

MEPPERSHALL PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL
HELD IN THE VILLAGE HALL ON MONDAY 12TH FEBRUARY 2018

PRESENT: **Councillors:** Chapman (in the Chair), Bulley, Foskett, Merryweather, Parsons, Smith P, Smith R, Thomason and Thompson
 The Clerk: A Marabese
 Others: Ward Councillors Brown. 19 members of the public.

The Chairman declared the meeting open at 7.50pm.

118. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Read and Ward Cllr Liddiard.

119. CHAIRMANS ANNOUNCEMENTS

a. The BATPC are holding a Transport and Broadband Information Event on 6th March from 7:00pm at Wooton Village Hall. Cllr Smith R offered to attend on behalf of the Council.

120. MEMBERS INTERESTS

a. Cllr Chapman declared an interest in item 122.d.iii

121. MINUTES

Moved Cllr Thompson/Seconded Cllr Merryweather. Resolved that the minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 8th January 2018 are an accurate record of the proceedings and that they be signed by the Chairman. Carried unanimously

At this point (7.55pm) 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:

- As a result of the survey into the CBC Budget Proposals a recommendation will be made to full council on 22nd February 2018 to approve the following:
 - 1.494% increase for services
 - 3.00% increase for adult social care

In total this will raise the band 'D' charge by £63.90 for 2018/19. Note that this does not include any increases requested by the Police, Fire and Parish Council. The CBC budget also reflects that £90million will be spent on capital projects during 2018/19.

- A consultation on waste collection will start in February. It is very important that all parish councils and residents respond to the consultation.
- Gully assessment will be carried out by 2 teams. One team is focussed on fixing broken gullies and the other on cleaning. At the end of the project each parish council will be given a plan of gully locations in their village.

Parishioners made the following comments and asked the following questions:

- Could the Clerk contact Croudace regarding the following issues?
 - the need for lorries coming through the village to drive slowly and safely
 - ensure that lorries access the site from Shefford Road
 - request that contractors refrain from using foul language on site

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- With regards to the 4 High Street site could the Clerk raise the following issues with site management and or planning enforcement?
 - Vehicles parking on Hilltop View on the path and pavement
 - Mud on the road
 - Access to site via Shefford Road
- Can anything be done to reduce the speed limit for vehicles on Chapel Road (Hoo Farm) from the current 60mph? The Clerk was asked to contact Highways for advice.
- What can the Council do regarding acts of vandalism by youths on the Village Hall?
- What plans are there for streetlighting on Walnut Tree Way (entrance to Village Hall)?
- There has been an accident on the footpath leading from Fildyke Road to Old Road Meadow. Could the Clerk contact the CBC Rights of Way Officer regarding works to be completed here?
- Can the Council assess the state of the fence on Hoo Road?
- Could the Clerk contact Sheridans (estate agent) regarding an advert which refers to Hoo Road as a 'public road' and not a bridleway?
- Many gullies are still full of silt. What is the progress of gully cleaning in the village?
- Could the Clerk contact the owners of the Tudor-type house at the top of the High Street and ask them to cut back the shrubs pushing out onto the footpath?
- In the Parish Council's response to the Pre-submission Local Plan will the Council request the removal of the Meppershall Nursing Home site from the Brownfield Register and register concerns that planning criteria should be used to protect ancient woodland?

Standing orders were reinstated at 8.35pm

REPORTS FROM WORKING GROUPS

122. PLANNING AND HOUSING

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

- i. 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.
- ii. CB/17/05345/FULL – Land adjacent to Sandy View, Shefford Road – Erection of detached house.

b. Approvals/Refusals/Withdrawals received

- i. CB/17/02409/FULL - New Close Nurseries, Fildyke Road - Demolition of existing glasshouses and redevelopment with 10 residential dwellings and all ancillary works. Granted
- ii. CB/17/04650/FULL – Land R/o 6 High Street – Erection of 4 new, 3-bedroom dwellings. Granted
- iii. CB/17/04800/FULL – 6 Rectory Road – Two storey rear and single-story extension. Granted
- iv. CB/17/05425/FULL – The Pigling, Woodview Nurseries – Replace existing mobile home with a single storey two-bedroom permanent dwelling. Granted

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c. Appeals

- i. CB/16/01012/OUT – 100 High Street – Demolition of existing dwelling and erection of up to 38 dwellings. *Public Inquiry held w/c 9th January 2018. Decision pending.* MAG members, Cllr Smith R and the Clerk were thanked for attending the inquiry and giving their feedback on proceedings.
- ii. CB/17/01041/OUT & CB/17/03887/OUT – Stocken House, 59 Shefford Road – Demolition of dwelling and erection of 150 dwellings. *Appeals with Planning Inspectorate – Inquiry to be held w/c 10th April 2018.*
The first appeal has been withdrawn but the second remains.

d. Applications since last Council meeting for consideration

- i. CB/17/05869/ADV – Polehanger Farm – Directional sign for development on Polehanger Farm by Croudace Homes. *Comments by 15th February 2018 Proposed Cllr Smith P/Seconded Cllr Thomason. Resolved that the Council object to this application as this would set a precedent for advertising billboards to be erected some distance away from developments and as the signage could impact safety on the highway as it may create a distraction to road users. Carried 5 in favour, 4 abstentions.*
- ii. CB/18/00087/FULL – Wind Rush, 4 Shillington Road – Proposed single storey side / rear extension and conversion of garage. *Comments by 22nd February 2018 Proposed Cllr Parsons/Seconded Cllr Smith P. Resolved that the Council object to this application due to concerns regarding parking on site and access onto Shillington Road. The Council requests that a turning circle be provided on site to avoid vehicles reversing out onto the busy Shillington Road and therefore risking the safety of road users. Carried unanimously.*
- iii. CB/18/00229/FULL – 10 Brookside – Rear and side single storey extension and alterations to existing garage. *Comments by 22nd February 2018 Proposed Cllr Smith P/Seconded Cllr Thomason. Resolved that the Council has no comments regarding this application. Carried unanimously with Cllr Chapman not voting.*
- iv. CB/18/00232/FULL – Tower View Nurseries, 81 Fildyke Road – Demolition of existing bungalow and greenhouses and redevelopment with 10 residential dwellings and all ancillary works. *Comments by 26th February 2018 Proposed Cllr Smith P/Seconded Cllr Smith R. Resolved to object to this planning application due to lack of pedestrian access to the site, surface water drainage issues, housing mix and density, and site location causing a detrimental visual impact on the village. Carried unanimously.*

e. Enforcement / Other Planning Matters

- i. **51 Orchard Close** – The Clerk had been asked to assist with concerns over parking and that a care home was operating from the dwelling. A response received from CBC Director of Social Care, Health and Housing confirmed that the dwelling is being used as a supported housing scheme and that the proprietor and the CBC Contracts team will assist local residents with any concerns.
- ii. **23 Shefford Road** – The Clerk had reported water being pumped from the building site into Orchard Close to CBC Planning Enforcement who had advised that as water was

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being drained into a field this was a civil matter. As the enforcement team have misunderstood the issue (pumping water into highways drains) the Clerk will contact them again.

- iii. **Letter from Lower Stondon Surgery** – Request to support the practice in making a case for section 106 monies to be used to enhance the practice facilities to the benefit of local residents rather than diverting monies to a central health hub east of Arlesey. *Proposed Cllr Smith P/Seconded Cllr Foskett. Resolved that the Clerk write to CBC requesting that S106 health monies received from developments in Meppershall be put towards local services in Lower Stondon and Shefford (not Arlesey). Carried unanimously.*
- iv. **Pre-submission Local Plan Consultation** response – Cllr Smith P presented the pre-circulated draft letter response to councillors for comment. It was requested that the letter include: removal of the nursing home from the Brownfield Register, reference to the need to protect the ancient woodland of Nunswood via planning policy and a comment that the Council supports the Local Plan. *Proposed Cllr Smith P/Seconded Cllr Chapman. Resolved that the Clerk submit a response to the Pre-submission Local Plan based upon the draft as prepared by Cllr Smith P with the inclusion of the amendments as requested above. Carried unanimously.*

Cllr Foskett requested a vote of thanks to Cllr Smith P and others involved in the preparation of the response. Cllr Parsons commended the Council for being more proactive in its responses to planning issues and reminded parishioners that it is their duty to respond to consultations and have their opinion noted.

f. Meppershall Action Group (MAG)

Cllr Thomason reported:

- Together with MAG members and the Clerk, he had a constructive meeting with Nadine Dorries MP on 19th January 2018 to discuss: developments in Meppershall; overall planning process; Pre-submission Local Plan; neighbourhood planning; 100 High Street and Stocken House public inquiries and the government white paper on housing. She has asked to be kept informed on what happens in the village.
- 100 High Street public inquiry was attended by MAG members who had provided detailed notes and insight that will assist with the Stocken House public inquiry.
- Planning for the Stocken House public inquiry is underway with MAG representation being prepared. Cllrs Smith P and Thomason agreed to draft balanced plans for MPC and MAG representation at the inquiry and to present these in draft form at the next meeting. Support everyday will be required from MAG members, parish councillors and as many parishioners as possible. Cllr Brown was asked if he would be available to attend every day of the inquiry.

123. NEIGHBOURHOOD PLAN

Cllr Thomason reported that the funding request needs to be re-submitted in April 2018 but that the grant received can be spent over a 12 month period. The grant will not cover the cost of administration or project management, which the group need. The Neighbourhood

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Planning Group are therefore requesting that the Parish Council provide the services of the Clerk for 5 hours per month from April 2018.

Proposed Cllr Thomason/Seconded Cllr Chapman. Resolved that the Clerk provide 5 hours per month support to the Neighbourhood Planning Group in addition to normal working hours and that the 2018/19 Neighbourhood Plan budget be used to cover the costs. Carried unanimously.

124. COMMUNITY ASSETS

Cllr Smith P reported that the SugarLoaf ph has been painted internally by the Landlord.

125. HIGHWAYS AND TRANSPORT

- a. Cllr Smith R reported that works to install a raised table outside the village hall entrance road have started and the High Street is expected to be closed for one week
- b. The Clerk reported that:
 - i. CBC are yet to provide an update on Hoo Road safety. It was noted that an increased number of vehicles are using the bridleway. The Clerk was asked to write to CBC to see how vehicles usage of the bridleway could be limited and if signage could be improved.
 - ii. The RMF 2018/19 application made to CBC Highways requesting traffic calming measures on Shefford Road has been refused. CBC Highways have advised however that they have a project that will be looking into speeding signage and Shefford Road will be included in this.
 - iii. No progress had been made on Fildyke Road overgrown vegetation at entrance issues.
 - iv. The Clerk is chasing outstanding contributions for Hoo Road resurfacing.
- c. A507 concerns – The Clerk circulated a draft letter (as requested by Cllr Liddiard) to the Chief Constable of Bedfordshire Police requesting support for the change to the A507 layout between Esso garage and the Airman ph for comment. Minor amendments to the draft requested.

Proposed Cllr Chapman/Seconded Cllr Foskett. Resolved that the Clerks send a letter requesting support for changes to road layout of the A507 to the Chief Constable of Bedfordshire Police via Cllr Liddiard. Carried unanimously.

126. ENVIRONMENT AND LEISURE

- a. Cllr Merryweather had no items to report on.
- b. The Clerk reported that:
 - i. 2017/2018 Allotment tenancy renewals continued. £1432 has been received so far in tenancy renewal fees with £50.40 remaining outstanding. The Clerk will send out 28 day notices to quit to the 3 tenants who have not paid.
 - ii. The Clerk and Cllr Foskett attended a meeting on 18th January with the Waste team at CBC. It was a productive meeting with CBC agreeing to take over grass cutting outside the 30mph village limits and an additional glass recycling bin located at the Village Hall.
- c. Cllr Foskett reported that:
 - i. Because of the letter of complaint sent to Croudace Homes the Crackle Hill footpath now has an additional lighting bollard and 2 drop down posts. Cllr Foskett will speak to Croudace about marking the bollard with fluorescent strips.

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- ii. Streetlighting on Walnut Tree Way has been ordered.
- iii. The Pre-school end of the new village hall has been glazed and the outside fascias are being fixed. Roof timbers are in place with roofers starting work at the pre-school end (delays were due to cold weather). M&E contractors will start work in the next fortnight.
- iv. The Village Hall Trustees are speaking to current users regarding the fit-out.
- v. Croudace Homes cannot have more than 60 homes occupied before handing over the Village Hall.

127. HEALTH & SAFETY and RISK MANAGEMENT

The Clerk advised that the land search / registry is still outstanding.

128. PROCEDURES

- a. **Village Emergency Plan** – In progress
- b. **Freedom of Information** – In progress
- c. **Press and Media Relations** – In progress
- d. **Records Management** – In progress
- e. **Data protection** – In progress
- f. **Employment Handbook and Policies** - In progress
- g. **Standing Orders** – Draft of amended version circulated prior to the meeting.
Proposed Cllr Foskett/Seconded Cllr Chapman. Resolved that the draft version of Standing Orders as circulated to councillors be adopted. Carried unanimously
- h. **Financial Regulations** – Draft of amended version circulated prior to the meeting.
Proposed Cllr Parsons/Seconded Cllr Merryweather. Resolved that the draft version of Financial Regulations as circulated to councillors be adopted. Carried unanimously.
- i. **Dispensations** – Part of Standing Orders

129. OTHER MEETINGS

- a. **Community Priority Setting Meeting** – 7th February – The Clerk reported that a presentation was given at the meeting regarding police powers and ways of dealing with anti-social behaviour. The local PC and PCSO's stressed the importance of registering issues arising in the village by phoning 101 and they were keen to assist in dealing with acts of vandalism in the village.
- b. **Project Griffin** – 12th February – Cllr Smith R attended a presentation on planning for terrorist incidents. The main message of the meeting was that prevention is better than reaction and everyone should, upon seeing or hearing anything suspicious, report it to the anti-terrorist hotline – 0800 789123.

130. CLERKS REPORT & MATTER ARISING

- a. **Understanding Planning Course 1 29th January 2018** – Session cancelled as trainers became stuck in traffic. Date to be re-scheduled.
- b. **Notice board relocation** – temporary notices in Village Stores. CBC investigating issues regarding erection of notice board on High Street. Notice board not yet purchased.
- c. **GNOMES request for defibrillator training for residents** - Cost of training is £175+VAT. GNOMES have circa 9 names on the list and there are others including the Clerk who would like to attend the training. The clerk was instructed to book a session.

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- d. **Great British Spring Clean** – Decided that village not able to take part in 2018 but that we should prepare to take place in 2019. The Clerk is to instruct the Caretaker to remove all old signs from lamp posts in the village again.
- e. **Letter of complaint to Croudace Homes** – Action has been taken by Croudace but it was agreed that we would wait until all actions had been completed before contacting them again.

131. FINANCE

- a. **Website bandwidth increase** – Request to increase website bandwidth from 50 GB to 100 GB with a cost increase from £4.99+VAT to £9.99+VAT per month as loss of service had been experienced in January.
Proposed Cllr Chapman/Seconded Cllr Thomason. Resolved to increase bandwidth to 100 GB and accept the increase in cost immediately. Carried unanimously.
- b. **Document approval** - journal entries, bank reconciliation and bank statements were reviewed and authorised by Cllr Foskett, Finance Spokesman
- c. **Audit action plan update** – The Clerk advised that with the adoption of the revised Standing Orders and Finance Regulations the Audit Action Plan was now completed.
- d. **Grant requests** - None
- e. **Orders for the payment of money**

Payment requests received before agenda published			Meeting Date: 12th February 2018	
Payment No:	Payee	Purpose	Amount	Posted
BACS73	P Carne	December / January allotment maintenance	£42.00	
BACS74	Shakespeare Martineau LLP	Village Hall Professional Services - S106 agreement etc	£4,134.00	
BACS75	Wave / Anglian Water Business	Allotment water supply - Sept to Dec	£42.70	
BACS76	Wave / Anglian Water Business	Allotment water supply - Sept to Dec	£12.00	
Payment requests received after agenda published				
BACS77	A Marabese	December and Janaury Expenses	£115.78	
Note: Approved standing orders / direct debits not included in payments list			TOTAL	<u>£4,346.48</u>

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

132. CLOSE OF THE MEETING

The Chairman declared the meeting closed at 9.55pm

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