

# MEPPERSHALL PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL  
HELD IN THE VILLAGE HALL ON MONDAY 11<sup>TH</sup> DECEMBER 2017

**PRESENT:**      **Councillors:** Parsons (in the Chair), Bulley, Foskett, Merryweather, Smith P,  
Smith R and Thomason  
                  **The Clerk:** A Marabese  
                  **Others:** Ward Councillors Brown. 12 members of the public.

The Meeting commenced at 7.55pm

## 88. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Chapman, Read and Thompson.  
Apologies were also received from Ward Councillor Liddiard.

## 89. CHAIRMANS ANNOUNCEMENTS

- a. The Clerk will attend the next Community Priority Setting Meeting on 7<sup>th</sup> February 2018 at Beds Police HQ on behalf of the Council.
- b. Cllr Chapman and/or Cllr Parsons will attend a Civic Service on Sunday 21<sup>st</sup> January at St Mary's Church, Woburn hosted by the Chairman of the Council, Cllr Fiona Chapman MBE.

## 90. MEMBERS INTERESTS

- a. Cllr Bulley declared a prejudicial interest in item 101.d.ii.

## 91. MINUTES

Moved Cllr Bulley/Seconded Cllr Smith P. Resolved that the minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 13<sup>th</sup> November 2017 are an accurate record of the proceedings and that they be signed by the Chairman. *Carried unanimously*

**At this point (8.00pm) the Chairman suspended Standing Orders to receive reports from our Ward Councillors and 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.**

Ward Councillor Brown advised the meeting that:

- The CBC 2017/2018 budget is currently £2million in deficit and directors are working to bring it back into line. Teams are also working on 2018/2019 budget.
- The Local Plan is on schedule for inclusion in both the Overview and Scrutiny meeting on 8<sup>th</sup> January and the Executive meeting on 9<sup>th</sup> January. Information on site selection will be available on the web page from meeting papers on 3<sup>rd</sup> January. Public consultation will start on 10<sup>th</sup> January and last 6 weeks. It is anticipated that the Plan will be submitted to the Inspector before the end of March 2018 ensuring that base housing figures will be recorded in line with original CBC estimates.
- Green waste will not be collected from the doorstep from 1<sup>st</sup> December to 5<sup>th</sup> March 2018, although Christmas trees will be collected between 8<sup>th</sup> and 19<sup>th</sup> January.
- The Jet patcher has carried out over 1,500 repairs since July 2017.
- Two separate requests have been sent out from the CBC Leisure Department asking town and parish councils to provide a list of local leisure items they would like considered when section 106 monies are being obtained from developers. Only 20 out of 59 councils have responded. MPC is urged to provide details to Lisa White at CBC regarding our requirements that can then be updated on an annual basis.

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- A new waste collection contract for all Central Beds is being negotiated for 2019. Various propositions are being evaluated with the aim of increasing recycling rates as CBC are falling behind target figures.
- Fildyke Road footpath is to be resurfaced between the High Street and Lypsitt Common (386mtrs) as part of the 2018/2019 maintenance programme.
- Blue Badge fraud was recently investigated and 6 out of 96 drivers were caught fraudulently using them. They will be prosecuted.
- CBC Community Governance review and consultation began on 1<sup>st</sup> November and runs until 2<sup>nd</sup> February. Town and parish councils are being asked to consider if they want any changes e.g.: number of councillors, boundaries, merging with other councils etc.

Parishioners made the following comments and asked the following questions:

- Mr P Carne advised that he maintains adequate quantities of salt in the village salt bins and that no additional salt is currently required.
- Three speeding vehicles were seen last week on Shefford Road. All three vehicles were driven by female residents and had children as passengers on the way to school.
- MPC was asked to include if appropriate 2015 Beds Police traffic data on the speed of vehicles using Shefford Road as part of an 2018/2019 RMF application.

Standing orders were reinstated at 8.10pm

## REPORTS FROM WORKING GROUPS

### 92. PLANNING AND HOUSING

#### a. Planning Applications currently with planning officers, notes as follows:

- CB/17/02409/FULL - New Close Nurseries, Fildyke Road - Demolition of existing glasshouses and redevelopment with 10 residential dwellings and all ancillary works
- CB/17/04571/VOC – 79A Shefford Road – Removal of condition 3 of planning permission CB/17/01410/FULL – conversion and extension to detached double garage at the rear of the house for purposes of an annexe.
- CB/17/04800/FULL – 6 Rectory Road – Two storey rear and single-story extension.
- CB/17/04782/FULL – Land adjacent to 15 Shillington Road – Erection of 8 dwellings, formation of vehicular and pedestrian access with associated landscaping.  
*Application now withdrawn.*

#### b. Approvals/Refusals/Withdrawals received

- CB/17/00738/OUT – 100 High Street – Up to 38 dwellings.  
Revised noise assessment and supporting statement received  
*22/11/17 – Refused – Councillors were reminded that this is the 2<sup>nd</sup> application relating to this site (previously refused CB/16/01012/OUT)*
- CB/17/04537/FULL – Land between 10 & 12 Hoo Road – Erection of 2 three-bedroom detached houses.  
*29/11/17 - Granted*

#### c. Appeals

- CB/16/01012/OUT – 100 High Street – Demolition of existing dwelling and erection of up to 38 dwellings. *Appeal with Planning Inspectorate – Public Inquiry to be held 9<sup>th</sup> January 2018 at Rufus Centre, Flitwick.*

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Cllr Smith P has asked if a councillor or a member of MAG can attend as he is unable to. None were available.

- ii. CB/17/01041/OUT – Stocken House, 59 Shefford Road – Demolition of dwelling and erection of 150 dwellings. *Appeal with Planning Inspectorate – Public Inquiry – Comments to Planning Inspectorate by 14<sup>th</sup> December 2017.*

Cllrs Smith P, Smith R and Bulley have drafted a response to the Planning Inspectorate and would like to thank Mr Lovelock for his assistance. Cllr Parsons commended the councillors on producing an excellent document.

Moved Cllr Smith P/ Seconded Cllr Smith R. Resolved that the Clerk submit the response, as circulated, to the Planning Inspectorate. *Carried unanimously*

## **d. Applications since last Council meeting for consideration**

- i. CB/17/05425/FULL – The Pigling, Woodview Nurseries – Replace existing mobile home with a single storey 2-bedroom permanent dwelling.

It was commented that this application does not refer to CBC as the land owner, and that the applicant is neither the owner or the occupier of the land on which a mobile home is sited.

Moved Cllr Smith P/Seconded Cllr Smith R. Resolved that the Council has no comment on this application. *5 in favour / 2 against*

- ii. CB/17/05111/FULL – Standalone Farm House - Alterations to part ground floor elevation of outbuilding to enable conversion into annexe, for use incidental to the occupation of Standalone Farmhouse.

Moved Cllr Smith P / Seconded Cllr Smith R. Resolved that the Council has no comment on this application. *Carried unanimously*

- iii. CB/17/04650/FULL – Land R/o 6 High Street – Erection of 4 new, 3-bedroom dwellings
- Moved Cllr Smith P/Seconded Cllr Merryweather. Resolved that the Council has no comment on this application other than to mention the effects of additional traffic.

*Carried unanimously*

## **e. Enforcement / Other Planning Matters**

None

## **f. New process for circulating comments on planning applications**

Cllr Smith P commented that the current process of physical movement of paper documents for review and comment by the Planning Working Group is not working. Paper documents are only being delivered to him a few days before council meeting dates which allows too little time to properly prepare proposals to Council and draft responses for the Clerk. Cllr Smith P proposed that in future the Clerk, upon receipt of a new planning application, emails the details to all councillors with a link to the planning application documents online requesting that they email their comments, if they have any, to only the Clerk and Cllr Smith P by a certain date. The Clerk and Cllr Smith P can then collate all responses and formulate proposals for the Council or draft responses as required. Any councillor wishing to view paper documents will be able to do this by contacting Cllr Smith P as the Clerk will deliver originals to him. Cllr Parsons noted that as the number of applications is increasing, and the quality of our responses is good, The Council should assist Cllr Smith P and the Clerk in this new process.

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Moved Cllr Smith P/Seconded Cllr Parsons. Resolved to inform councillors of new planning applications via email and request that their comments be emailed to the Clerk and Planning Working Group Spokesman in the timescales requested so that a proposal to Council or a draft response can be drafted in good time. *Carried unanimously.*

## **g. Meppershall Action Group (MAG)**

Cllr Thomason reported that the MAG team have been busy preparing for the Stocken House appeals / public enquiry. A MAG meeting took place on 4<sup>th</sup> December to discuss:

- Approach to upcoming public enquiries
- Approach to smaller developments
- Revised meeting date with Nadine Dorries MP
- LCPAS Understanding Planning Training Course on 29<sup>th</sup> January
- Neighbourhood planning

Cllr Thomason reported that it has been a successful first year for MAG, establishing itself as a credible residents group that has made progress in understanding the planning process and the ways that objections can be made. The MAG team will be making a grant application for 2018/2019 to MPC for funds to assist in their operation.

Councillors commented that it was important to ensure that MAG is seen as an independent organisation and not part of the Council.

## **h. S106 monies**

The Clerk updated Council on the outcome of the motion proposed by Ward Cllr Adam Zerny to Central Beds Council at its meeting of 16<sup>th</sup> November that in future there must be greater local involvement in how S106 money is allocated and spent. The motion was heavily amended with Ward Councillors now to be more involved with allocation of S106 monies. It is therefore imperative that MPC provide CBC with a Leisure Strategy and be proactive in having all plans logged.

## **93. NEIGHBOURHOOD PLAN**

Cllr Thomason reported that a meeting was held on 6<sup>th</sup> December to cover the submission of interest for the grant and to review the final project plan. In January the team will be working on the formal grant application.

## **94. COMMUNITY ASSETS**

Cllr Smith P reported that a little work to the exterior of the SugarLoaf ph had started.

## **95. HIGHWAYS AND TRANSPORT**

a. Cllr Smith R reported that:

- i. The closure of the road outside the Post Office had started and finished on time. Many vehicles ignored the road closure signs and as a result the wall at an adjacent property near the Post Office had been knocked down by a driver turning their vehicle around.
- ii. There are currently road closures on the A1 northbound between Baldock and Biggleswade. The same southbound section will be closed in January.

b. The Clerk reported that:

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- i. The RMF High Street traffic calming and parking scheme had resulted in two resident complaints, both of which had been responded to. One complainant had also been visited by the CBC Principal Highways Officer to discuss issues raised.
- ii. CBC are yet to provide an update on Hoo Road road safety.
- iii. Following discussions with CBC Highways regarding the submission of a 2018/19 application for RMF to cover traffic calming measures on Shefford Road, it was agreed that the Clerk submit a 'draft' application for review and comment.
- iv. No progress had been made on Fildyke Road overgrown vegetation at entrance issues.
- v. No progress had been made on Hoo Road resurfacing and outstanding contributions.

## 96. ENVIRONMENT AND LEISURE

- a. Cllr Merryweather reported that he will provide the Clerk with details on tennis court funding. This will be a project submitted as part of the MPC Leisure Strategy.
- b. The Clerk reported that:
  - i. 2017/2018 Allotment tenancy renewals were in progress. £890.40 has been received so far in tenancy renewal fees with £663.60 remaining outstanding.
- c. Cllr Foskett reported that the MVH Trustees are chasing Croudace to ensure that lighting on the Crackle Hill path is installed this week. He also confirmed that the bottle bank and bins will remain near the interim (and new) Village Hall.

## 97. HEALTH & SAFETY and RISK MANAGEMENT

Clerk reported that the Village Caretaker is now inspecting the play equipment at Old Road Meadow every week. Other actions remain outstanding.

## 98. PROCEDURES

- a. **Reform of Data Protection Legislation** – A draft procedure was circulated to councillors prior to the meeting and the Clerk advised Council on the implications of the GDPR and discussions held with the ICO concerning membership.  
Moved Cllr Smith P/Seconded Cllr Merryweather. Resolved to adopt the Data Protection Policy as circulated and MPC to become registered with the ICO. *Carried unanimously.*
- b. **Village Emergency Plan** – In progress
- c. **Freedom of Information** – In progress
- d. **Press and Media Relations** – In progress
- e. **Records Management** – In progress
- f. **Data protection** – In progress
- g. **Employment Handbook and Policies** - In progress
- h. **Standing Orders** – Draft of amended version circulated to councillors
- i. **Financial Regulations** – Draft of amended version circulated to councillors
- j. **Dispensations** – Discussion required

## 99. OTHER MEETINGS

Cllr Parson provided an update on the Town and Parish Council Conference held on Tuesday 21st November. Presentations at the conference were made on the Community Governance Review, Local Plan timetable, the new Highways reporting system/tool and the General Data Protection Regulations coming into force in May 2018.

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## 100. CLERKS REPORT & MATTER ARISING

- a. **Understanding Planning Course 1** – Attendee details for 29<sup>th</sup> January 2018 to be forwarded to Clerk.
- b. **Notice board relocation** – temporary notices in Village Stores as CBC investigating issues regarding erection of notice board on High Street still pending. Notice board not yet purchased.
- c. **GNOMES request for defibrillator training for residents** - Cost of training is £175+VAT. Clerk to contact GNOMES and ask how many people they will to put forward for training.
- d. **Community Governance Review**  
Moved Cllr Merryweather/Seconded Cllr Foskett. Resolved that the Council have no comment on the Community Governance Review. *Carried unanimously.*
- e. **Henlow Academy Consultation on Admissions** – Proposed policy circulated prior to meeting and no comments proposed by councillors.

## 101. FINANCE

- a. **Document approval** - journal entries, bank reconciliation and bank statements were reviewed and authorised by Cllr Foskett, Finance WG Spokesman.
- b. **Audit action plan update** – pending changes to Standing Orders and Financial Regulations.
- c. **Precept & budget 2018/19** – A first draft budget for 2018/19 was circulated for discussion at the next meeting in January.
- d. **Grant requests**
  - i. Wanderbus  
Moved Cllr Smith P/Seconded Cllr Smith R. Resolved to approve a grant payment of £1000 from the Councils 2018/2019 budget, payable to the applicant in April 2018 (power to spend money on community transport schemes). *Carried unanimously.*
  - ii. Meppershall Messenger  
Moved Cllr Smith P/Seconded Cllr Foskett. Resolved to provisionally approve a grant payment of £500 from the Councils 2018/2019 budget, payable to the applicant in April 2018 on the condition that the magazine is still in publication in the financial year 2018/19 (provision of information in form of parish newsletter). *Carried unanimously.*
- e. **Orders for the payment of money**

Payment requests received before agenda published			Meeting Date: 11th December 2017	
Payment No:	Payee	Purpose	Amount	Posted
300544	NSALG Ltd	National Allotment Society Membership	£56.00	
BACS59	Paul Carne	Allotment Maintenance Oct & November	£31.50	
BACS60	SLCC	Clerk Membership (shared with Gravenhurst)	£147.00	
300545	ICO	ICO membership	£35.00	
<b>Payment requests received after agenda published</b>				
BACS61	MVH/PC Development Fund (Escrow)	Return of funds not required for professional fees	£2,500.00	
BACS62	A Marabese	October and November Expenses	£92.92	
Note: Approved standing orders / direct debits not included in payments list			<b>TOTAL</b>	<b>£2,862.42</b>
Invoices checked and confirmed 11th December 2017.				

Moved Cllr Foskett/Seconded Cllr Smith P. Resolved that the schedule of payments as presented be approved and authorised for payment. *Carried unanimously.*

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## 102. CLOSE OF THE MEETING

The Chairman declared the meeting closed at 9.45pm

Where no signature exists in this electronic version, a hard copy version is available for inspection from the Clerk.

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Draft subject to ratification