

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: Wednesday 18th May 2011
TIME: 19.30
VENUE: Mepal Village Hall, School Lane, Mepal
PRESENT: Chairman Mr Stacey, Mrs Stazicker, Mr Slough, Mr Drew,
Mr Sallis, Clerk Mrs Shipley

IN ATTENDANCE: District Councillor Goodge & 2 members of the public were in attendance.

072/11 ELECTION OF CHAIRMAN FOR THE YEAR 2011/12.

It was proposed Mr Sallis, seconded Mrs Stazicker and resolved unanimously that Mr Stacey be elected as Chairman for the year 2011/12.

073/11 CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE.

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

074/11 ELECTION OF VICE-CHAIRMAN FOR THE YEAR 2011/12.

It was proposed Mr Slough, seconded Mr Sallis and resolved unanimously that Mrs Stazicker be elected as Vice-Chairman for the year 2011/12.

075/11 ALL COUNCILLORS TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE.

All declarations received except Mr Pleasance who will sign on his return from holiday.

076/11 ALL COUNCILLORS TO REVIEW REGISTER OF INTERESTS STATEMENTS.

The Clerk reminded all Councillors that Register of Interest Statements must be returned to East Cambridgeshire District Council by 2nd June 2011, they should be sent via the Clerk.

077/11 TO RECORD APOLOGIES FOR ABSENCE.

Apologies were received and approved from Mr Pleasance and District Councillor Bailey.

078/11 MEMBERS' DECLARATIONS OF INTEREST.

Mrs Stazicker declared a personal interest in agenda item 096/11(a) as a Trustee of Cambridgeshire ACRE.

079/11 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:

The minutes of the Full Council Meeting of 12th April 2011 were approved and signed as a correct record of the meeting.

080/11 TO UNDERTAKE REVIEW OF THE COUNCIL'S STANDING ORDERS

It was proposed Mrs Stazicker, seconded Mr Sallis and resolved unanimously that no changes are required.

081/11 TO UNDERTAKE REVIEW OF THE COUNCIL'S FINANCIAL REGULATIONS

It was proposed Mrs Stazicker, seconded Mr Sallis and resolved unanimously that no changes are required.

082/11 POWER OF WELL BEING

- a) To reconfirm that, following the local council elections, all eligibility criteria are met and to re-enact the Power of Well-being.

The Clerk reported that the criteria require 6 members to be trained in the power of well being. Only 5 current members have been trained and so the Council is not eligible to re-enact the power at this time.

083/11 HEALTH, SAFETY & RISK MANAGEMENT.

- a) To undertake review of the Asset Register.

It was proposed Mrs Stazicker, seconded Mr Sallis and resolved unanimously to accept the Asset Register.

- b) To undertake review of insurance provisions for 2011/12.

It was proposed Mr Sallis, seconded Mr Drew and resolved unanimously to accept the insurance provisions for 2011/12.

- c) To undertake review of the Risk Management Policy.

The Clerk reported that the review will be prepared in time for the June meeting.

- d) To undertake review of the Risk Assessment Schedule.

Following the addition of the risk assessment of the allotments, it was proposed Mr Sallis, seconded Mrs Stazicker and resolved unanimously to accept the Risk Assessment Schedule.

084/11 TO APPOINT REPRESENTATIVES TO THE FOLLOWING OTHER BODIES;

- a) Cambridgeshire County Council Parish Paths Partnership.

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

- b) Mepal Outdoor Centre Committee.

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

- c) Elean Power Station Community Liaison Committee.

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

- d) Heavy Commercial Vehicles Group.

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

- e) Cambridgeshire Play Partnership.

The Cambridgeshire Play Partnership is no longer in existence and so a representative is not required.

- f) East Cambridgeshire District Council West Neighbourhood Panel.

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

- g) Sutton Parish Council - Youth & Community Development Liaison Committee.

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

- h) Mepal Sports Action Group.

A letter had been received from Mepal Sports Action Group requesting that the Parish Council appoint two trustees to the MeSsAGe committee. Following discussion, concerns were raised about the requirement for the representatives to be full trustees and the implications this would have to individual Councillors. It was agreed that MeSsAGe be asked to seek advice from ACRE as to whether Parish Council representatives could be appointed in a reporting role without becoming a trustee with voting rights. The Clerk will also seek advice from Cambridgeshire & Peterborough Association of Local Councils. The matter will be reconsidered at the June meeting.

- i) Mepal Community Pavilion Management Committee.

It was resolved unanimously that Mr Stacey, Mrs Stazicker and the Clerk be appointed as the representatives.

- j) Joint Cycleway Group.

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

085/11 TO UNDERTAKE REVIEW OF THE COUNCIL'S COMPLAINTS POLICY.

It was proposed Mrs Stazicker, seconded Mr Sallis and resolved unanimously to readopt the policy.

086/11 TO UNDERTAKE REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND THE DATA PROTECTION ACT 1998.

It was proposed Mr Sallis, seconded Mr Drew and resolved unanimously to readopt the procedures.

087/11 MEETINGS FOR 2011/12

- a) To agree a schedule of meeting dates for 2011/12.

Following a change to the April 2012 date due to Easter and the addition of the date for the Annual Meeting on 14th May 2012, the schedule was approved.

088/11 APPOINTMENT OF HEALTH & SAFETY OFFICER FOR THE YEAR 2011/12.

It was proposed Mrs Stazicker, seconded Mr Sallis and resolved unanimously that Mr Stacey be appointed as Health & Safety Officer for the year 2011/12.

089/11 APPOINTMENT OF LINE MANAGER TO THE CLERK FOR THE YEAR 2011/12.

It was proposed Mr Sallis, seconded Mr Slough and resolved unanimously that Mr Drew be appointed as the Line Manager to the Clerk for the year 2011/12.

090/11 TO APPOINT MEMBERS TO THE FOLLOWING WORKING PARTIES;

- a) Town & Country Planning Working Party.

It was resolved unanimously that Mr Slough and Mr Drew would continue as members of this Working Party.

- b) Parish Plan Actions Working Party.

It was resolved unanimously to dissolve this Working Party as it is no longer required.

- c) Health Issues Working Party.

It was resolved unanimously to dissolve this Working Party as it is no longer required.

- d) Play Working Party.

It was resolved unanimously to dissolve this Working Party as it is no longer required.

- e) Renewable Energy Working Party.

It was resolved unanimously that Mr Sallis, Mr Pleasance, Mr David Stazicker, Mrs Amanda Halls and the Clerk would continue as members of this Working Party.

- f) Bus Shelters Working Party.

It was resolved unanimously to dissolve this Working Party as it is no longer required.

- g) Paths Working Party.

It was resolved unanimously to dissolve this Working Party as it is no longer required.

- h) Allotments Working Party.

It was resolved unanimously to dissolve this Working Party as it is no longer required.

- i) Health, Safety & Risk Management Working Party.

It was resolved unanimously to dissolve this Working Party as it is no longer required.

- j) Policies Review Working Party.

It was resolved unanimously that Mr Pleasance, Mrs Stazicker and the Clerk would continue as members of this Working Party and that Mr Stacey would join.

- k) Community Sustainability Working Party.

It was resolved unanimously to dissolve this Working Party as it is no longer required.

- l) Woodland Working Party.

It was resolved unanimously that Mrs Stazicker, Mr Sallis, Mr Mark Newstead, Mr Geoff Abbot, Mrs Amanda Halls and the Clerk would continue as members of this Working Party and that Mr Slough would join.

- m) Trailblazer Working Party.

It was resolved unanimously that Mr Pleasance, Mr Sallis, Mr Stacey, Mrs Stazicker and the Clerk would continue as members of this Working Party and that Mr Geoff Abbot would join.

091/11 OPEN FORUM FOR PUBLIC PARTICIPATION.

Meeting suspended at 20:15.

One member of the public advised the meeting that the Mepal Sports Action Group AGM will take place on the 19th May 2011. She is seriously concerned that there will not be enough members elected onto the committee and reminded the meeting that the constitution does allow for two Parish Council trustees.

She also raised concern, to support the letter at agenda item 095/11(a), regarding the X9 bus service.

Meeting reconvened at 20:19.

092/11 TO RECEIVE DISTRICT AND/OR COUNTY COUNCILLORS REPORT.

Oral report received from District Councillor Goodge.

093/11 FINANCE.

- a) To receive quarterly report on budget and expenditure to 31.03.11.

Oral report received from the Clerk. Expenditure has fallen below budget at the end of the financial year.

b) To receive report on Overall Financial Position at 31.03.11.
Oral report received from the Clerk. It was unanimously resolved to accept the level of earmarked reserves proposed. Mrs Stazicker wished to record her concern that in the face of any potential need for Parish Council to seize opportunities as Government policy changes, the current levels of reserves are small and may impede actions that the Parish Council want to take on behalf of the community.

c) To receive Independent Internal Auditor's Report for 2010/11.
The meeting noted the contents of the Internal Auditor's Report for 2010/11 – no actions are recommended.

d) To approve & sign accounts for the financial year 2010/11.
It was proposed Mr Sallis, seconded Mr Drew and resolved unanimously that the accounts for the financial year 2010/11 be approved and signed by Mr Stacey and the Clerk.

e) To complete Annual Governance Statement 2010/11 and to approve the Annual Return for 2010/11.
The Annual Governance Statement for 2010/11 was completed and confirmed as correct by all Councillors present. It was proposed Mr Sallis, seconded Mrs Stazicker and resolved unanimously that the Annual Return be approved and signed by Mr Stacey and the Clerk.

f) It was proposed Mr Sallis, seconded Mrs Stazicker and resolved unanimously 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) It was proposed Mrs Stazicker, seconded Mr Sallis and resolved unanimously to approve the following new direct debits:

Anglian Water – supply at Mepal Community Pavilion
Anglian Water – supply to play area and allotments

h) It was proposed Mrs Stazicker, seconded Mr Drew and resolved unanimously that payment of the following outstanding accounts made between meetings be approved:

Anglian Water – supply ay Mepal Community Pavilion (Miscellaneous Provisions) Act 1976 s.19	£51.89	Local Government
Cambridgeshire County Pension Fund – contributions April	£188.83	LGA 1972 s.111
H M Revenue & Customs – PAYE/NI April	£39.38	LGA 1972 s.111
Salaries – April	£750.96	LGA 1972 s.111

i) It was proposed Mr Sallis, seconded Mr Drew and resolved unanimously that payment of the following outstanding accounts be approved:

Came & Co – insurance	£1403.77	LGA 1972 s.111
CPALC – subscription	£314.42	LGA 1972 s.111
Playsafety Ltd – Annual Safety Inspection of play area	£100.80	Open Space Act 1906 s.10

094/11 PLANNING.

New Planning Applications

a) F/02006/11/CM First periodic review of mineral permission F/01467/89 and F/00781/91 (as amended) for Block Fen Quarry, Block Fen Drove, Chatteris.

Oral report received from Mrs Stazicker. It was resolved unanimously that whilst no comment be made on the application, the Parish Council did wish to register concern that the projected level of vehicle movements within the application are in fact actual increases over today's current movements

095/11 BUSES.

a) To receive and consider a letter of complaint regarding the X9 Bus Service.
The meeting noted the content of the letter and the concerns raised within it. It was proposed Mrs Stazicker, seconded Mr Sallis and resolved unanimously that a letter should be sent to the bus company. Mr Sallis agreed to draft a letter which will be sent via the Clerk. **Action: Mr Sallis.**

096/11 MEPAL COMMUNITY PAVILION

a) To receive and consider letter from Mepal Sports Action Group regarding the draft lease for Mepal Community Pavilion.

The meeting noted the contents of the letter. It was proposed Mr Sallis, seconded Mr Drew and resolved following a vote of 4 in favour and 1 abstention that the Clerk should request a copy of the model lease from Cambridgeshire ACRE. Mrs Stazicker, Mr Stacey and the Clerk will consider the document and prepare proposals for consideration at a future meeting. **Action: Mrs Stazicker/Mr Stacey/the Clerk.**

097/11 SERVICE OF SUMMONS TO COUNCIL MEETINGS.

- a) To consider a proposal that should the service of summons on councillors confirming the time, date, venue and agenda for a meeting by delivery or post at their residences at least 3 clear days before a meeting not be expedient then the summons may be served electronically at least 3 clear days before the meeting provided any such email contains the electronic signature and title of the Proper Officer.

It was unanimously resolved to accept the proposal and that the summons may be served electronically on those members who have the systems available to accept it.

098/11 DATES OF FUTURE MEETINGS.

- Monday 13th June 2011 – Full Council Meeting
- Monday 11th July 2011 – Full Council Meeting
- Monday 12th September 2011 – Full Council Meeting

Meeting closed at 21:20.

..... Chairman to Mepal Parish Council

..... Date