

MEPAL PARISH COUNCIL

Clerk: Sally Shipley, 50 Chestnut Way, Mepal, Ely, CB6 2YR
Email: mepalparishcouncil@msn.com

Chairman: Mr Michael Stacey

MINUTES OF ANNUAL MEETING OF MEPAL PARISH COUNCIL

DATE: Monday 10th May 2010

TIME: 19.30

VENUE: Mepal Village Hall, School Lane, Mepal

PRESENT: Mr Stacey, Mrs Stazicker, Mr Slough, Mr Drew, Mr Newstead, Mr Sallis,
Mr Pleasance, Clerk Mrs Shipley

IN ATTENDANCE: Mr Kevin Hall and Mr Matthew Grout of Cambridgeshire Highways Authority and 2 members of the public were in attendance.

065/10 ELECTION OF CHAIRMAN FOR THE YEAR 2010/11.

Mr Stacey was nominated by Mr Sallis and seconded by Mr Newstead. No other nominations were received. It was unanimously resolved that Mr Stacey be elected as Chairman for 2010/11.

066/10 CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE.

Declaration of acceptance of office as Chairman signed by Mr Stacey.

067/10 TO RECORD APOLOGIES FOR ABSENCE.

Apologies were received and approved from District Councillor Goodge and County Councillor Read.

068/10 MEMBERS' DECLARATIONS OF INTEREST.

Mr Newstead declared a personal interest in agenda item 078/10(a).

069/10 ALL COUNCILLORS TO REVIEW REGISTER OF INTERESTS STATEMENTS.

Register of Interests Statements reviewed and signed by all Councillors present.

070/10 APPOINTMENT OF VICE-CHAIRMAN FOR THE YEAR 2010/11.

Mrs Stazicker was nominated by Mr Sallis and seconded by Mr Newstead. No other nominations were received. It was unanimously resolved that Mrs Stazicker be appointed as Vice-Chairman for 2010/11.

071/10 APPOINTMENT OF HEALTH & SAFETY OFFICER FOR THE YEAR 2010/11.

It was unanimously resolved that Mr Stacey be appointed as Health & Safety Officer for 2010/11.

072/10 TO APPOINT REPRESENTATIVES TO THE FOLLOWING BODIES;

- a) Cambridgeshire County Council Parish Paths Partnership.

It was unanimously resolved that Mr Slough be appointed as the representative.

- b) Mepal Outdoor Centre Committee.

It was unanimously resolved that Mr Sallis take over as the representative from Mr Slough.

- c) Elean Power Station Community Liaison Committee.

It was unanimously resolved that Mrs Stazicker and Mrs Jenny Sparrow be appointed as the representatives.

- d) Heavy Commercial Vehicles Group.

It was unanimously resolved that Mrs Stazicker be appointed as the representative.

- e) Cambridgeshire Play Partnership.

It was unanimously resolved that Mrs Stazicker be appointed as the representative.

f) East Cambridgeshire District Council West Neighbourhood Panel.
It was unanimously resolved that Mrs Stazicker be appointed as the representative.

g) Sutton Parish Council - Youth & Community Development Liaison Committee.
It was unanimously resolved that Mr Drew be appointed as the representative.

h) Mepal Sports Action Group.
It was unanimously resolved that Mr Sallis be appointed as the representative.

073/10 TO APPOINT MEMBERS TO THE FOLLOWING WORKING PARTIES;

a) Town & Country Planning Working Party.
It was unanimously resolved that Mr Slough and Mr Drew would continue as members of this Working Party.

b) Parish Plan Actions Working Party.
It was unanimously resolved that Mr Stacey, Mr Drew, Mr Newstead, Mr Pleasance, Mr Sallis, Mr Gordon Reid and the Clerk would continue as members of this Working Party.

c) Community Sustainability Working Party.
It was unanimously resolved that Mrs Stazicker, Mr Newstead Mr Pleasance and Mr Sallis would continue as members of this Working Party.

d) Play Working Party.
It was unanimously resolved that Mrs Stazicker, Mrs Jo Johnson and the Clerk would continue as members of this Working Party. Mr Pleasance agreed to join this Working Party.

e) Renewable Energy Working Party.
It was unanimously resolved that Mr Pleasance, Mr Sallis and Mr David Stazicker would continue as members of this Working Party. Mr Newstead agreed to join this Working Party.

f) Paths Working Party.
It was unanimously resolved that Mrs Stazicker, Mr Slough and Mr Tom Sayer would continue as members of this Working Party.

g) Allotments Working Party.
It was unanimously resolved that Mr Sallis, Mr Pleasance and the Clerk would continue as members of this Working

h) Health, Safety & Risk Management Working Party.
It was unanimously resolved that Mr Stacey and the Clerk would continue as members of this Working Party. Mr Newstead agreed to join this Working Party.

Appointment of members to the Bus Shelters Working Party will be considered at the next Full Council meeting.

074/10 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:

The minutes of the Full Council Meeting of 12th April 2010 were approved and signed as a correct record of the meeting.

075/10 OPEN FORUM FOR PUBLIC PARTICIPATION.

Meeting suspended at 19:46.

One member of the public addressed the meeting to raise concerns about the works being undertaken to the play area and allotments at the recreation field. These concerns were addressed and no further action is required at this time.

Meeting reconvened at 19:58.

076/10 TO RECEIVE DISTRICT AND/OR COUNTY COUNCILLORS REPORT.

No District or County Councillors present.

077/10 HIGHWAYS

a) To reconsider proposal from the Highways Authority for the improvements to be funded by the "Safer Routes to School" application.

An overview of the Safer Routes to School scheme and the proposed improvements was presented by Mr Kevin Hall of Cambridgeshire Highways Authority. Following discussion and further clarification, it was proposed Mr

Newstead and seconded Mr Drew that the proposed improvements be approved. The proposal was carried by a vote of four in favour and three against.

078/10 PLANNING.

New Applications

a) 10/000257/VAR Variation of Condition 2 of Planning Consent 08/000439/FUL for materials to be used in the construction of external surfaces at land adjacent to 8 Bridge Road, Mepal. Applicant: Sanctuary Hereward.

It was unanimously resolved that no comment be made.

b) 10/00202/PDR Proposed detached games room at Springleys, Witcham Road, Mepal. Applicant: Mr & Mrs B Norman.

It was unanimously resolved that no comment be made.

079/10 FINANCE.

a) To receive quarterly report on budget and expenditure to 31.03.10.

Oral report received from the Clerk.

b) To receive report on Overall Financial Position at 31.03.10.

Oral report received from the Clerk.

c) To receive Independent Internal Auditor's Report for 2009/10.

Oral report received from the Clerk. The report recommends that a review is undertaken on an annual basis of all of the Council's policies including the Standing Orders and Financial Regulations. It was unanimously resolved that a Working Party be formed to undertake the initial review. Mr Pleasance, Mrs Stazicker and the Clerk agreed to become the members of this Working Party and will prepare drafts of all policies for consideration at a future meeting. **Action: Policies Review Working Party.**

d) To approve & sign accounts for the financial year 2009/10.

It was unanimously resolved that the accounts for the financial year 2009/10 be approved.

e) To complete Annual Governance Statement 2009/10 and to approve the Annual Return for 2009/10.

The Annual Governance Statement for 2009/10 was completed and confirmed as correct by all Councillors present. The Annual Return was approved and signed by Mr Stacey and the Clerk.

f) It was unanimously resolved that payment of the following accounts continue to be made by direct debit:

British Telecom – Telephone

Eon – Electricity for street lamps

NPower – Gas for pavilion

g) Proposed Mr Pleasance; seconded Mr Drew and unanimously resolved that payment of the following outstanding accounts made between meetings be approved:

Kit-King Ltd – t-shirts for Pathfinder Opening Event	£210.00	LGA 1972 s.137
--	---------	----------------

h) Proposed Mr Newstead; seconded Mr Pleasance and unanimously resolved that payment of the following outstanding accounts be approved:

Truelink Ltd – grass cutting for March	£471.56	Open Space Act 1906 s.10
--	---------	--------------------------

Mr T Bowd – internal audit	£112.60	LGA 1972 s.111
----------------------------	---------	----------------

It was proposed Mrs Stazicker, seconded Mr Sallis and unanimously resolved that payment of the invoice to CGM Ltd for the laying of turf in play area (£1985.40) not be approved as other works are still to be completed.

080/10 UPDATE FROM HEALTH, SAFETY & RISK MANAGEMENT WORKING PARTY

a) To receive report on the review of the Risk Management Policy.

Review still to be undertaken and deferred until the June meeting.

b) To receive report on the review of insurance provisions for 2010/11.

Oral report received from the Clerk. The renewal schedule from Came & Company was accepted unanimously.

c) To receive report on the review of the Asset Register.

Oral report received from the Clerk.

- d) To receive report on the review of the Risk Assessment Schedule.
Oral report received from the Clerk.

081/10 NEIGHBOURHOOD PANELS

- a) To receive oral report of West Neighbourhood Panel Meeting on Monday 19th April 2010.
Oral report received from Mrs Stazicker.

- b) To consider how best to progress action from West Neighbourhood Panel to produce an Emergency Plan for Mepal.
It was unanimously resolved that Mrs Stazicker and Mr Newstead would prepare a draft Emergency Plan for consideration at a future meeting. **Action: Mr Newstead/Mrs Stazicker.**

- c) To consider further problems of parking on Laurel Close green space.
It was unanimously resolved that Mr Pleasance and Mr Stacey would investigate the options for rectifying this problem and bring proposals to a future meeting. **Action: Mr Pleasance/Mr Stacey.**

082/10 APPLICATIONS FOR GRANTS FROM LOCAL ORGANISATIONS.

- a) To further consider application from Mepal Good Companions.
It was unanimously resolved that the application not be approved.

083/10 BYWAYS & DROVES

- a) To consider attendance at Byway & Drove Management Meeting on Saturday 22nd May 2010.
It was unanimously resolved that Mr Slough would attend on behalf of Mepal Parish Council.

084/10 CONSULTATIONS

- a) To consider response to the East Cambridgeshire Strategic Partnership consultation on the East Cambridgeshire Sustainable Community Strategy 2011-2031.
It was unanimously resolved that a response from the Parish Council would not be submitted to this consultation and that Councillors would respond as individuals if they so wished.

085/10 TRAINING

- a) To consider attendance of the Chairman at the CPALC Chairmanship Workshops.
It was unanimously resolved the Mr Stacey attend this training.

086/10 WEEKLY RECREATION FIELD AND PLAY AREA INSPECTIONS

The Park Ranger checks the play area Fridays – Tuesdays and the main recreation field twice a week. It was resolved that Mr Pleasance will also check the play area on a Thursday and Mr Slough will undertake the weekly equipment inspection once the new play area is open.

087/10 CORRESPONDENCE RECEIVED (For Information Only).

- a) Cambridgeshire ACRE – The Playing Field Newsletter (Spring 2010).
- b) COPE – Newsletter (May 2010).
- c) East Cambridgeshire District Council – Standards Committee Update.
- d) Cambridgeshire County Council – Cambridgeshire Older People’s Newsletter (April-June 2010).

088/10 DATES OF FUTURE MEETINGS.

Monday 14th June 2010 – Full Council Meeting
Monday 12th July 2010 – Full Council Meeting
Monday 13th September 2010 – Full Council Meeting
Monday 11th October 2010 – Full Council Meeting
Monday 8th November 2010 – Full Council Meeting

Meeting closed at 21:25

..... Chairman to Mepal Parish Council

..... Date