

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: Annual Meeting of the Parish Council
TIME: 19.30
DATE: Monday 14th May 2018
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	6
VACANCIES	1
QUORUM	3

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

MINUTES

074/18 ELECTION OF CHAIRMAN FOR THE YEAR 2018/19

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

075/18 CHAIRMAN TO SIGN DECLARATION OF ACCEPTANCE OF OFFICE

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

076/18 ELECTION OF VICE-CHAIRMAN FOR THE YEAR 2018/19

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

077/18 TO RECORD APOLOGIES FOR ABSENCE

Anna Bailey, District Councillor

078/18 MEMBERS' DECLARATIONS OF INTEREST

None

079/18 MEMBERS' REQUESTS FOR DISPENSATIONS

None

080/18 TO SIGN AND APPROVE MINUTES OF MEETINGS OF:

- a) Full Parish Council Meeting 24th April 2018
The minutes were agreed and signed by Mrs Elizabeth Stazicker, Chairman
- b) Note the minutes from the Parish Assembly 28th April 2018.
The minutes were noted for approval at the next Parish Assembly

081/18 TO RECEIVE DISTRICT AND/OR COUNTY COUNCILLORS' REPORTS

County Councillor Lorna Dupre's report was distributed prior to the meeting. Lorna gave an update on the proposals for the County Council headquarters to be moved and the latest situation with the complaints on the recent remedial works on the Mepal Bridge. Lorna said she was pleased to see the speed sign in Mepal and encouraged people to attend the fundraising events in Witcham so they can raise money to pay for the 30-mile hour speed restrictions to be moved further out of the village.

Lorna took questions from the public about the Mepal Bridge and said she would take the comments to the next meeting with the County Council.

082/18 OPEN FORUM FOR PUBLIC PARTICIPATION

A member of the public asked about the Parish Council grants for community groups. It was agreed that the Clerk contact them with the relevant information.

A member of the public mentioned the overgrown vegetation at the kissing gates on the public footpaths near the three pickerels and the river. The Chairman explained that it is the County Council's footpaths teams' responsibility but the Parish Council would see what they can do.

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.

083/18 TO UNDERTAKE REVIEW OF THE COUNCIL'S STANDING ORDERS 2018/19

The Standing Orders were distributed to all prior to the meeting. These were approved at the meeting.

084/18 TO UNDERTAKE REVIEW OF THE COUNCIL'S FINANCIAL REGULATIONS 2018/19

The Financial Regulations were distributed to all prior to the meeting. These were approved at the meeting.

085/18 TO UNDERTAKE REVIEW OF THE COUNCIL'S POLICIES 2018/19

All of the Parish Council's Policies were distributed prior to the meeting. These were approved at the meeting.

086/18 TO UNDERTAKE REVIEW OF RISK ASSESSMENT 2018/19

The Risk Assessment was distributed prior to the meeting. This was approved at the meeting.

087/18 APPOINTMENT OF HEALTH & SAFETY OFFICER FOR THE YEAR 2018/19

The role of Health & Safety Officer was discussed and it was requested that the Clerk find out more information before an appointment is made.

088/18 APPOINTMENT OF LINE MANAGER TO THE CLERK FOR THE YEAR 2018/19

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

089/18 TO REVIEW THE NEED FOR WORKING GROUPS

It was agreed that it may be useful to have some informal working groups within the Parish Council. It was agreed that the Clerk take it forward to the following meeting after some offline discussions on what groups could be formed.

090/18 PLANNING

TO BE CONSIDERED:

18/00501/FUL Proposed 3 No. dwellings (including demolition of existing timber outbuildings), and proposed internal and external works to listed building, Pond Farm, 3 High Street. Agreed extension to comment 16th May 2018.

18/00502/LBC Proposed 3 No. dwellings (including demolition of existing timber outbuildings), and proposed internal and external works to listed building, Pond Farm, 3 High Street. Agreed extension to comment 16th May 2018.

Both planning documents for Pond Farm were discussed together with plans available to view at the meeting. Drainage of surface water and sewerage was mentioned as a continued concern of increased development in the village. The Parish Council had no comments and the Clerk agreed to respond as such for the deadline.

PLANNING UPDATES:

18/00280/FUL Demolition of an existing log cabin and the erection of a single storey, 2 bed dwelling with off road parking, Land adj 2 Bridge Road. Agreed with conditions.

8/00539/TPO - Tree preservation order E/06/90, Three Pickerels, Mepal. Work consented.

091/18 RECREATION FIELD

Parish Councillor Diana Bray gave an update on the work on the recreation field. Work agreed at the previous meeting is due to commence mid-June to mid-July 2018. The contractor is now in contact with the Clerk to arrange the necessary paperwork. A decision on the infill material still needs to be made and a contingency plan for watering during the summer so it was agreed that both be taken to subcommittee.

A representative from the Mepal Junior Football Club spoke about the club's concern that it may be a temporary measure. It was explained that guidance has been received from both drainage companies that tendered and it had been agreed that it may need future work to maintain the condition of the playing fields. The Junior Football team have a hard decision to make; stay on at Wilburton or come back to Mepal. It was agreed that the parish Council have a meeting with the Junior Club to discuss and that the Clerk organise it as soon as possible.

092/18 CORRESPONDANCE FROM MEPAL SPORTS SENIOR

A letter from Mepal Sports Senior was distributed prior to the meeting and receipt was acknowledged at the meeting.

093/18 COMMUNITY LED-PLAN

Parish Councillor Steve Green gave an update on the Community Led Plan. A 65% response rate received from the traffic survey. The next meeting will be week commencing 28th May when the main community plan will start to be devised. Steve thanked all residents who volunteered their time to deliver and collect the traffic surveys.

094/18 MEPAL YOUTH CLUB

Parish Councillor Mal Peters gave an update on the Mepal Youth Club. The Parish Council met with the two individuals from the village keen to set up the club and it all appears to be very well thought out. The plan is to have 3 taster sessions over the next couple of months to gauge the interest from the youth of the village. It was agreed that the Parish Council fund the 3 taster sessions and if successful then a business plan for the club can be brought to the Parish Council for starting in September 2018.

095/18 TRAFFIC MANAGEMENT PLAN FOR MEPAL VILLAGE

Parish Councillor Mal Peters explained the plans drawn up for initial proposal for submitting through the County Council's LHI process for managing traffic in the village. It was agreed that Mal work with the Clerk to submit the plans.

096/18 HIGHWAYS

- a) **SPEED ACTIVATED SIGNS** Clerk explained it was installed 4th May 2018 and after battery teething problems it seems to be working fine. The data will soon be downloaded.
- b) **ONE-WAY SYSTEM MOVE** Clerk explained that the quote has been excepted, residents contacted and now waiting for a date for work to commence.
- c) **NO THROUGH ROAD SIGN AT A142 JUNCTION**
A request had been received for a sign at the A142 junction due to drivers (including HGV) who divert through the village when an incident closes or slows the A142. The Parish Council were in agreement that this would be beneficial to the village and options were discussed. It was agreed that the Clerk contact the Highways team.

097/18 LILIBET WOOD

Parish Councillor Steve Green is planning on organising a volunteer day to work at Lilibet Wood on Saturday 2nd June 2018, 10am-1pm. It was agreed that it would be advertised on the noticeboards and social media.

098/18 ALLOTMENTS

The Parish Council had received a complaint from an allotment tenant saying that vegetables are rotten due to the wet and requesting a refund of some of the fees. It was discussed and agreed that the Parish Council are unable to do anything about the weather and that it is a chance you take when renting an allotment space. It was requested that the Clerk write to the tenant.

099/18 BRING BANK CONSULTATION

The Parish Council received communication from ECDC about the Bring Bank sites which is the recycling area on Bridge Road in Mepal where there are various different recycling options. Since the introduction of kerbside recycling the use of the Bring Bank sites has decreased and the Council have opened up a consultation for the Parish Council's to respond to.

It was discussed and agreed that the Parish Council preferred Option 3; to retain all the bring bank sites, accepting the low levels of recyclates being collected and that new funding will be required to sustain the sites. The Parish Council also said that they would consider making a financial contribution to retain a bring bank site in our village. The Clerk will respond for the deadline 30th June 2018

100/18 FINANCE

a) 2017/18 Financial Accounts

- i. Consider the findings of the review by the members meeting as a whole; Considered.
- ii. Approve the Annual Governance Statement by resolution in advance of approving the Accounting Statements. Approved
- iii. Consider the Accounting Statements by the members meeting as a whole; Considered
- iv. Approve the Accounting Statements by resolution; Approved
- v. Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given Signed by the Chairman and Clerk

b) PAYMENTS made since last meeting:

- HMRC – April 2018 £59.72 BACS
- Staff Wages – April 2018 £924.40 BACS
- ECDC NNDR – May instalment £239.00 BACS
- SLCC – Annual Membership £147.00 BACS
- CAPALC – Annual Membership £296.06 BACS
- Staff Expenses – April 2018 £87.05 BACS
- Truelink – April 2018 £468.84 BACS

c) DIRECT DEBITS paid:

- E.ON – Street Lighting April 2018 £26.55 DD 12/5/18
- Tesco Mobile – Clerk Telephone £7.50 DD 15/5/18

d) PAYMENTS to be made:

- Public Works Loan Board – Loan Payment £448.92 DD 1/6/18

e) INCOME received:

- ECDC – Precept April 2018 £16,212.50 BACS
- ECDC – CIL meaningful proportion 13/00799 £3,079.85 BACS
- River Doves Rent 2018/19 £300.00 CHQ

f) QUOTES to discuss

- NONE

101/18 ACTIONS completed and outstanding (report for information)

- a) Business Plan –Workshop to be re-arranged over two evenings.
- b) Pavilion Health & Safety review and re-decoration - Cleaning & Decorating form part of the 18/19 budget and quotes will be sourced very soon for approval. Flood repair ongoing.
- c) Status of Brick Lane – Member of public provided chairman with a map showing the Brick Lane cul-de-sac included alongside the whole of Brick Lane.
- d) Play Area Inspection – Clerk will prepare proposals for June meeting.

102/18 DIARY DATES

- To note that the next Full Council Meeting of the Parish Council will be Monday 11th June 2018 at 7.30pm at the Village Hall

Meeting closed at 20:38.

..... 11th June 2018
Emma Harris, Clerk & Responsible Finance Officer

..... 11th June 2018
Elizabeth Stazicker, Chairman