

MEPAL PARISH COUNCIL

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

Chairman: Mr Michael Stacey

MINUTES OF FULL COUNCIL MEETING

DATE: Tuesday 20th September 2011
TIME: 19.30
VENUE: Mepal Village Hall, School Lane, Mepal
PRESENT: Chairman Mr Stacey, Mr Slough, Mr Sallis, Mr Pleasance, Mr Harknett
Clerk Mrs Shipley

IN ATTENDANCE: District Councillor Goodge and 3 members of the public were in attendance. Charlotte Wenn and Sam Bowyers-Broadley from Community CARTS were also in attendance.

135/11 TO RECORD APOLOGIES FOR ABSENCE

Apologies were received and approved from Mrs Stazicker, Mr Drew, District Councillor Bailey and County Councillor Read.

136/11 COUNCILLORS

- a) To co-opt a new councillor, Mr Roy Harknett, to fill the remaining seat following the May 2011 election. Mr Roy Harknett was duly co-opted.
- b) Mr Harknett to sign Declaration of Acceptance of Office. Declaration of acceptance of office was signed by Mr Harknett.
- c) To consider and approve schedule of Councillor Training needs. The Clerk reported that the three-stage CPALC councillor training has been booked and started by Mr Harknett. Details of other training available from CPALC are awaited.

137/11 MEMBERS' DECLARATIONS OF INTEREST

Mr Harknett and Mr Sallis declared personal interests in agenda item 141/11 (b) as members of the village hall management committee which receives bookings from Mepal Youth Club.

138/11 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:

The minutes of the Full Council Meeting of 4th July 2011 were approved and signed as a correct record of the meeting.

139/11 OPEN FORUM FOR PUBLIC PARTICIPATION

Meeting suspended at 19:38

One member of the public raised the following issues;

Fly tipping at Laurel Close - this has now been removed.

Speeding/parking in Laurel Close - the Chairman confirmed that the parish council has tried to help as much as possible with these issues. There is no more that can be done at this time.

Trees on Laurel Close green - for discussion on tonight's agenda.

The Park Ranger made the council aware of several problems in relation to the sand pit in the children's play area and suggested that it be removed. This will be considered during agenda item 153/11(a).

Meeting reconvened at 19:51

140/11 TO RECEIVE DISTRICT AND/OR COUNTY COUNCILLORS REPORT

Oral report received from District Councillor Goodge. Written report received from County Councillor Read, copy available from the Clerk on request.

141/11 YOUTH AND COMMUNITY DEVELOPMENT

- a) To receive presentation from Community CARTS regarding the future provision of Mepal Youth Club. Oral presentation received from Charlotte Wenn, Secretary of Community CARTS.

b) To consider request for financial support for Mepal Youth Club for the second and third term of 2011/12. It was proposed Mr Sallis, seconded Mr Pleasance and resolved unanimously to support this request. A three-way service level agreement between Mepal Parish Council, Mepal Youth Club and Community CARTS was signed by the Chairman.

142/11 PLANNING.

Planning Updates

a) 11/00502/FUL Full planning permission granted for the installation of a solar photo-voltaic electricity generating system at Mepal Community Pavilion, Witcham Road, Mepal. Applicant: Mepal Parish Council.

b) F/02017/08/CM Planning permission granted for extension to Mepal Quarry, Block Fen Drove, nr Chatteris.

Other Planning Issues

c) Notification of tree works at Arthur Rickwood Farm, Mepal.

Details were noted by the meeting.

d) To receive correspondence from Cambridgeshire County Council regarding the Cambridgeshire & Peterborough Minerals & Waste Local Development Framework – adoption of the Minerals & Waste Core Strategy, Proposals Map C Mineral Safeguarding Areas and supporting Supplementary Planning Documents.

Details were noted by the meeting.

e) To consider correspondence from Cambridgeshire County Council regarding the Cambridgeshire & Peterborough Minerals & Waste Plan – suggested changes to the Site Specific Proposals Plan.

It was proposed Mr Sallis, seconded Mr Pleasance and resolved unanimously to make no further comment.

f) To consider response to Cambridgeshire and Peterborough Minerals & Waste Local Development Framework consultation on Draft Supplementary Planning Document – RECAP (Cambridgeshire & Peterborough Waste Partnership) Waste Management Design Guide.

Mr Pleasance agreed to prepare a draft response to the consultation for consideration at the next meeting.

g) To receive correspondence regarding the land south of Brick Lane, Mepal.

The meeting noted that the land currently falls outside both the parish boundary and the development envelope; it falls within Sutton's boundary. Following discussion, it was agreed that the Clerk should discuss the letter with Abigail Taylor of East Cambs District Council and also make initial enquiries as to whether a change to the parish boundary may be possible. This information will be brought to a future meeting.

h) To consider response to Fenland District Council consultation on the Fenland Communities Development Plan – Core Strategy (DPD) and Statement of Community Involvement (SCI).

It was proposed Mr Sallis, seconded Mr Harknett and resolved unanimously to make no comment.

143/11 MEPAL COMMUNITY PAVILION

a) To receive written report regarding the lease of Mepal Community Pavilion to Mepal Sports Action Group. The meeting noted the content of the report.

b) To consider recommendations regarding the mode and term of the lease.

It was proposed Mr Sallis, seconded Mr Slough and resolved unanimously that, as long as the Mepal Sports Action Group committee agree, the working party and Clerk be authorised to negotiate details in relation to the model lease document provided by Cambridgeshire ACRE. The lease will exclude the photovoltaic electricity generating system which is to be installed shortly. A final draft will be brought to a future meeting for approval by the council. It was proposed Mr Pleasance, seconded Mr Sallis and resolved unanimously that the recommended length of the lease be 99 years.

c) To receive oral update regarding the premises licence.

Oral update received from the Clerk, the premises licence for the community pavilion has been granted by the licencing authority.

d) To receive oral report and consider recommendations resulting from the Annual Maintenance Inspection and Fire Risk Assessment.

The Clerk reported that the annual maintenance inspection of the community pavilion has been undertaken. The following actions were highlighted:

- "Turn to open" signs have been provided for all exits as recommended by the fire risk assessment, these are still to be installed by Mepal Sports Action Group.
- Copies of the monthly internal inspections have not been received by the parish council. Mepal Sports Action Group to provide.
- Mepal Sports Action Group is talking to the football clubs regarding the equipment currently stored in the external store. It is hoped that this can be moved to the container to allow easy access to the boiler if required.
- Mepal Sports Action Group has requested that the parish council take further advice regarding the lagging of the external pipework/vent from the boiler. Following discussion, it was proposed Mr Pleasance, seconded Mr Sallis and resolved unanimously that sufficient advice had been taken and remedial works done to try to avoid any problems with the boiler over the winter.
- The fire risk assessment and the premises licence application have highlighted the need for external lighting at the community pavilion. A quote is awaited from B J Jordan Building Contractors. **Action: Mr Pleasance to chase.**
- A fire safety policy is still required for the community pavilion. **Action: Clerk/Mepal Sports Action Group.**

144/11 PARISH MAINTENANCE

- a) To receive and consider correspondence regarding proposed tree planting in High Street, Mepal by the Friendship Club.

It was proposed Mr Stacey seconded Mr Sallis and resolved unanimously to support the request from the Friendship Club. The undertaking to the Highways Authority will be made by the parish council on the understanding that all costs involved in planting the tree and maintaining it in perpetuity will be met by the Friendship Club.

- b) To receive and consider correspondence regarding tree works at the Laurel Close green and Memorial Garden. A specification has been drawn by the Trees Officer for work to the trees on the Laurel Close green and in the memorial garden. It was agreed that three quotations be sought for consideration at a future meeting.

- c) To receive and consider correspondence regarding Commemorative Tree and Hedge Planting for the Diamond Jubilee.

It was agreed that the Clerk would make enquiries to the Highways Authority regarding a possible project for the replacement of the trees in High Street. The Clerk will also collate information in relation to the funding available.

Action: Clerk.

- d) To consider quotations for the supply and erection of fencing at the Laurel Close green.

Four quotations have been received for fencing around the edge of the Laurel Close green to prevent the parking of vehicles on the green. It was proposed Mr Pleasance, seconded Mr Stacey and resolved unanimously that following clarification regarding the specification of the proposed rail, the quotation from Greg Mann be accepted. It was also proposed Mr Pleasance, seconded Mr Stacey and resolved unanimously to have a grit bin installed on the corner of the green.

145/11 ALLOTMENTS

- a) To receive and consider complaint in relation to the current upkeep of allotment plots 3 & 5.

The Clerk reported that she has received complaints about the current upkeep of allotment plots 3 & 5. She has drawn the matter to the attention of the tenant and some initial clearance has been undertaken. It was proposed Mr Sallis, seconded Mr Slough and resolved unanimously that seven days be given to complete the work otherwise termination of the tenancy should be served. **Action: Clerk.**

146/11 HIGHWAYS

- a) To consider correspondence from Cambridgeshire County Council regarding Extending the Winter Service 2011/12.

It was resolved unanimously that Mr Harknett and the Park Ranger should attend the training. **Action: Clerk to organise.**

147/11 RECYCLING

- a) East Cambridgeshire District Council – recycling credits for quarters 3 & 4 of 2010/11.

Recycling credits of £559.51 have been received. The Clerk was requested to contact East Cambs District Council for an update on the current situation for the replacement of the cans bank.

148/11 MEPAL RECREATION FIELD

- a) To receive oral report regarding the nomination of Mepal Recreation Field for the Queen Elizabeth II Fields Challenge.

Oral report received from the Clerk.

- b) To consider recommendation for the voluntary registration of Mepal Recreation Field with the Land Registry and to approve the associated costs.

It was proposed Mr Slough, seconded Mr Harknett and resolved unanimously that voluntary registration of the recreation field with the Land Registry be undertaken at a cost of £40. **Action: Clerk.**

149/11 NEIGHBOURHOOD PANELS

- a) To receive oral report of the West Neighbourhood Panel Meeting on Monday 25th July 2011.
Oral report received from Mr Pleasance.

150/11 A142 ELY RAILWAY CROSSING SEMINAR

- a) To receive oral report of the A142 Ely Railway Crossing Seminar on Saturday 9th July 2011.
Oral report received from Mr Pleasance and Mr Sallis.

151/11 CONSULTATIONS

- a) To consider response to Cambridgeshire County Council consultation on review of the decision to remove all subsidised bus service funding.

The Clerk reported that she had requested but not received a hard copy of the questionnaire in relation to this consultation. The matter will therefore be deferred to the next meeting.

152/11 FINANCE

- a) To receive quarterly summary of receipts and payments to 30.06.11.
Summary circulated by the Clerk.

- b) To received report on expenditure versus budget to 30.06.11.
Oral report received from the Clerk. No problems are forecasted at this time.

- c) To receive report from External Auditor in relation to the 2010/11 financial accounts.
The Clerk reported that an unqualified audit had been received from the External Auditor and that the audit of the 2010/11 financial accounts is now closed.

- d) It was proposed Mr Sallis, seconded Mr Pleasance and resolved unanimously that payment of the following outstanding accounts made between meetings be approved:

Cambs County Pension Fund – contributions June	£188.83 LGA 1972 s.111
Salaries – June	£734.88 LGA 1972 s.111
H M Revenue & Customs – PAYE/NI June	£35.38 LGA 1972 s.111
S Shipley – expenses June	£32.06 LGA 1972 s.111
Target Print – flyer/parish plan update leaflet	£261.00 LGA 1972 s.142
Target Print – newsletter/annual report	£458.00 LGA 1972 s.142
Zurich – LCAS subscription	£114.00 LGA 1972 s.111
Salaries – July	£786.12 LGA 1972 s.111
H M Revenue & Customs – PAYE/NI July	£48.38 LGA 1972 s.111
Cambs County Pension Fund – contributions July	£188.83 LGA 1972 s.111
B J Jordan Building Contractor – repairs at Mepal Community Pavilion (Miscellaneous Provisions) Act 1976 s.19	£759.60 Local Government
Truelink – grass June	£570.55 Open Space Act 1906 s.10
Moore Stephens – external audit	£501.60 LGA 1972 s.111
F J Wells – website	£35.93 LGA 1972 s.142
Mepal Youth Club – grant (Miscellaneous Provisions) Act 1976 s.19	£672.22 Local Government
Sutton Parish Council – photocopying	£29.70 LGA 1972 s.111
St Marys Parochial Church Council – grant	£550.00 LGA 1972 s.215 (6)
G & A Cornwell – top soil	£96.00 Open Space Act 1906 s.10
Mepal Village Hall – hire	£96.00 LGA 1972 s.111
Solarworks – deposit for PV panels for Mepal Community Pavilion (Miscellaneous Provisions) Act 1976 s.19	£500.00 Local Government
Salaries – August	£770.05 LGA 1972 s.111
H M Revenue & Customs – PAYE/NI August	£44.38 LGA 1972 s.111
Cambs County Pension Fund – contributions August	£188.83 LGA 1972 s.111

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

Truelink – grass July	£825.65	Open Space Act 1906 s.10
Truelink – grass August	£749.95	Open Space Act 1906 s.10
Cambridgeshire ACRE – meeting charges (Miscellaneous Provisions) Act 1976 s.19	£42.00	Local Government
National Society of Allotment & Leisure Gardeners – subscription Act 1908 s.23	£66.00	Small Holdings & Allotments

153/11 WEEKLY RECREATION FIELD AND PLAY AREA INSPECTIONS

a) To review and agree schedule of future 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.

A problem in relation to the water play unit and sand pit had been highlighted during the public forum by the Park Ranger. Following discussion, it was agreed that the water should be switched off with immediate effect and that Philip Peacock from Cambridgeshire ACRE be asked for advice on a possible replacement for the sand.

154/11 CORRESPONDENCE RECEIVED (For Information Only).

- a) Cambridgeshire University Hospitals – Members Matter.
- b) Cambridgeshire Playing Fields Association – The Playing Field (Summer 2011).
- c) Cambridgeshire Community Services – Keeping in Touch (Summer 2011).

155/11 DIARY DATES

- Tuesday 27th September 2011 – Cambridgeshire ACRE AGM
- Monday 10th October 2011 – Full Council Meeting
- Monday 14th November 2011 – Full Council Meeting
- Monday 9th January 2012 – Full Council Meeting

Meeting closed at 21:40.

..... Chairman to Mepal Parish Council

..... Date