

# MEPAL PARISH COUNCIL

Clerk: Mrs Emma Harris, email: [mepalparishcouncil@msn.com](mailto:mepalparishcouncil@msn.com) Tel: 07842 499377  
Chairman: Mr Brian Rollason, email: [brianrollason.mpc@outlook.com](mailto:brianrollason.mpc@outlook.com)

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**NOTICE OF MEETING:** ANNUAL MEETING OF MEPAL PARISH COUNCIL  
**TIME:** 19.30  
**DATE:** Monday 13<sup>th</sup> May 2019  
**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	5
VACANCIES	2
QUORUM	3

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

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## MINUTES

In the absence of the outgoing Chairman, Vice Chairman Alan Catley opened the meeting and welcomed everyone to the first meeting of the Parish Council year.

**001/19 TO ELECT THE CHAIRMAN OF THE COUNCIL AND RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE TO OFFICE**

Mr Brian Rollason was proposed by Mr Steve Green and seconded by Mr Alan Catley. There were no more nominations therefore Mr Brian Rollason was unanimously elected.

**002/19 TO ELECT THE VICE CHAIRMAN AND TO RECEIVE THE VICE CHAIRMAN'S DECLARATION OF ACCEPTANCE TO OFFICE**

Mr Alan Catley was proposed by Mr Steve Green and seconded by Mrs Diana Bray. Mr Catley was unanimously elected.

**003/19 TO RECORD APOLOGIES FOR ABSENCE**

Mr Mark Brill, Parish Councillor notified he would be late arriving and County and District Councillor Lorna Dupre was unable to attend.

**004/19 TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS**

Vice Chairman Alan Catley confirmed a non-pecuniary interest in 020/19.

**005/19 TO APPROVE MINUTES OF MEETINGS OF:**

- a) Full Parish Council Meeting 8<sup>th</sup> April 2019.
  - b) Parish Annual Assembly Meeting Saturday 13<sup>th</sup> April 2019 (to be noted for approval at next Annual Assembly)
- Approved and signed by Chairman Mr Brian Rollason.

**006/19 TO APPROVE AND ADOPT THE STANDING ORDERS FOR MEPAL PARISH COUNCIL**

The Standing Orders were distributed to all prior to the meeting. These were approved and adopted unanimously.

**007/19 TO APPROVE AND ADOPT THE FINANCIAL REGULATIONS FOR MEPAL PARISH COUNCIL**

The Financial Regulations were distributed to all prior to the meeting. These were approved and adopted unanimously.

**008/19 TO REVIEW AND DECIDE ON AMENDMENTS TO COUNCIL POLICIES 2019-20**

The Policies were distributed to all prior to the meeting. These were approved and adopted unanimously.

**009/19 TO APPROVE THE STANDARDS AND CODE OF CONDUCT FOR MEMBERS 2019-20**

The Code of Conduct for Parish Councillors were distributed to all prior to the meeting. These were approved and adopted unanimously.

**010/19 TO CONSIDER WORKING GROUPS FOR 2019-20**

**Planning, Recreation field/Pavilion/Play Area, Parish Maintenance, Highways & Footpaths**

It was discussed and agreed that with such a small number of Parish Councillors it would be difficult to have working groups and that everyone should be involved. This could change if the vacancies are filled. It was agreed the informal meetings, once a month between full council meetings were working well.

It was agreed that a working group should be set up for the Recreation Field and that it should include representatives from the Mepal Football Clubs. It was requested that the Clerk write to the representatives with the suggestion they form a group with Parish Councillor Diana Bray and meet once a month.

**011/19 APPOINTMENT OF LINE MANAGER TO THE CLERK FOR THE YEAR 2019-20**

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

19:44 – Parish Councillor Mark Brill joined the meeting.

**012/19 TO RECEIVE DISTRICT AND/OR COUNTY COUNCILLORS' REPORTS**

New District Councillor Mark Inskip attended the meeting with a joint report from himself and Lorna Dupre. Mark introduced himself to the Parish Councillors and gave an update on the recent election results and informed of the Annual Council meeting which is the 30<sup>th</sup> May.

County Councillor Lorna Dupre distributed her County report prior to the meeting.

**013/19 OPEN FORUM FOR PUBLIC PARTICIPATION**

A member of the public asked about the fence between the allotments and the back of the houses on Laurel Close. The Chairman explained that a fence had been erected by the Parish Council handyman last week and it is hoped that it will stop people cutting through from the play area to the gardens and garages on Laurel Close. The Clerk agreed to pass contact details on of the PCSO that covers Mepal.

**014/19 PLANNING**

**TO BE CONSIDERED:**

**19/00197/VAR** – To vary conditions of previously approved 14/00204/FUM for Erection of anaerobic digester plant with maize clamps, involving construction of a new access and formation of a surface water reservoir at land east of greys farm. Site North West of Mepal Outdoor Centre, Chatteris Road, Mepal.

Application is for a new lagoon on the site at Chatteris Road. There is no change of access on the A142 but concerns raised if any impact on the amount of traffic on/off the A142 with the extra facility. The Parish Council are keen to have re-assurance that there will be no odour and how the formation of the reservoir will affect the environmental impact. It was agreed to respond to this variation in line with the previous response to the same application number and the points noted by the deadline 16<sup>th</sup> May 2019.

**19/00566/VAR** – To vary Condition 1 (approved plans) of previously approved 13/00799/FUL for conversion of existing barns to two dwellings and garaging. Erection of three detached houses and 2 no. bungalows. Erection of 2 no. garage buildings. Change of use of paddock to amenity space for barn conversions. New access. Manor Farm Bungalow, School Lane, Mepal.

It was agreed that the Parish Council are keen to preserve the views of the village so are concerned about the height of the roof impacting on the view of the church from the village centre. It was agreed that the Clerk respond for the deadline 21<sup>st</sup> May 2019.

**PLANNING UPDATES:**

18/01743/OUT – Erection of one detached dwelling and new access, Land North West to 7 Bridge Road, Mepal. Approved subject to conditions. Noted.

**015/19 RECREATION FIELD**

Parish Councillor Diana Bray gave an update on the drainage line work at the recreation field. The work was due to commence late April but because of the dry weather and the ruts could not be found the work has been postponed a few weeks in the hope of a bit of wet weather. A suggestion has been made that the drainage system is too effective so the field is draining too well. A possible idea to slow down the drainage of the water

would be to fit a U bend to the end of the drainage system within the man hole cover. Mark Brill has agreed to arrange a specialised contractor to come out to have a look and see what is possible. Diana explained that the senior football team have asked for confirmation that the pitch will be ready so they can inform the FA by the end of June. Diana agreed to contact the football team representatives. There was further discussion about the aftercare of the field after the drainage works and Diana agreed to contact the current grass cutters to discuss this.

#### **016/19 PAVILION**

The Clerk explained that the Pavilion is now ready for hire and the changing rooms will be re-tiled this month. The Clerk is waiting for another quote on the external flood lights on the building.

#### **017/19 PLAY AREA**

The Clerk explained that the metal work is to be painted imminently. The Annual Play Area Inspection took place in April 2019 and the report was distributed to all prior to the meeting. The report was good and no major concerns were raised. It was agreed that the play area requires some updating this year; replacement springers, grown up swings, increased bark, repair of basketball tarmac.

#### **018/19 COMMUNITY LED PLAN**

Parish Councillor Steve Green gave an update of Parish Council's review of results. The Parish Council have split them up into three areas; What they have already addressed; What they can address and What they can support. Steve explained that the Parish Council need to put this together in an action plan but the Parish Council require support from the village. Steve agreed to put together a draft action plan.

A request to start a regular coffee morning in the village with the Parish Council's support was discussed. The Clerk found out the insurance implications for a small group of individuals trialling such an event initially with the potential to form a group with its own insurance and bank account in the future. The Parish Council agreed to support the group of individuals and offer them use of the Pavilion for free, covered by the Parish Council Public Liability insurance, provide them with financial support to purchase refreshments for 6 months and ensure the group comply with conditions of hire of Mepal Sports Pavilion. After the 6 months the group would need to consider the formation of the group. If the group wanted to use the Village Hall or recreation field then the Parish Council could not cover the insurance but the Parish Council would be prepared to cover some costs of hiring the Village Hall and this would have to be agreed.

#### **019/19 CLERK VACANCY**

The vacancy for Parish Clerk and Responsible Finance Officer is being advertised with a closing date of 5<sup>th</sup> June. The current Clerk will finish on the 6<sup>th</sup> June and ensure all paperwork and equipment is with her line manager on that day.

#### **020/19 MEPAL PEOPLE EDITOR VACANCY**

There has been no interest in the vacancy of Editor for the Mepal People. There will be an appeal in the June/July edition.

#### **021/19 REQUEST FOR DOG BIN AT RIVER**

It was discussed and approved to purchase a dog bin to be put up near the river.

#### **022/19 FINANCE**

##### **a) PAYMENTS made since last meeting:**

• Staff Expenses – April 2019	£238.43 BACS
• CAPALC – Affiliation fee 1.4.19-31.3.20	£380.25 BACS
• SLCC – Annual Membership 1.6.19-31.5.20	£136.00 BACS
• Staff Wages – April 2019	£1,080.93 BACS
• HMRC – Tax and NI liabilities April 2019	£97.18 BACS
• ECDC NNDR – Rates on pavilion 2019/20	£2,381.35 BACS
• Mepal Friendship Club – Grant 2019/20	£250.00 BACS
• Mepal Archive Group – Grant 2019/20	£100.00 BACS
• Mepal Sports FC Seniors – Grant 2019/20	£450.00 BACS
• Mepal Good Companions – Grant 2019/20	£150.00 BACS
• Mepal Parochial Church Council – Grant 2019/20	£350.00 BACS
• Mepal Gardening Club – Grant 2019/20	£105.00 BACS
• David J Richards – Mepal People April/May 19	£111.24 BACS

- Playsafety Limited – Play Area Annual Inspection £103.20 BACS
  - Truelink – Grass Cutting March 2019 £338.82 BACS
  - Staff Expenses – May 2019 £231.29 BACS
  - Honey Housekeeping – Cleaning at Pavilion £80.00 BACS
- b) DIRECT DEBITS paid:**
- SSE – Electric at pavilion Quarter 4 18/19 £89.61 DD (1.4.19)
  - Opus Gas – gas supply at pavilion 18.2.19-18.3.19 £4.26 DD (3.4.19)
  - E.on – Street lighting March 2019 £35.01 DD (12.4.19)
  - Tesco Mobile – Clerk Phone £7.50 DD (15.4.19)
  - Opus Gas – gas supply at pavilion 19.3.19-17.4.19 £59.91 DD (3.5.19)
  - E.on – Street Lighting April 2019 £33.87 DD (11.5.19)
  - Tesco Mobile – Clerk Phone £9.16 DD (15.5.19)
- c) PAYMENTS to be made:**
- Mepal Village Hall – Grant 2019/20 £600.00 CHQ
  - Mepal Village Hall – Hire of Hall Jan-Mar 19 (PC, Youth, CLP) £220.00 CHQ
  - \*\* Cheques were signed at meeting\*\*
- d) INCOME received:**
- ECDC – Precept 2019-20 1<sup>st</sup> Instalment £16,212.50
  - ECDC – CIL Contribution £6,356.33
- e) QUOTES to discuss: NONE**

**023/19 OUTSTANDING ISSUES AND UPDATES**

- a) Highways – A142 sign for Mepal Village. Due May 2019
- b) Proposal of fencing and extra seating around play area – quotes to be obtained.

**024/19 DIARY DATES**

- To note that the next Full Council Meeting will be TUESDAY 18<sup>th</sup> June at 7.30pm at the Mepal Community Pavilion.

Meeting closed at 21:12

..... 18<sup>th</sup> June 2019

**On behalf of  
Clerk & Responsible Finance Officer**

..... 18<sup>th</sup> June 2019

**Brian Rollason  
Chairman**