

MEPAL PARISH COUNCIL

Clerk: Mrs Emma Harris, email: mepalparishcouncil@msn.com tel 07842 499377
Chairman: Mrs Elizabeth Stazicker, email eliz.stazicker@gmail.com, tel 01353 778129

NOTICE OF MEETING: Full Parish Council Meeting
TIME: 19.30
DATE: Monday 10th July, 2017
VENUE: Mepal Village Hall, School Lane, 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 4
VACANCIES 3
QUORUM 3

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

MINUTES

110/17 TO RECORD APOLOGIES FOR ABSENCE

None

111/17 PLANNING FOR THE FUTURE

The Chairman closed the meeting for this item to enable general discussion

Kirsten Bennett from Cambridgeshire Acre gave a public presentation on community-led plans. A Neighbourhood Plan is useful in larger communities where there is likely to be substantial growth, but is a very time-consuming process, and may not represent sufficient justificatory benefit for a small village such as Mepal. A community-led plan is a vision for how the community wants to develop and an identification of the actions needed to achieve it. A Parish Plan both guides future action and is a support in funding applications. An independent steering group would need to be devised with representation from the Parish Council and from across the village's different interests, and Cambridge Acre would provide encouragement and an advice 'tool-kit'. There would be four main steps;

1. Launch the plan - getting started, establishing the steering group, taking stock and planning ahead
2. Evidence local need and aspirations - consulting the community
3. Agree and prioritise actions - prioritising and planning action, drafting the plan and finalising the plan
4. Deliver and monitor actions - implementing actions, monitoring and reviewing

Contact details were taken at the meeting of any member of the public attending interested in being part of the plan and it was agreed that the Clerk would advertise for more resident involvement in the August-September Mepal People.

The Chairman indicated that the Parish Council would decide at its September meeting whether or not to proceed, depending upon support within the village. The Clerk indicated that she would, with the Council's approbation, be willing to assist, and it was agreed by those attending that she should get the group together and in contact with each other to enable the planning to start and then would support as necessary.

The presentation is available electronically upon request.

The Council meeting was then formally re-opened

112/17 MEMBERS' DECLARATIONS OF INTEREST

None

113/17 MEMBERS' REQUESTS FOR DISPENSATIONS

None

114/17 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:

- a) Full Parish Council Meeting 15th May 2017
- b) Extraordinary Meeting 8th June 2017

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

115/17 APPLICATIONS TO JOIN PARISH COUNCIL

Mr Brian Rollason and Mr Stephen Green spoke briefly of their experience and what they could bring to the Parish Council. Both Mr Rollason and Mr Green were duly co-opted to the Council, conditional upon their willingness to accept the Council's standing orders and other regulations (clerk to provide), and will receive the relevant papers for signature.

116/17 TO RECEIVE DISTRICT AND/OR COUNTY COUNCILLORS' REPORTS

County Councillor Lorna Dupre spoke about the delay in the A142 safety study, the Local Transport Plan which has been approved by the Major and Combined Authority and the proposed changes in funding from Local Highways Initiative applications and privately funded schemes. Lorna mentioned that the new council intends to cut spending on children's centres and Sutton Children's Centre is one of those to be 're-designated to meet other needs'. Lorna explained about the new Communities and Partnerships Committee and the agenda for the Full Council meeting on the 18th July. Lorna reminded the Parish of her 'Meet the Councillor' sessions on the 11th July and 2nd August. Lorna's full report is available upon request.

District Councillor Mike Bradley mentioned that James Palmer, Cambridgeshire Mayor has put a new topic online of his list of priorities for his first 100 days in office. Mike explained that he is representing on the Combined Authority and is able to give quarterly updates to the Parish. Mike talked about the CCTV cameras at Angel Drove Car Park in Ely and explained that more information is available on the East Cambridgeshire District Council (ECDC) website.

District Councillor Anna Bailey gave an update on the Local Plan which will come to Full Council in October for consideration and ECDC's decision to bring its waste and recycling service in house into the East Cambs Trading Company to increase flexibility and save money. Anna was delighted to announce that the ECDC housing department had been awarded bronze medal from the National Practitioner Support Service for not placing any 16/17-year-old homeless person in bed and breakfast. Anna mentioned the feedback from the Mepal Parish Annual Assembly, one of which being the idea of Community Land Trust which is something ECDC is ready and keen to support. Anna's full report is available upon request.

117/17 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.

118/17 PLANNING

TO BE CONSIDERED:

1. 17/00946/FUL - Proposed dwelling, Bedford House, 14 Bridge Road, Mepal
Full plans were received prior to the meeting. The Parish Council agreed that they had no objections to the proposal but concerns were raised about the surface drainage and sewerage drainage. The current sewerage plant is at risk of flooding at its current capacity and the proposed dwelling is near sites being affected by flooding already. It was also mentioned that the Parish Council hoped that it would increase the chance of the speed limit being extended from within the village along Bridge Road. It was agreed that the Clerk will respond with comments by the agreed extension 11th July 2017.
2. 17/00985/FUL - Change of use from manufacture and retail of timber buildings to car repairs and sales (retrospective) at Workshop and Premises rear of 1 Brangehill Lane, Mepal
Full plans were received prior to the meeting. The Parish Council agreed that they had no objections to the change of use to car repairs and would like to support a local business as much as possible. With it being a retrospective application feedback was given from previous experience. The main concern with the business is the number of cars parked along Brangehill Lane on the road and pathway. There are often delivery vans, car transporters as well as several cars that are not road worthy and possibly used for parts parked along the road. The village school is at the end of the road and it was noted that sometimes pathways are not passable by push chairs and families. It was reported that the school bus has had difficulty getting through. The Parish Council agreed that whilst they did not object to the

proposal, they would like conditions to be set out to ensure that resident health and safety is a high priority. It was agreed that the Clerk will respond with the comments by the agreed extension 12th July 2017.

3. 17/00991/FUL – Proposed two and single storey rear extension including demolition of existing garage at Paradise Cottage, Engine Bank, Mepal
Full plans were received prior to the meeting. The Parish Council had no comments and it was agreed that the Clerk will respond by the agreed extension 12th July 2017.

PLANNING UPDATES:

1. 17/00620/FUL – Single storey rear extension, 34 Chestnut Way, Mepal – Approved subject to conditions.
2. 17/00184/FUL – Construction of 1.No Chalet dwelling and 1 No. single storey dwelling, Site West of Broadmead, Witcham Road, Mepal – Approved subject to conditions.

119/17 STREET LIGHTING

The street lighting in New Road was discussed as requested by a resident prior to the meeting. It was explained that as part of a county wide initiative of removing 10% of street lights one of the ten street lights in New Road was removed. Mrs Jenny Sparrow was then invited to speak, and suggested that the light should have not been removed because it is on the only bend in that road. The Parish Council explained that a quote for a new parish owned street light had been previously discussed at a meeting and the matter discussed in some detail before it was rejected. The Council agreed that the representation now made offered no new information, so that they stood by their previous decision. Alternative ideas were discussed; bollard or reflective strips to help light the slight bend at night. It was agreed the Clerk would contact the highways team to ask for suggestions.

120/17 SUGGESTION FOR PLAY AREA/RECREATION FIELD

A resident had contacted the Clerk prior to the meeting to suggest that the play area should be refurbished, and also that the village would benefit from a skatepark on the recreation field to provide a space for older children to hang out. This was discussed at length at the meeting with additional feedback from the public. It was noted that a group of interested adults to support the play area would be very helpful, and it was agreed that the Clerk would co-ordinate a group of residents to gain feedback on the play area and perhaps to establish a working group. She would also arrange for quotes for renovation or replacement of some equipment.

A quote for urgent work at the play area was discussed. The Parish Council had received a quote for cutting back nettles on the area outside the play area and trim back any overgrown brambles and vegetation including the footpath to the allotments and within the play area. It was agreed to go ahead with the quote.

In addition to the quote above, the Parish Council has also received a quote for hedge trimming along Witcham Road. It was discussed with confusion as to who is responsible for the hedges. It was agreed that the Clerk contact the highways team to clarify the responsibilities.

121/17 ANNUAL ASSEMBLY FEEDBACK

The Clerk presented a list of improvements/ideas/suggestions that residents noted at the Annual Assembly at the end of May. It was agreed that these will form part of the community led planning process.

122/17 NEW FLEXIBLE BUS SERVICE

It was explained that the East Cambs Connect Service, a flexible door to door minibus service were planning to increase their hours to provide an evening service. The Parish Council agreed that they would very much support the idea.

123/17 LITTER PICKS

It was discussed that litter picks have been too often over the last few months and it was agreed that the next one will be early-mid September and it will be the last one for 2017. It was agreed that the Clerk will ensure it is advertised well and hope that it will be well attended.

124/17 BRAMBLE CLEARING AT LILIBET WOOD

The Clerk explained that she had written to all Meadow Way residents affected by the bramble clearing at Lilibet Wood and that mixed reactions had been received. It was agreed that Parish Councillors Diana Bray and Steve Green would meet at a convenient time at the area in discussion and decide how to move forward. It was agreed

that the Clerk forward the quote for the bramble clearance, a map of the area and the feedback from residents.

125/17 FINANCE

a) FINANCIAL YEAR 2016/17 - MINOR ADJUSTMENT POST INTERNAL AUDIT

The Clerk explained that 2 adjustments had been made to the final figures post internal audit. Expenditure increased by £737.83 for expenditure incurred in 2016/17 financial year but not paid until April 2017. The figures sent to the external auditor for the deadline of the 12th June 2017 were Income £42,823 and Expenditure £31,092. The full financial summary for 2016/17 is available upon request.

b) FINANCIAL YEAR 2017/18 UPDATE

The Clerk gave an update on the 1ST Quarter Budget v's Actual report for Income & Expenditure and provided a bank reconciliation for the first three months of the financial year.

Income at Q1 was recorded at £18,566 (47% of budget) and included half of the annual precept income. Expenditure at Q1 was recorded at £8,939 (14% of budget) and included all the community grant payments and half of the annual loan payment expenditure. The bank balance at the 30th June 2017 was £101,209.

c) PAYMENTS made since last meeting

• Simon Batchelor – Expenses for May 17	£11.50	BACS
• Emma Harris – Expenses for May/June 17	£27.56	BACS
• David J Richards – Mepal People May	£93.47	BACS
• Truelink Ltd – May 2017	£891.36	BACS
• Simon Batchelor – Wages June 17	£126.48	BACS
• Emma Harris – Wages June 17	£761.92	BACS
• HMRC- June 17	£34.66	BACS

d) DIRECT DEBITS paid:

• Public Works Loan Board	£448.92	DD	1/6/17
• E.on – Street Lighting 1/5/17-31/5/17	£24.95	DD	12/6/17
• Anglian Water – Mepal Recreation Ground 19/1/17-14/5/17	£20.63	DD	15/6/17
• Tesco Mobile – May 2017	£10.00	DD	15/6/17
• Opus Energy – Gas at Pavilion 18/4/17-17/6/17	-34.83	CREDIT	
• Information Commissioner's Office – Data Protection 2017-18	£35.00	DD	20/6/17

e) PAYMENTS to be made:

• David J Richards – Mepal People June	£93.47	BACS
• Mepal Village Hall – April & May 2017	£45.00	BACS
• Cambridge ACRE – Payroll Apr-Jun 17	£54.00	BACS
• Scribe – Accounting software 1/8/17- 31/7/18	£339.60	BACS
• Truelink – June 2017	£851.70	BACS

The Parish Council queried the invoice to Scribe for the accounting software as it is much more than last year's payment for the same software. It was agreed that the Clerk find out why and feedback to the Councillors to make a decision as to whether to continue with using the software from August 2017.

f) INCOME received:

• Allotment Tenancies	£110.00	VARIOUS
• Mepal People Adverts	£42.50	VARIOUS
• SSE – FIT Payments (24 th March 2017-21 June 2017)	£535.42	CHQ

d) QUOTES

- A quote for an additional waste bin in the play area was discussed and it was agreed that the Clerk should go ahead with ordering one.

126/17 COUNCILLOR TRAINING

It was agreed that all the new Councillors require training and experienced Councillors would benefit from a refresher training course. It was agreed that the Clerk contact Cambridgeshire and Peterborough Association of

Local Councils (CAPALC) to enquire about an in-house training course for the whole council and the potential of a joint training course with another local parish.

127/17 ACTIONS completed and outstanding (report for information)

- a) Status of Brick Lane (045/17) – explained that recent communication from the Highways team had stated that the County Council had investigated and declared that the road has not been adopted and was not therefore reparable at the public expense (i.e. costs would fall on frontagers. It was agreed that the Clerk write to all residents and arrange an informal meeting to discuss. Meanwhile, the claim would be contested and evidence requested.
- b) Power socket for Christmas Tree (035/17) – the Clerk is waiting for a fitting date.
- c) Pavilion Health & Safety review- the Clerk with the support of Parish Councillor Alan Catley will conduct a review over the summer. It was mentioned that the locks will be changed at the pavilion once the football teams have finished their season.
- d) Recreation Field – work to establish best way forward ongoing
- e) Pavilion Alcohol Licence – It was explained that the Premises Licence had recently been amended to remove those licensable activities from the existing premises licence.

128/17 DIARY DATES

- To note that the next Full Council Meeting will be held on Monday 11th September 2017.

Meeting closed at 21.50

..... 11th September 2017
Emma Harris, Clerk & Responsible Finance Officer

..... 11th September 2017
Elizabeth Stazicker, Chairman