

MEPPERSHALL PARISH COUNCIL

MINUTES OF THE STATUTORY ANNUAL MEETING OF THE COUNCIL HELD IN THE VILLAGE HALL ON MONDAY 14TH MAY 2018

PRESENT: **Councillors:** Chapman (in the Chair), Bulley, Foskett, Merryweather, Read, Smith P, Smith R, Thomason and Parsons (late arrival at 8:15pm)
 The Clerk: A Marabese
 Others: Ward Councillor Liddiard. 13 members of the public.

The Chairman declared the meeting open at 7:45pm.

161. ELECTION OF CHAIRMAN

- a. Election of the Chairman for the year 2018-2019
Proposed Cllr Foskett/Seconded Cllr Bulley. Resolved that Cllr Chapman be elected Chairman for the year 2018-2019. Carried unanimously
- b. Receipt of Chairman Declaration of Office
Cllr Chapman signed the Declaration of Acceptance of Office before the Proper Officer.

162. ELECTION OF VICE CHAIRMAN

- a. Election of the Vice Chairman for the year 2018-2019
Proposed Cllr Smith P/Seconded Cllr Chapman. Resolved that Cllr Parsons be elected Vice-Chairman for the year 2018-2019. Carried unanimously
- b. Receipt of Vice Chairman Declaration of Office
Cllr Parsons signed the Declaration of Acceptance of Office before the Proper Officer upon arriving at 8:15pm.

163. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Thompson and Cllr Brown and Council were advised that Cllr Parsons would arrive late.

164. CHAIRMANS ANNOUNCEMENTS

None

165. MEMBERS INTERESTS

- a. To receive declarations of interest from councillors on items on the agenda
- b. To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c. To grant any requests for dispensation as appropriate
No declarations of interest or dispensation received.

166. DELEGATION ARRANGEMENTS

- a. Appointment of Governor to Meppershall Academy
Council agreed to defer this appointment to the next meeting
- b. Appointment of Representative to Village Hall Management Committee
Proposed Cllr Chapman/Seconded Cllr Read. Resolved that Cllr Foskett be the appointed representative to the Village Hall Management Committee. Carried unanimously.
- c. Appointment of Personnel Committee and members
Proposed Cllr Chapman/Seconded Cllr Thomason. Resolved that Cllrs Chapman, Parsons and Bulley be appointed to the Personnel Committee. Carried unanimously.
- d. Appointments to Neighbourhood Planning Steering Group
Proposed Cllr Smith P/Seconded Cllr Chapman. Resolved that Cllrs Thomason, Parsons and Bulley be appointed to the Neighbourhood Plan Steering Group. Carried unanimously.

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- e. Appointment of Spokesmen
 - i. Environment & Leisure Working Group
Proposed Cllr Chapman/Seconded Cllr Read. Resolved that Cllr Merryweather be appointed as spokesman to the Environment & Leisure Working Group. Carried unanimously.
 - ii. Planning & Housing
Proposed Cllr Bulley/Seconded Cllr Merryweather. Resolved that Cllr Smith P be appointed as spokesman to the Planning & Housing Working Group. Carried unanimously.
 - iii. Highways & Transport Working Group
Proposed Cllr Chapman/Seconded Cllr Thomason. Resolved that Cllr Smith R be appointed as spokesman to the Highways & Transport Working Group. Carried unanimously.
 - iv. Finance Working Group
Proposed Cllr Chapman/Seconded Cllr Smith P. Resolved that Cllr Foskett be appointed as spokesman to the Finance Working Group. Carried unanimously.
 - v. Health & Safety and Risk Management
Proposed Cllr Merryweather/Seconded Cllr Thomason. Resolved that Cllr Chapman be appointed as spokesman to the Health & Safety and Risk Management Working Group. Carried unanimously.
 - vi. Community Assets Working Group
Proposed Cllr Smith R/Seconded Cllr Smith P. Resolved that the Community Assets Working Group is no longer required. Carried unanimously.
 - vii. Procedures Working Group
Council agreed to defer this appointment to the next meeting
- f. Formation of Working Group membership
 - i. Environments & Leisure
Proposed Cllr Merryweather/Seconded Cllr Foskett. Resolved that Cllr Thomason be appointed as a member of the Environment and Leisure Working Group. Carried unanimously.
 - ii. Planning & Housing
Proposed Cllr Chapman/Seconded Cllr Smith P. Resolved that membership of the Planning and Housing Working Group is no longer required. Carried unanimously.
 - iii. Highways & Transport
Proposed Cllr Chapman/Seconded Cllr Foskett. Resolved that Cllr Bulley be appointed as a member of the Highways and Transport Working Group. Carried unanimously.
 - iv. Finance
Proposed Cllr Thomason/Seconded Cllr Read. Resolved that Cllrs Chapman, Parsons and Smith P be appointed as members of the Finance Working Group. Carried unanimously.
 - v. Health & Safety and Risk Management
Proposed Cllr Chapman/Seconded Cllr Merryweather. Resolved that membership of the Health & Safety and Risk Management Working Group is no longer required. Carried unanimously.
 - vi. Community Assets
See minute reference 166.e.vi. above
 - vii. Procedures
Council agreed to defer this appointment to the next meeting

167. MINUTES

Proposed Cllr Smith R/Seconded Cllr Bulley. Resolved that the minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 9th April 2018 are an accurate record of the proceedings and that they be signed by the Chairman. Carried unanimously.

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At this point (8.05pm) 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 Liddiard advised the meeting that:

- The Local Plan has been submitted to the Secretary of State but has been sent without Luton Borough Council's confirmation of the 'duty to co-operate'. CBC believe that they have co-operated, and no explanation has been given to the contrary. The Local Plan public enquiry is expected in Oct 2018 with a decision following in early 2019.
- Community Governance Review recommendations have been issued and whilst there is a proposal to reduce the number of councillors in Meppershall from 10 to 7.
- The Waster Management contract principles have been agreed:
 - Weekly food waste collection for everyone.
 - Maintaining free garden waste collection.
 - Possible separate glass collection in the future however the government are consulting later this year on glass and plastic bottle deposits. If this goes ahead there may be changes to CBC's contract.
 - Proposing to move to three-weekly collections in the longer term once recycling rates have increased.
- Revised S106 monies are now available on the CBC website.

Cllr Parsons joined the meeting

- A site visit has been made to review that state of Shefford Road and repairs have been made. Roads are currently being marked up for repair and repairs are now well under way.
- PC Aaron Dagley has visited 3 business sites operating near the A507/Beadlow Manor with a view to reducing mud on the road. Vehicles are being monitored and 2 lorries have been cautioned.
- Beds Police Traffic Monitoring Officer and CBC Highways Team have completed 7 day monitoring of the A507. 115,000 vehicles used the road. It has been recommended that signage be improved, periodic speed monitoring take place and that marked and unmarked vehicles look out for weekend motorcycle riders driving at excessive speeds.
- A presentation on the future of education in Bedfordshire is planned and an update will be provided at the next meeting.

Parishioners made the following comments and asked the following questions:

- Will white lines be painted on the A507 from Meppershall towards the Airman? *Cllr Liddiard – No, not thought to be a priority as want to clamp down on inappropriate driving.*
- Would Cllr Liddiard raise the issue of bin collectors not leaving replacement bags for food waste?
- With regards to the Local Plan, are discussions with Luton Brough Council ongoing? *Cllr Liddiard – Yes.*
- What plans does CBC have with regards to managing both existing council houses and building new ones? *Cllr Liddiard – CBC are looking at t number of opportunities to build new homes.*
- As the speed of vehicles on Shefford Road continues to be a concern, could Cllr Liddiard find out from CBC Highways what the budget and plan is for replacing old village speed signs?
- What will happen to play area at Old Road Meadow when the new playing field behind the village hall is re-opened? Has a risk assessment on the site been completed?

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- What is being done about the speed of vehicles on Hoo Road? Could bollards be installed?
Standing orders were reinstated at 8.45pm

REPORTS FROM WORKING GROUPS

168. PLANNING AND HOUSING

a. Approvals/Refusals/Withdrawals received since last meeting

- i. CB/18/00087/FULL – Wind Rush, 4 Shillington Road – Proposed single storey side / rear extension and conversion of garage. *Granted*
- ii. CB/18/00685/FULL – 6 Taylors Close - Two storey side extension and interior alterations. *Granted*
- iii. CB/18/01044/FULL - 13 Shefford Road - Single storey side/rear extension. *Granted*

b. Appeals

- i. CB/17/03887/OUT – Stocken House, 59 Shefford Road – Demolition of dwelling and erection of 145 dwellings. Planning Inspectorate Inquiry held w/c 10th April 2018. Cllr Smith P reported that the CBC QC was very impressive and held his own and the expert consultant held up in cross examination. The written representation from MPC was welcomed. We now need to be patient and wait for the Planning Inspectors decision.

c. Applications since last Council meeting for consideration

None

d. Other Planning Matters for consideration

- i. Points to note from the Clerks report:
 - Prev. ref: 151.e.ii – CBC Planning team have confirmed that the hedge on the footpath side of land adjacent to 23 High Street will be re-planted. A condition of the Landscape Plan is that the hedge must be replanted by the end of the full planting season immediately following the completion and /or first use of any separate part of the development (planting season is October to March).
 - Prev. ref: 151.e.v – Site Managers at 4 High Street and the Village Hall contacted regarding concerns about workers vehicles mounting the footpath in front of the shop when leaving work. Both have responded positively. Contact has been made with CBC Parking Enforcement and local PCSO regarding parking on footpaths but may be harder to resolve if residents do not report issues to CBC or Police 101 at the time they happen.
- ii. Consultation on powers to deal with unauthorised traveller encampments – decision on Parish Council response required by 15th June 2018.
Agreed by Council that MPC do not respond to this consultation.

e. Cllr Thomason to provide update from Meppershall Action Group (MAG)

Many MAG members attended the Stocken House Public Inquiry and the team did a good job in representing themselves. Many posters and banners have been removed from the village. The next meeting is to be scheduled.

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169. NEIGHBOURHOOD PLAN

Cllr Thomason reported that the £5,000 grant application has been approved and should be in the MPC account soon. A meeting last week was chaired by the Clerk and covered the collection of photographic evidence, roles and responsibilities and attendance of Meppershall Academy PTA MeppFest.

170. HIGHWAYS AND TRANSPORT

a. Cllr Smith R reported that:

- i. Road closures (Arlesey Road, Ickleford, 10-16 May / Stanford – Upper Caldecote, 19 May / Hitchin Road, Shefford (Airman – Health Centre) 29-30 May / Slip Road to/from the Barton Bypass, 1-3 June / Shutlteworth – G&M Growers, 3 June / A505 at Offley, 8-19 June, 2000-0500)
- ii. Blocked drains - 127 High St and 1&2 Marywells reported to CBC.
- iii. A new rail timetable operates from 20th May. Arlesey trains will run every half an hour from early morning until midnight, Monday to Saturday. All will be non-stop between Stevenage and Finsbury Park, then run into St Pancras, and on to London Bridge, Gatwick Airport and Horsham. There will be no direct service from Arlesey to stations between Knebworth and Potters Bar inclusive. An hourly service will run to the same pattern on Sundays with some early morning trains terminating at Kings Cross.

b. Points to note from the Clerks report:

- i. Prev. ref: 153.b.i – Hoo Road Safety – CBC Highways team have suggested that specific signage be installed on the approach to the newly re-surfaced area of Hoo Road in a first instance. Once they have a template of the sign they will forward to us.
- ii. Prev. ref 153.b.ii – Fildyke Road overgrown vegetation at entrance no longer an issue
- iii. Prev. ref: 153.b.v – CBC Highways team have confirmed that speed and volume of traffic data from pneumatic road tubes installed on the High Street was not requested by them. They do not know who was doing the monitoring but have suggested that any data presented be questioned as it was gathered over a holiday period.
- iv. Prev. ref 153.b.vii – The Clerk and Cllr Liddiard wrote to CBC regarding the state of Shefford Road and have been advised that orders to rectify the large surface defect near to the residential home and several other potholes have been placed with the contractor. The gully motor has been working in the area, and a gully near to no 72 has been reported as needing further work to clear it, it will be looked at it in rainfall.

c. Contributions for Hoo Road resurfacing are still outstanding from some residents who have not responded to emails from the Clerk. How does Council wish to proceed? Council agreed that the Clerk should provide details of who and how many contributions are outstanding and if we have confirmation from them that they would pay.

d. Council representation at launch of new Wanderbus bus on 17th July 2018 between 3-5pm at Mount Pleasant Golf Club in Stondon.

Council agreed that Cllrs Smith R and Chapman will attend

171. ENVIRONMENT AND LEISURE

a. Cllr Merryweather reported that the Clerk has been asked to organise a meeting of the Working Group.

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b. Points to note from Clerks report:

- i. Prev. ref 154.b.ii - Goal post has been installed at Old Road Meadow. Clerk has replacement nets. Invoice for S106 payment has been submitted.
- ii. Grass Cutting – 4 complaints were received after the first grass cut was completed in the village. As a result, the village was recut and inspected by our Contract Manager. He has been asked to contact Rev. Roni Goodman to discuss cuts at the church.
- iii. Nunswood correspondence – Polehanger Farms have shared with the Parish Council their response to CBC following the application by ‘The friends of Nuns Wood’ to make Nunswood a community asset. They have also advised that they are now ‘under planting’ in Nunswood. The work has previously been agreed with the Forestry Commission and CBC and will involve the planting of 125 trees using potted stock as conditions were not right for the planting of bare root stock (less expensive) including Hornbeam, Birch and Hazel.
- iv. Allotment Plots – Advertising for allotment plots has been sent to Shefford Town Council and Campton Parish Council with 1 new tenant and 2 further enquiries. The Clerk has now submitted an advertisement to the Messenger.

c. Cllr Foskett provided the following update:

- One light at the entrance of Walnut Tree Way is not connected due to ducting issues.
- Inside the Village Hall the boiler and radiators have been installed and walls are being painted. Photos will be on the website next week.
- The bar and café area are being designed and a development grant has been received which will pay for an interior designer to look at the inside of the hall.
- Stage lighting is under discussion.
- The pre-school is involved in the design and fit out of both the internal and external pre-school areas.
- Contact has been made with Beds FA regarding the football pitches and experts will be working with Croudace on the cricket green so that all are built to proper standards.
- Concerns have been raised with regards to the ‘soil tip’ at the edge of the site on the future cemetery area.

172. HEALTH & SAFETY and RISK MANAGEMENT

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

173. PROCEDURES

a. Points to note from Clerks report:

- i. GDPR update – Clerk is working on Personal Information Audit and risk assessment, IT security and risk assessment Privacy Notices, Consents, Policies, Briefing and Check list prior to meeting on 18th May.

b. Personnel Committee Terms of Reference

Proposed Cllr Smith R/Seconded Cllr Bulley. Resolved to adopt Personnel Committee Terms of Reference with the following amendments:

- *The Personnel Committee to advise the Chairman of any HR issues*
- *The Personnel Committee will be responsible for reviewing and updating the Employee Handbook and Policies.*

Carried unanimously

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c. Employment Handbook and Policies

Proposed Cllr Smith P/Seconded Cllr Merryweather. Resolved to adopt the Employee Handbook and Policies as presented but pass to the Personnel Committee to review and update. Carried unanimously

d. Community Governance Review – decision required on Parish Council response to CBC recommendations

Proposed Cllr Smith P/Seconded Cllr Chapman. Resolved that the Clerk respond to the recommendations stating the MPC wish to retain 10 councillors as a reduction would be detrimental to the function of MPC. Carried unanimously

e. DPO Services – Contract to be reviewed by Council in the light of the government’s intention to table an amendment to the new Data Protection Act avoiding the need for Parish Councils to appoint a DPO.

Proposed Cllr Chapman/Seconded Cllr Parsons. Resolved that MPC accept the proposal to appoint LCPAS as DPO for MPC and that the contract be duly signed. Carried unanimously

174. OTHER MEETINGS

None to report

175. OTHER ISSUES & MATTER ARISING

a. Letter of complaint to Croudace Homes – update on actions taken.

Council agreed to defer response on this matter to the Clerk and Cllr Foskett

b. Points to note from Clerks report:

- i. Prev. ref: 158.a - Understanding planning training course scheduled for Wednesday 16th May at Mount Pleasant Golf club starting at 7:30pm. Currently have 8 confirmed attendees.
- ii. Prev. ref: 158.b – Defibrillator training scheduled for Thursday 31st May at the Village hall starting at 11:00am. Advertisement provided to Messenger. Currently have 10 confirmed attendees.
- iii. Prev. ref: 158.d – Clerks Laptop – A new laptop to be shared by Gravenhurst and Meppershall would require BitLocker to fully encrypt the computer’s disk and flash drives to prevent unauthorized users from accessing data if it is stolen or lost. There should be no other data protection issues.

Council agreed that the Clerk and Cllr Foskett will provide options and information on what can be purchased.

Cllr Read left the meeting

176. FINANCE

a. Points to note from Clerks report:

- i. Finance Working Group met on 19th April to review 2017-2018 accounts. The following recommendations were made:
 - Change of name to nominal code 1004 to New Village Hall contribution
 - 2018-2018 budget figure for nominal codes 4002 PAYE and 4003 Employee NI be merged in 4000 Clerks Remuneration
 - Journal cost of cantilever swing from 4250 Playing Fields to 4902 New Fixed Assets
 - Recommendation of Earmarked Reserves for 2018-2019
- ii. National Joint Council for Local Government Services has reached agreement on new pay scales for 2018-2019 to be implemented on 1 April 2018. MPC were advised of

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this on 18th April 2018 after the Clerks pay date in April therefore an amendment is required to our Standing Order Instructions and the clerk is due some back pay for April 2018. The clerk has suggested not amending the standing order instruction for pension contributions as any underpayment can be made in March 2019 in one lump sum.

b. Document approval - journal entries, bank reconciliation and bank statements were reviewed and authorised by Cllr Foskett, Finance Spokesman.

c. Statement of Movement in Reserves 2017-2018 and Proposed Reserves for 2018-2019
Proposed Cllr Merryweather/Seconded Cllr Parsons. Resolved that the movement in reserves 2017-2018 and proposed reserves for 2018-2019 be accepted. Carried unanimously

d. 2017-2018 Annual Accounts and audit update

A summary of the final 2017-2018 accounts was presented to Council. The annual internal audit will be conducted on 24th May 2018. The Clerk will present the Annual Governance and Accountability Return 2017/18 to Council at the June meeting.

e. Grant requests

None

f. Standing Orders and Direct Debits

Proposed Cllr Foskett/Seconded Cllr Chapman. Resolved that the revised schedule of payments for standing orders and direct debits 2018/19 be approved and authorised for payment until 15 September 2018. Carried unanimously

g. Orders for the payment of money

Proposed Cllr Smith R/Seconded Cllr Parsons. Resolved that the schedule of payments as presented be approved and authorised. Carried unanimously.

Payment requests received before agenda published			Meeting Date: 14th May 2018	
Payment No:	Payee	Purpose	Amount	Posted
BACS98	Greyhound Leisure Ltd	Goal Post Installtion - Old Road Meadow	£480.00	
BACS99	Arena Stationers	Stationery (Paper, Box Files and Ink Toner)	£174.57	
BACS100	LCPAS	DPO Services	£125.00	
BACS101	Robinson & Hall LLP	Legal Services - Monitoring of work to Vhall	£3,919.38	
BACS102	CBC	RMF 2016/17 High Street traffic calming	£2,500.00	
BACS103	A Marabese	Amendment to salary		
BACS104	A Marabese	Expenses	£103.16	
Payment requests received after agenda published				
BACS105	P Carne	Allotment maintenance - April 2018	£40.50	

177. 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.
