7 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 wished to thank the Parish Council for their work on the Neighbourhood Plan and noted the poor community turnout. An enquiry was made as to support the Parish Council could provide to a newly forming Village Group hoping to create small community events in the parish. Clerk to officially respond with the relevant information the group requested. The group was also invited, by a member of the committee, to attend the next Village Hall Committee Meeting to request support.

- 300524/8 **TO APPROVE AND ADOPT THE STANDING ORDERS**  
Having reviewed the Standing Order it was unanimously **RESOLVED** to approve them. Motion carried.  
**Proposed LW Seconded JH**
- 300524/9 **TO APPROVE AND ADOPT THE FINANCIAL REGULATIONS AND INTERNAL FINANCIAL CONTROLS DOCUMENTS**  
Having reviewed the Financial Regulation (2024) it was unanimously **RESOLVED** to approve them. Motion carried.  
**Proposed LS Seconded LW**
- 300524/10 **TO APPROVE THE COUNCIL'S POLICIES AND PROCEDURES**  
Having reviewed the Council's Policies and Procedures it was unanimously **RESOLVED** to approve them. Motion carried.  
**Proposed LW Seconded JH**
- 300524/11 **TO APPROVE THE STANDARDS AND CODE OF CONDUCT FOR MEMBERS**  
Having reviewed the Standing Orders, it was unanimously **RESOLVED** to approve them. Motion carried.  
**Proposed LW Seconded LS**
- 300524/12 **INTERNAL AUDIT REPORT 2023/24 TO BE ACCEPTED AND APPROVED**  
Having reviewed the Internal Audit Report for 2023/24 it was unanimously **RESOLVED** to approve the report. Motion carried.  
**Proposed LW Seconded JH**
- 300524/13 **INTERNAL AUDIT REVIEW 2023/24**  
Having reviewed the Internal Audit Report for 2023/24/25 it was unanimously **RESOLVED** to approve the report. Motion carried.  
**Proposed LW Seconded JH**
- 300524/14 **AGAR 23/24: ANNUAL GOVERNANCE STATEMENT TO BE APPROVED**  
It was unanimously **RESOLVED** that statements 1-8 in the Annual Governance statement for 2023-24 should be answered "YES", statement 9 should be answered "N/A" and the document should be approved by council. The document was signed by the Chairman and the Clerk.  
**Proposed LW Seconded JH**
- 300524/15 **AGAR 23/24: ANNUAL ACCOUNTING STATEMENT TO BE APPROVED**  
The Council considered the Accounting Statement 2023-24 as circulated to all councillors. It was unanimously **RESOLVED** it should be approved. The document was signed by the Chairman and the Clerk.  
**Proposed LS Seconded LW**
- 300524/16 **APPOINTMENT OF INTERNAL AUDITOR 2024/25**  
It was unanimously **RESOLVED** to appoint S & J Accounting as the Internal Auditor for 2024-25.  
**Proposed TR Seconded MB**
- 300524/17 **COUNCIL BUSINESS**
- a) Notification of Mepal Post Office Temporary Closure  
The Parish Council noted that they had been sent a copy of the Temporary Closure Notice [Mepal CB6 2AW - 172113 - Post Office - Citizen Space \(postofficeviews.co.uk\)](#)
  - b) Update on Neighbourhood Plan  
LW noted poster detailing the referendum will be erected on noticeboards and bus shelters to aid communication.
- 300524/18 **PLANNING**  
None  
**TO DISCUSS**  
None
- 300524/19 **FINANCE**
1. To approve payments and Bank Reconciliation up to 30<sup>th</sup> April 2024
    - a) Online Payments:
    - b) **April**

Container People	£907.63
SLCC	£135.00
HMRC, Wages, Expenses	£3260.13
SJ Alexander – Internal Audit	£135.00
Stacie’s Cleaning - April	£120.00
CPD -	£84.00
K Prance	£107.70
K&M Lighting	£1572.00
<b>May</b>	
Mepal Youth Club	£885.00
HMRC, Wages and Expenses	£3371.85
Scribe – Bookings	£328.32
Cambs Archives	£100.00
CAPALC – Renewal	£482.79
Wave – Pavilion and Allotments	£96.99
Stacie’s Cleaning – May	£120.00
<b>c) Direct Debits Made:</b>	
British Gas – Gas	£181.31
EE – internet and phone	£59.87
National broadband – Pavilion	£42.00
SSE – Pavilion electric	£265.99
Lloyds Charge Card –	£443.75
Materials, pavilion supplies and stationery	
<b>d) Income</b>	
ECDC – Precept	£27200.00
ECDC CIL	£2169.09

All payments, income, direct debits and bank reconciliation were **APPROVED** unanimously.  
**Proposed JH Seconded LW**

- 300524/20      CORRESPONDENCE (INFO ONLY)**  
Parishioner – car fire High Street  
Parishioner – Green space Laurel Close  
Parishioner – green space Laurel Close  
Parishioner - green space, anti-social parking

- 300524/21      DIARY DATES – 27<sup>th</sup> June 2024 at 6.30pm Mepal Pavilion**  
  
Meeting closed at 19.14

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**Karen Peck**  
**Clerk & Responsible Finance Officer**  
**Mepal Parish Council**  
**Dated: 27.6.2024**

**Lorna Williams**  
**Chairman**  
**Mepal Parish Council**