MEPAL PARISH COUNCIL

Clerk: **Mrs Karen Peck, email: clerk@mepalparish.org**
Chairman: **Mrs Lorna Williams**

NOTICE OF MEETING: **Annual Meeting of Mepal Parish Council**
TIME: **19.00**
DATE: **6th May 2026**
VENUE: **Mepal Community Pavilion**

MEMBERS	5
VACANCIES	2
QUORUM	3

MINUTES

In attendance: Councillor Williams (LW) Chairman, Coe (JS), Hunter (AH).

060526/1 **TO ELECT CHAIR OF THE COUNCIL AND RECEIVE THE CHAIR'S 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 AH Seconded JC

060526/2 **TO ELECT A VICE CHAIR AND TO RECEIVE THE VICE CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE**
It was unanimously **RESOLVED** to elect Councillor Bradney as Vice Chairman for the coming year. Councillor Bradney signed the Acceptance of Office as did the Proper Officer.
Proposed LW Seconded AH

060526/3 **TO RECORD APOLOGIES FOR ABSENCE**
Councillor Bradney and Councillor Gould – apologies accepted

060526/4 **MEMBERS' DECLARATIONS OF INTEREST**
None were made

060526/5 **TO RECEIVE DISTRICT AND COUNTY COUNCILLOR REPORTS**
Full Reports are available on the Parish Council Website

060526/6 **TO SIGN AND APPROVE MINUTES OF MEETINGS OF: 18th March 2026**
It was unanimously **RESOLVED** to approve the Full Parish Council Meeting minutes of 18th March 2026 as a true and accurate record of the meeting. Motion carried. **Proposed LW Seconded JC**

060526/7 **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.
There were no members of the public in attendance.

060526/8 **TO APPROVE AND ADOPT THE COUNCILS STANDING ORDERS**
Having reviewed the new model Standing Orders, it was unanimously **RESOLVED** to approve them. Motion carried.
Proposed LW Seconded AH

060526/9 **TO APPROVE AND ADOPT THE COUNCILS' FINANCIAL REGULATIONS AND INTERNAL FINANCIAL CONTROLS**
Having reviewed the Financial Regulation (latest version) it was unanimously **RESOLVED** to approve them. Motion carried. **Proposed LW Seconded JC**

Minutes now to be approved at the 9 September 2026 meeting

060526/10 **TO REVIEW AND 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 AH**

060526/11 **TO APPROVE THE STANDARDS AND CODE OF CONDUCT FOR MEMBERS**
Having reviewed the Standards and CoC, it was unanimously **RESOLVED** to approve them. Motion carried. **Proposed LW Seconded AH**

060526/12 **TO APPROVE WORKING GROUPS AND COMMUNITY GROUP REPRESENTATIVE AND APPROVE TERMS OF REFERENCE**

- HR (ToR applies)
- Speed Concern LHI Working Group (ToR applies)
- Community Group Representative

All representation and terms of reference were unanimously **RESOLVED** for adoption. Motion carried. **Proposed LW Seconded JC**

060526/12 **INTERNAL AUDIT REPORT 2025/26 TO BE ACCEPTED AND APPROVED**
Having reviewed the Internal Audit Report for 2025/26 it was unanimously **RESOLVED** to approve the report. Motion carried. **Proposed LW Seconded JC**

060526/13 **INTERNAL AUDIT REVIEW 2025/26**
Internal Audit - General Note Resolution - Play Park Enhancement has been recorded on the Asset Register, with the value recognised as the difference between existing asset and upgrade value.

060526/14 **AGAR 25/26: ANNUAL GOVERNANCE STATEMENT TO BE APPROVED**
It was unanimously RESOLVED that statements 1-8 in the Annual Governance statement for 2025-26 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 AH

060526/15 **AGAR 25/26: ANNUAL ACCOUNTING STATEMENT TO BE APPROVED**
The Council considered the Accounting Statement 2025-26 as circulated to all councillors. It was unanimously **RESOLVED** that it should be approved. The document was signed by the Chairman and the Clerk. **Proposed AH Seconded LW**

060526/16 **APPOINTMENT OF INTERNAL AUDITOR 2026/27**
It was unanimously **RESOLVED** to appoint S & J Accounting as the Internal Auditor for 2026-27.

Proposed LW Seconded JC

060526/17 **COUNCIL BUSINESS**

a) To note recent closure of Laurel Close Play Area and ratify the cost of the commercial clean
The Parish Council expressed their disappointment that dog waste has been spread around the play area and over equipment and seating. An external contractor was employed to carry out the necessary deep clean of all areas due to the hazardous nature of the waste. The cost of £495 plus VAT which has not been budgeted for will therefore come from other areas of the annual budget and savings made. Work ratified unanimously. **Proposed LW Seconded JC**

b) To discuss and approve works from Annual Play Area Inspection Report
The full Play Area Inspection Report had been conducted, and the result was three minor issues which will be rectified in house. **Proposed LW Seconded JC**

c) Update on Mepal Speed Survey
No further responses had been received and therefore the agreed unanimously to wait the outcome of the LHI Application for two new MVAS units in October 2026 to allow them to gather the relevant data should concerns be made in the future.
Proposed LW Seconded AH

Minutes now to be approved at the 9 September 2026 meeting

d) To ratify Football Lease Terms for 2026-27 and general hire
The Parish Council unanimously ratified the Football Lease Terms 2026-27 and general hire terms with Sutton and Mepal football Ckub for the 2026-2027 season and look forward to working alongside them for another year. **Proposed LW Seconded AH**

e) To discuss and approve a forward plan for the New Community Infrastructure Levy (CIL) Grant schemes
It was unanimously agreed to have the Play Assessment (PIPA) completed to allow for them to forward plan. Clerk to arrange. **Proposed LW Seconded JC**

060526/18 **PLANNING**

26/00191/VAR3M Lake View Bereavement Centre and Crematorium

Further amendment involving – changes to drainage scheme, removal of a window and curtain wall, changes to hard landscaping, reduction in lighting, reduction in number of EV chargers, changes to landscaping and correction to the island position at entrance. These changes require conditions 15,16,19 and 31 to the proposal description

060526/19 **FINANCE**

1. To approve payments up until 28th April 2026

a) Online Payments:

March	
Red Shoes Accounting – payroll	£68.40
SSE – Electric Pavilion	£250.42
N Power – street light energy	£61.39
British Gas – Gas	£179.42
Unity Trust Bank – service charge	£7.00
NSALG – Membership	£84.00
National Broadband	£42.00
HMRC, Wages, Expenses	£3793.69
K Prance – Boiler Service	£100.00
JRH Contracts – Lilibet Flailing	£300.00
Redact – website assistance	£36.00
K&M Lighting – Street Light Annual Main	£52.80
April	
HMRC, Wages and Expenses	£3829.03
S & J Accounting – Internal Audit	£140.00
East Cambs DC – Business Rates	£0.00
CAPALC – Affiliation Renewal	£504.61
Cambs County Council - Archive	£100.00
National Broadband – Wi-Fi	£42.00
Lloyds Charge Card – various	£251.93
N Power – street light energy	£60.07
British Gas – Gas Pavilion	£162.21
Income	
East Cambs DC – Precept	£33589.94

All payments and Income were unanimously APPROVED. **Proposed LW Seconded AH**

b) To approve Bank Reconciliation up until 30th April 2026
The bank reconciliation up until 30th April 2026 was APPROVED unanimously.
Proposed LW Seconded JC

Meeting closed 19.39

060526/20 **DIARY DATES –** ~~29th July 2026 at 6.30pm Mepal Pavilion~~

Minutes now to be approved at the 9 September 2026 meeting

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Karen Peck
Clerk & Responsible Finance Officer
Mepal Parish Council

Lorna Williams
Chair
Mepal Parish Council

Dated: To be signed at the next meeting of the Parish Council