

# MEPAL PARISH COUNCIL

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Chairman: Mrs Elizabeth Stazicker, email [eliz.stazicker@gmail.com](mailto:eliz.stazicker@gmail.com), tel 01353 778129

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**NOTICE OF MEETING:** Parish Council Annual Meeting and Full Council Meeting  
**TIME:** 19.30  
**DATE:** Monday 15<sup>th</sup> May 2017  
**VENUE:** Mepal Pavilion, Witcham Road, Mepal

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 3  
VACANCIES 4  
QUORUM: 3

Members of the public and press are invited to address the Council at its Open Forum.

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## MINUTES

### 080/17 ELECTION OF CHAIRMAN FOR THE YEAR 2017/18

Mrs Elizabeth Stazicker was proposed by Mrs Diana Bray and seconded by Mr Alan Catley. There were no more nominations therefore Mrs Stazicker was unanimously elected.

### 081/17 CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE

Signed by Mrs Elizabeth Stazicker and witnessed by Mrs Emma Harris, Proper Officer of the Council.

### 082/17 ELECTION OF VICE-CHAIRMAN FOR THE YEAR 2017/18

Mr Alan Catley was proposed by Mrs Elizabeth Stazicker and seconded by Mrs Diana Bray. Mr Catley was unanimously elected.

### 083/17 TO RECORD APOLOGIES FOR ABSENCE

The Chairman informed that Councillor Peter Durose had resigned from the Parish Council and thanked Peter for his contribution to the Parish Council's work.

An application from Mrs Janet Fishenden had been received. Mrs Fishenden spoke briefly of her experience and what she could bring to the Parish Council. Mrs Fishenden was duly co-opted to the Council and will receive the relevant papers for signature.

### 084/17 MEMBERS' DECLARATIONS OF INTEREST

None

### 085/17 MEMBERS' REQUESTS FOR DISPENSATIONS

None

### 086/17 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:

a) Full Parish Council Meeting 10<sup>th</sup> April 2017

The minutes were agreed and signed by Mrs E Stazicker, Chairman

### 087/17 TO RECEIVE DISTRICT AND/OR COUNTY COUNCILLORS' REPORTS

District Councillor Mike Bradley gave an update on the Mepal Outdoor Centre. Mike explained that since the arson attack at the centre over Christmas, East Cambridgeshire District Council (ECDC) had taken over the centre. Recently the copper piping had been stolen from throughout the site which has led to more damage. ECDC are considering the future of the centre, the main concern being the security of it. The Parish Council expressed that they felt that the centre was a good facility and it would be a shame not to continue to provide the service to the wider community. Mike mentioned that ECDC are open to ideas and the team dealing with it is the Asset Management Team. Mike explained that he is working on Speedwatch projects throughout the area and a

group has recently been set up in Witcham, for which equipment will be provided by ECDC. Mike mentioned that he has been asked to talk about Speedwatch at the Mepal Parish Assembly at the end of the month. Mike talked about the work currently being looked at by the Ely Drainage Board; they are doing work on the mid-level bank, a maintenance plan is being scheduled and there are concerns that the Hundred Foot River could be at risk of flooding in the future.

**088/17 OPEN FORUM FOR PUBLIC PARTICIPATION**

It was agreed that comments from the public relating to matters on the agenda should be heard at the commencement of the relevant agenda item. There were no other matters raised by the public.

**089/17 TO UNDERTAKE REVIEW OF THE COUNCIL'S STANDING ORDERS 2017-18**

A copy of the latest version of the Standing Orders was circulated to Councillors before the meeting. These were approved at the meeting.

**090/17 TO UNDERTAKE REVIEW OF THE COUNCIL'S FINANCIAL REGULATIONS 2017-18**

A copy of the latest version of the Financial Regulations was circulated to Councillors before the meeting. These were approved at the meeting.

**091/17 TO UNDERTAKE REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE 2017-18**

A copy of the latest version of the complaints procedure was circulated to Councillors before the meeting. This were approved at the meeting.

**092/17 HEALTH, SAFETY & RISK MANAGEMENT. To undertake review of:**

**a) Asset Register**

The asset register was discussed and it was agreed that the figure of £418,257 would be added into the year-end accounts for the internal auditor. There was discussion on thresholds for logging items onto the register and thresholds for insuring the item. It was agreed that the Clerk would look at the current insurance policy and follow-up on the findings with the Councillors.

**b) Risk Management Policy/Schedule**

A copy of the latest version was circulated to Councillors before the meeting. The Chairman signed the schedule.

**093/17 APPOINTMENT OF HEALTH & SAFETY OFFICER FOR THE YEAR 2017/18**

Councillor Diana Bray showed interest in becoming the Health & Safety Officer but she asked that the Clerk find out more information on the appointment. It was agreed that the Clerk would find out what the responsibilities are of this appointment and if the officer has personal accountability for the Health & Safety of the Parish Council.

**094/17 APPOINTMENT OF LINE MANAGER TO THE CLERK FOR THE YEAR 2017/18**

Mr Catley was re-appointed as Line Manager to the Clerk.

**095/17 TO REVIEW THE NEED FOR WORKING GROUPS**

It was agreed that there was a need for working groups once recruitment of more Councillors has been successful. The advantages of working groups are that not every Councillor needs to be involved in everything. It was agreed that allocating Councillors to working groups would be moved to the following meeting and that for now all Councillors would be involved in all aspects of the Parish Council.

**096/17 TO CONSIDER THE APPOINTMENT OF REPRESENTATIVES TO THE FOLLOWING OTHER BODIES:**

It was discussed and the following was agreed on:

1. Cambridgeshire County Council Parish Paths Partnership – The Clerk to investigate if this partnership still exists.
2. Elean Power Station Community Liaison Committee – A representative to be appointed when a committee meeting is organised by the committee.
3. Heavy Commercial Vehicles Group – The Clerk to write to the group to explain that at the moment the Parish Council are unable to appoint a representative but ask to be kept in touch and updated. The Parish Council agreed that they are very keen to be part of any discussion on the A142 and to support the group when required.
4. Ouse Washes Local Partnership Board – The Chairman explained that this board has completed its work.
5. Neighbourhood Watch – The Clerk to contact Michael Norman, Neighbourhood Watch and discuss if the group would feel it to be advantageous for a representative from the Parish Council to be on the group.

**097/17 ASSEMBLY PARISH MEETING – Saturday 27<sup>th</sup> May 2017**

The Chairman gave an update on the plans for the Annual Assembly. It will start at 10.30am at the Village Hall. Annual reports will be given by the Chairman, Clerk, District & County Councillors. The beginnings of a Parish Consultation will be discussed and input from the electors will be welcomed in the refreshment break. There will be presentations on Neighbourhood Cares and Speedwatch. The Chairman thanked the Clerk for organising.

**098/17 PLANNING**

**TO BE CONSIDERED:**

**a) LOCAL PLAN**

**New suggested sites in Mepal Parish; Site/20/03 Land south of Witcham Road and Site/20/04 Land between New Road and Witcham Road.**

Maps were provided of the two areas that have been suggested and it was explained that they are NOT sites suggested or approved by ECDC and put forward by third parties, probably landowners. There was concern that in addition to the 50 new dwellings that are being considered for the land near to Brick Lane, anymore development in the village would mean an increase of more than 10% of dwellings. Site 20/03 firmly extends the village and because it is uphill and visible from the village it would become a major new development and visually change the feel of the village.

Site 20/04 extends the village unnecessarily and it was agreed that the site is not supported because of the distance and separation from the centre of village.

It was agreed that the Clerk will respond using the form provided by ECDC for the deadline of the 31<sup>st</sup> May 2017.

**b) 17/00620/FUL – 34 Chestnut Way, Mepal**

Single storey rear extension.

Deadline 16<sup>th</sup> May 2017. No Comments

**c) 17/00623/FUL – The Three Pickerels, 19 Bridge Road, Mepal**

Proposed extensions, loft conversion and alterations

The Parish Council welcome the extension of activities and improvement to the local public amenity.

They feel it is a very substantial development and expressed some concerns of the impact on neighbours during the building works. The Parish Council are concerned of a possible obstruction of the public right of way, the footpath to and from the church to the river and the entrance to number 17 Bridge Road, a private dwelling. It was suggested that the storage of waste bins could be considered in the application as they are currently an eye-sore. The status of the road was queried and if there was public vehicular access along the side of the pub as this had been understood to be the case in the past. It was agreed that the Clerk will respond for the deadline 17<sup>th</sup> May 2017.

**PLANNING UPDATES:**

PLANNING – 17/00281/FUL – Construction of 4 bed dwelling, Land Adj Springleys Paddock, Witcham Road  
Refusal of planning application

**099/17 REINSTATEMENT OF DOUBLE YELLOW LINES ON HIGH STREET**

The Chairman explained that since the last meeting, the residents of the High Street submitted a petition to the County Council to not reinstate the double yellow lines. The Highways Team at the County Council have confirmed that the case has now been closed. The details will be put on file for future reference. It seems very unlikely that the works programme will extend to repainting the lines in the foreseeable future.

**100/17 PLAY AREA INSPECTION**

PlaySafety Limited inspected the Mepal play area on 19<sup>th</sup> April 2017 and a report had been distributed prior to the meeting. The report was discussed and the initial indication showed that the present overall risk rating for the play area is medium and if works and recommendations are undertaken the risk may be reduced. The report is broken down into different areas; facilities, horticulture, perimeter, surface and individual pieces of equipment. All equipment received low risk rating apart from the basketball court. It was agreed that the Clerk will speak to the handyman and ask him to monitor the cracks in the surfacing regularly. The Group Swing received low risk rating but the item failed to meet the requirement of the relevant standard. It was agreed that the Clerk contact the manufacturer, eibe Play Ltd to ask for feedback on this finding.

## 101/17 RECREATION & FOOTBALL CLUB

The Chairman gave an update on the next steps being taken by the Parish Council on the drainage issue at the recreation field. Given the contradictory evidence the Parish Council have from the report recently received from the consultant for the drainage project, and from the exploratory cut made on behalf of the Football Clubs, it was plain the independent advice was needed before any more money was spent.

The Parish Council therefore contacted the Football Foundation to explain the position and for the names of consultants. Two names have been provided. Meanwhile, at the kind instance of District Councillor Mr Mike Bradley, ECDC officers have approached the Institute of Groundsmen (IOG). The Parish Council have agreed to provide to them a copy of the original specification, and will also send the consultants last report and a copy of the photograph taken for the Football Club. The IOG will then let the Parish Council know the costs and arrange an inspection. It is hoped that this can be arranged for an occasion when a representative of the Football Clubs can be available.

## 102/17 FINANCE

### a) To receive and adopt the final accounts for 2016/17 subject to internal audit

The Clerk presented the year-end figures for 2016/17. Total income for 2016/17 was £42,370 and Total Expenditure was £30,870. Balances brought forward at 31<sup>st</sup> March 2016 was £79,850 with an increase in balance of £11,499 the total balance brought forward for the 2017/18 financial year is £91,350. The Clerk explained that the budget and spending of the reserves of £91k will be presented at the Annual Assembly to the electors. The Parish Council adopted the final accounts for 2016/17 subject to the internal audit which is currently being undertaken.

### b) PAYMENTS made since last meeting

• Agrostis Turf Consultancy Ltd- Advisory visit and report	£100.00 BACS
• Society of Local Council Clerks - Book	£73.60 BACS
• Emma Harris - April wages & March overtime	£664.63 BACS
• Simon Batchelor - April wages	£145.59 BACS
• HMRC - April Tax & NI	£36.20 BACS

### c) DIRECT DEBITS paid:

• Opus Energy - Gas supply at Pavilion 19 <sup>th</sup> Mar - 17 <sup>th</sup> April 17	£23.79 DD (3/5/17)
• E.on - Street Lighting 1/3/17-31/3/17	£22.81 DD (11/4/17)
• Tesco Mobile - March 2017	£9.48 DD (18/4/17)
• E.on - Street Lighting 1/4/17-30/4/17	£24.14 DD (12/5/17)
• Tesco Mobile - April 2017	£9.51 DD (15/5/17)

### d) PAYMENTS to be made:

• Playsafety Limited - Annual Inspection of play area	£109.20
• Balfour Beatty - Year 2 Maintenance Contract	£136.20
• Society of Local Council Clerks - Annual Membership	£108.00
• City of Ely Council - Fire Warden Training Course	£78.00
• Truelink Ltd - Grass cutting March 2017	£380.22
• CAPALC - Annual Membership	£286.45
• Emma Harris - back pay Jan to April 2017 (regrading of role)	£687.72
• Truelink Ltd - Grass Cutting April 2017 (PO 201718001)	£576.24
• Mepal Parochial Church Council (St Mary's Church for graveyard)	£500.00
• Mepal Village Hall Management Hall Committee	£575.00
• Mepal & Witcham PreSchool	£200.00
• Mepal Archive Group (CCAN)	£55.00
• Mepal Friendship Group	£150.00
• Mepal Garden Club	£150.00
• Mepal Good Companions	£100.00
• Mepal WI	£150.00
• Simon Batchelor - Expenses for April (play area)	£41.32
• Field Compost Ltd - Bark for play area	£336.00

e) **INCOME received:**

- |  |                         |
|--|-------------------------|
| • ECDC- Precept 2017/18 1 <sup>st</sup> Instalment   | £16,212.50 BACS 21/4/17 |
| • River Bank (drove) rent from C Ransome             | £300.00 CHQ             |
| • SSE – FIT Meter reimbursement 8 Dec 15-23 Mar 2017 | £1,436.73 TBC           |

f) **QUOTES**

- Lilibet Wood bramble clearance – quote to be received but work will not be able to be done until July 2017. It was mentioned that some residents backing onto the wood may not want the brambles to be removed because of security and opening up access to the rear of their properties. It was agreed that the Clerk contact the residents in question to ask for feedback.
- Lilibet Wood bramble spraying – 1 quote for £135.00 plus VAT was received, discussed and accepted. It was agreed that the Clerk contact the supplier to accept the quote.

g) **OTHER**

- Clerks Pay – Guidance from SLCC has shown that the Clerk’s role had been regraded and should be regraded at Local Council Level 2 and the role currently sits in the substantive range. On appointment in January 2017 the clerk should have been on point 30 of LC2. From the 1<sup>st</sup> April, based on performance to date the Clerk will be on point 31 of LC2. The Council agreed the revised salary level, congratulated the Clerk on her work, apologised for the grading error, and agreed back payments to the commencement of her appointment.
- Councillor Diana Bray signed Unity Trust Bank application to become an online approver for bacs payments made by the Clerk.

**103/17 ACTIONS completed and outstanding (report for information)**

- a) **New dog bins (031/17 & 032/17)** – awaiting fitting date from ECDC
- b) **Status of Brick Lane** – awaiting response from Searches Team via Highways Team at ECDC
- c) **Power Socket for Christmas Tree** – awaiting fitting date
- d) **Pavilion Health & Safety Review** – ongoing. Clerk attending Fire Warden course 23<sup>rd</sup> May 2017.
- e) **Pavilion Alcohol Licence** – The Clerk has been in contact with the relevant team at the Council and is waiting for the relevant forms for completion to remove the alcohol licence.
- f) **Mepal People** – The Chairman explained that two residents have offered to become editors of the publication and a meeting has been arranged for the information to be passed over in the next week.

**104/17 DIARY DATES**

- a) **To note that the Annual Parish Assembly is to be held on Saturday 27<sup>th</sup> May 2017 at 10.30am at the Village Hall.**
- b) **To note that the next Full Council Meeting will be held on Monday 10<sup>th</sup> July at 7.30pm at the Village Hall**

Meeting closed at 21.10.