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**Councillors:**

P Chapman (Chairman), A Austin, P Merryweather, M Morgan, J Parsons, A Seaman, L Standbridge, M Thomason and J Thompson

You are hereby summoned to attend a Statutory Meeting of the Parish Council of Meppershall on Monday 10<sup>th</sup> May 2021 commencing at 7:45pm in the Village Hall, Walnut Tree Way, Meppershall, SG17 5AB.

Members of the press and public are invited to attend.

Ms. A Marabese  
Clerk to Meppershall Parish Council

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## MEETING AGENDA

**629. ELECTION OF CHAIRMAN**

- a. Election of the Chairman for the year 2021-2022
- b. Receipt of Chairman Declaration of Acceptance of Office

**630. ELECTION OF VICE - CHAIRMAN**

- a. Election of the Vice - Chairman for the year 2021-2022
- b. Receipt of Vice - Chairman Declaration of Acceptance of Office

**631. APOLOGIES FOR ABSENCE**

**632. CHAIRMANS ANNOUNCEMENTS**

**633. MEMBERS INTERESTS\***

- a. To receive declarations of interest from councillors on items on the agenda. If, at any time during the meeting, a Councillor feels they have an interest in an item being discussed they should declare it at that point.
- b. To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c. To grant any requests for dispensation as appropriate

**634. PUBLIC SESSION**

The Chairman will suspend Standing Orders for a period of up to 15 minutes to receive community reports from:

- a. Ward Councillors;
- b. Village organisations;
- c. to receive questions from the public sent to the Clerk; and
- d. to allow members of the public to address the Council in relation to items on the agenda or request matters to be discussed at a subsequent meeting with any individual

contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting and should indicate a request to speak by raising their hand.

#### **BUSINESS TO BE TRANSACTED**

##### **635. MINUTES**

- a. To receive and approve distributed minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 12<sup>th</sup> April 2021.

##### **636. DELEGATION ARRANGEMENTS**

- a. To appoint Personnel Committee and members
- b. To appoint members to the Neighbourhood Planning Steering Group
- c. To appoint Spokesmen and members to the following Working Groups:
  - i. Environment and Leisure
  - ii. Planning and Housing
  - iii. Highways and Transport
  - iv. Finance Working Group
  - v. Health & Safety and Risk Management
  - vi. Procedures and Legal
  - vii. IT
  - viii. Community Safety

##### **637. CLERKS REPORT & MATTER ARISING**

- a. To request clarification on matters arising and items within the Clerks report.
- b. Update on Annual Parish Meeting held on 26<sup>th</sup> April 2021.

##### **638. PROCEDURES**

- a. **Consultation** - To consider response to CBC Schools for the Future public consultation on proposed changes to special schools and additional resource provisions within mainstream schools. *Response by 8<sup>th</sup> July.*
- b. **To consider Councillor Co-option Policy and application form (including process)**
- c. **Review and adoption of:**
  - i. Code of Conduct v2.0
  - ii. Dispensation Guidance and Form v2.0
  - iii. Engagement with Developers v1.1
  - iv. Financial Regulations v3.2
  - v. Standing Orders 4.1
  - vi. Personnel Committee Terms of Reference
  - vii. Neighbourhood Plan Steering Committee

##### **639. FINANCE**

- a. **Update of Parish Facilities purchases** - To review and approve income, expenditure and purchase orders for parish facilities (blinds and outdoor picnic tables tables).
- b. **Clerk Printer** – To approve purchase of new colour printer.
- c. **Asset Register** – Review of asset register
- d. **Reserves** – Review and approval of adjustment to Earmarked Reserves
- e. **Banking Mandate** – To approve banking mandate changes - removing old councillors, adding new and updating permissions accordingly.

- f. **Internal Auditor report** – To receive report and any associated action plan
- g. **Annual Governance Statement 2020/2021** – To approve the Governance Statement. For submission to the External Auditor.
- h. **Accounting Statements 2020/2021** – To approve the Accounting Statements for submission to the External Auditor.
- i. **Exercise of Public Rights to Inspect MPC Accounts** – To receive details of the dates set for the exercise of public rights.
- j. **Document approval** – To approve journal entries, bank reconciliations and bank statements.
- k. **Orders for the payment of money** - A schedule of payments will be distributed at the meeting for approval and authorisation.

#### 640. PLANNING AND HOUSING

##### a. Applications since last Council meeting for consideration

- i. CB/21/01409/FULL - Polehanger Farm, SG17 5LH - Alterations to convert two bays of the former calves' shed to a farm office and two bays into a services room. *Comments due 17<sup>th</sup> May.*
- ii. CB/21/01410/LB – Polehanger Farm, SG17 5LH – Alterations to convert two bays of the former calves' shed to a farm office and two bays into a services room. Repairs to defective timber structure; repair and repointing of brick plinth; new partitions; insertion of insulation to office bays; replacement of 20C concrete floor with new concrete floor; new linings to ceiling & walls to office areas; alterations to windows & door openings; part replacement of existing cladding; new services installation.. *Comments by 12<sup>th</sup> May.*
- iii. CB/21/00887/LB – Polehanger Farms, SG17 5LH - Listed Building: Structural repairs to working barns. *Comments by 14<sup>th</sup> May.*
- iv. CB/21/01207/FULL – Meppershall Airfield – SG17 5NN - Two 3 bedroom semi-detached staff dwellings. *Comments by 11<sup>th</sup> May.*
- v. CB/21/01531/FULL - 47 Orchard Close, SG17 5LW - Erection of outbuilding to rear of garage and change of use of part of existing garden as residential garden. *Comments by 24<sup>th</sup> May.*
- vi. CB/21/00785/FULL - Ansell Village Stores, SG17 5LX - REVISED DESCRIPTION OF DEVELOPMENT: Change of Use of ground floor - from part C3 dwelling/ part A1 shop to all Class A1 (New Use Class E (a) at ground floor and 1 no. Class C3 dwelling at first floor. Two storey side extension to house staircase to first floor. Single storey rear extension comprising storage and ancillary areas for Class A1 (New Use Class E (a) use). *Comments by 17<sup>th</sup> May.*
- vii. CB/21/01596/FULL - 40 Fildyke Road, SG17 5LT - Front porch, rear loft conversion and rear conservatory conversion. *Comments by 2<sup>nd</sup> June.*

Note: For planning applications that are submitted between meetings and for which an extension to the comment's deadline date is not given, powers have been delegated to the Clerk (with a proposed response circulated to the Council) to submit comments to CBC Planning.

- b. **Update on Planning Inspectorate virtual hearing of appeal CB/19/02039/OUT** - Land rear of 40 Shefford Road - APP/P0240/W/20/3249265, Tuesday 13<sup>th</sup> April.
- c. **To consider updating MPC 'capital projects'**

#### 641. NEIGHBOURHOOD PLAN

a. Report from Cllr Thomason.

**642. HIGHWAYS AND TRANSPORT**

- a. **Stopping up of the Highway** – To reconsider decision to object to request from Department for Transport proposed stopping up of highway at land opposite 34 – 42 Shefford Road, SG17 5LN, in the light of new information on the proposal. *Comments by 20<sup>th</sup> May.*
- b. **Update and discussion on highways issues and any actions ensuing including Highways visit on 22<sup>nd</sup> April** – Cllr Seaman to lead.

**643. ENVIRONMENT AND LEISURE**

- a. **Grass Cutting** – Update
- b. **Centenary Field Parish Facilities** – Update from Clerk and Centenary Field Working Group
- i. To consider actions specific to:
1. Handover of Centenary Field to the Parish Council based upon negotiated terms,
  2. Commencement of remedial work on site.
  3. Any other issues arising.
- c. **Centenary Field Pebbles** - To decide what to do with pebbles removed from path edges.
- d. **Identification of important trees in the village for potential protection** – Update from Cllr Parsons.
- e. **To review MPC 'leisure strategy'**.

**644. HEALTH & SAFETY and RISK MANAGEMENT**

- a. **Community Safety** – To receive report from Cllr Seaman and the Clerk.
- b. **Old Road Meadow** – To receive and approve risk assessment.
- c. **Return to face to face meetings** – To receive and approve MPC Covid Safe Meeting risk assessment.

**645. CLOSE OF THE MEETING**

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\*Notes on declarations of interest. Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered. National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

NEXT PARISH COUNCIL MEETINGS - The next two Parish Council meetings will be a Ordinary meetings on 14<sup>th</sup> June 2021 and 12<sup>th</sup> July 2021. The cut-off time for the receipt of papers for the June meeting agenda is 5 p.m. on Wednesday 2<sup>nd</sup> June 2021.