

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL
HELD IN THE VILLAGE HALL ON MONDAY 11TH JUNE 2018

PRESENT: **Councillors:** Chapman (in the Chair), Bulley, Foskett, Merryweather, Parsons, Read, Smith P, Smith R, Thomason and Thompson
 The Clerk: A Marabese
 Others: Ward Councillors Brown and Liddiard. 19 members of the public.
The Chairman declared the meeting open at 7:45pm.

178. APOLOGIES FOR ABSENCE

None

179. CHAIRMANS ANNOUNCEMENTS

None

180. 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 requests for dispensation received.

181. DELEGATION ARRANGEMENTS

- a. Appointment of Governor to Meppershall Academy
Proposed Cllr Chapman/Seconded Cllr Bulley. Resolved that Cllr Thompson be the appointed Governor to Meppershall Academy. Carried unanimously.
- b. Appointment of Procedures Working Group Spokesman
Proposed Cllr Chapman/Seconded Cllr Read. Resolved that Cllr Thompson appointed as procedures working Group Spokesman. Carried unanimously.
- c. Formation of Procedures Working Group membership
Council agreed that a working group was not required, and that Cllr Thompson and the Clerk would continue working together in this area.

182. MINUTES

Proposed Cllr Smith R/Seconded Cllr Thomason. Resolved that the minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 14th May 2018 are an accurate record of the proceedings (minor typing errors to be rectified and insertion of word 'Vice' into resolution 162.a) 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 Liddiard advised the meeting that:

- Potholes found in Fildyke Road will be reported to CBC .
- CBC Highways are requesting clarification on which speed signs in the village need replacing? *Flashing speed warning signs and the 30mph signs need replacing / cleaning.*
- MPC response to the governance Review has been received and accepted by CBC.
- Meppershall Academy has been consulted on the future of school structure in Bedfordshire (3 & 2 tier options). A Schools for the Future update is expected in July 2018.

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL
HELD IN THE VILLAGE HALL ON MONDAY 11TH JUNE 2018

- The decision to grant outline planning application to CB/17/03887/OUT – Stocken House, 59 Shefford Road is disappointing and has far reaching consequences.
- Luton Borough Council is still refusing to say that CBC have co-operated in the preparation of the Local Plan. The duty to co-operate is not the same as a duty to agree. Inspector Hayden has been appointed to review the Local Plan.

Parishioners made the following comments and asked the following questions:

- When will the risk assessment for Old Road Meadow playing area be discussed? *As part of item 187.a*
- Will the Meppershall Green Infrastructure Plan be re-written? *Yes, this is part of the Neighbourhood Plan and work will start on this shortly.*
- What can be done by residents and to prevent further damage to the allotments and in other areas of the village? *It is imperative that residents report all issues of anti-social behaviour to the Police asap on 101 or 999 (as appropriate) as this is the only way that the Police can evaluate the scale of the issue in the village and allocate appropriate resources to assist in prevention. Residents could reinstate an active Neighbourhood Watch in the village. The Parish Council will look at security at the allotments and will also write to Beds Police and CBC regarding the issues experienced. The Clerk will also aim to meet with the local community policing team.*

Standing orders were reinstated at 8.45pm

REPORTS FROM WORKING GROUPS

183. PLANNING AND HOUSING

a. Approvals/Refusals/Withdrawals received since last meeting

- i. CB/18/00756/VOC - Land adj to 23 Shefford Road - Removal of conditions 10 & 11 of Planning Permission CB/17/02143/FULL dated 5/7/17 – *Granted*
- ii. CB/EN/18/0154 - 4 High Street – *Closed as wheel washing facilities are in place and being used accordingly. Furthermore, the container on site does not require permission to be on site as it is covered under permitted development rights*
- iii. CB/17/03887/OUT – Stocken House, 59 Shefford Road – Demolition of dwelling and erection of 145 dwellings. *Granted outline planning permission*

b. Appeals

- i. Update on CBC position regarding granting of outline planning permission to CB/17/03887/OUT – Stocken House
Outline planning permission granted on appeal. CBC will be seeking a judicial review and are currently appointing legal counsel. Once a judicial review has been registered development cannot go ahead. The process may incur costs of circa £60k to CBC. A lesson to learn from this is that proving sustainability is difficult without hard evidence. Agreed by Council that the Clerk will make representation to the Planning Inspectorate regarding the inconsistency in Inspectors decision making. The Clerk has requested details on the developer obligations / S106 agreement from CBC Planners.
- ii. CB/EN/18/0237 – The Village Hall – Alleged non-compliance with approved plans CB/16/01769/FULL re: proximity between boundary and new housing development. Notified 5/6/18 enforcement closed as no breach of planning control

c. Applications since last Council meeting for consideration

- i. CB/18/01786/FULL – Land between 10 and 12 Hoo Road – Residential development of 2 three bedroom detached houses with garages

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL HELD IN THE VILLAGE HALL ON MONDAY 11TH JUNE 2018

Proposed Cllr Smith P/Seconded Cllr Thomason. Resolved that there are no objections to this planning application. Carried unanimously.

d. Other Planning Matters for consideration

i. Points to note from the Clerks report:

- Prev. ref: 151.e.ii – The hedge on the footpath side of land adjacent to 23 High Street has been re-planted.
- Prev. ref: 151.e.vi – No response received yet from BCCG regarding letter sent to them about S106 contributions being used for Stondon Surgery. Meeting was scheduled for 22nd May and an update has been requested.
- Planning application CB/18/01926/FULL – 15 Shillington Road – Erection of 9 dwellings and formation of vehicular and pedestrian access with associated landscaping arrived after issue of agenda. Response is required by 3rd July, but the Clerk will request an extension to 25th July.

Proposed Cllr Parsons/Seconded Cllr Chapman. Resolved that if an extension is not permitted the Clerk will respond on behalf of Council within the time limit given with the assistance of Cllr Smith P. Carried unanimously.

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

The next meeting is to be scheduled shortly.

184. NEIGHBOURHOOD PLAN

a. Report from Cllr Thomason

Cllr Thomason reported a steering group meeting was held last week. Monies from the grant application are now in the MPC account. The team will be attending MeppFest on 14th July at Meppershall Academy as an opportunity to publicise the Neighbourhood Plan and in particular as part of it; the Green Infrastructure Plan, Housing Needs Survey and What's your view of Meppershall photographic competition. An specific email address for communicating with the group will also be set up

b. Review of Neighbourhood Plan Terms of Reference

Proposed Cllr Smith P/Seconded Cllr Chapman. Resolved that Neighbourhood Plan Terms of Reference be adopted for a further 12 months. Carried unanimously.

185. HIGHWAYS AND TRANSPORT

a. Cllr Smith R reported that:

- i. Road closures (A505 at Offley, 8-9 June 20:00 – 05:00 / A602 at Deadman's Cross, 11-15 June / Station Road in Lower Stondon, 2-6 July / Handscombe End Road in Shillington, 5-6 July)
- ii. Unfortunately, the new timetable introduced in May proved inoperable, resulting in numerous cancellations. Arlesey was badly affected. For the time being, weekend services will run to Kings Cross rather than St. Pancras. An interim Monday to Friday timetable is being developed, and as Chairman of the Hitchin Rail User Group Cllr Smith R will be meeting with Govia on 12th June to press for cancellations at Arlesey to be covered by additional stop in the Kings Cross to Peterborough service
- iii. The footpath between the 4 High Street development and the village stores / Post Office has completely broken up.

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

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL
HELD IN THE VILLAGE HALL ON MONDAY 11TH JUNE 2018

first instance. Once they have a template of the sign they will forward to us. This is currently with the Highways team.

- 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? The Clerk reported that there are 2 contributions that CBC have agreed to fund. One contribution to MPC is outstanding. The residents in question have signed an agreement stating that they confirm that they 'will provide a contribution of £250 towards the cost of the upgrade of Hoo Road'. A response was received on 7/6/18 stating that they will pay by the end of June.

186. ENVIRONMENT AND LEISURE

a. Report from Cllr Merryweather

Nothing to report

b. Points to note from Clerks report:

- i. Prev ref: 154.b.i – Seasonal Vegetation Clearance footpaths - The Clerk has been contacted by the Rights of Way team who have sent purchase orders for 2017/18 and 2018/19. They have also requested a meeting with the Clerk on 28th June to discuss future plans.
- ii. Nunswood correspondence – CBC have not granted the application by 'The friends of Nuns Wood' to make Nunswood a community asset. Polehanger Farms have commenced refencing on the external boundary of the wood, adjacent to the permissive path. Machinery is being used for weed/bramble clearance for the new fence posts. No work is being carried out within the wood itself.
- iii. Allotment Entrance High Gate - The Clerk and Mr Carne have been asked by a resident to provide the high gate combination lock number as the resident believes they have the right to use the track as access to the back of their property. This has so far been withheld pending consultation with Council.
Proposed Cllr Parsons/Seconded Cllr Thompson. Resolved that the Clerk publish a policy and procedure on the Allotment Track access to include; request to open the high gate must be made in writing giving 7 days-notice and track access is not for tall vehicles. The Clerk should also review and recommend any changes required to signage. Carried unanimously.
- iv. Allotment plot vandalism – Several Plot holders found damage to both their plots and sheds on Sunday 10th June (vandalism committed 9th June). The Police have been informed by some plot holders. The Council may need to consider additional security on site. Council agreed that the Clerk should investigate options for increasing security (fencing and CCTV) and present them to Council.

c. Discussion on items to be included in Meppershall's Leisure Strategy

Items to be costed for potential inclusion in the Leisure Strategy were:

- Petanque green
- Tennis court
- Allotment Eco toilet
- Allotment security fencing, lights and cameras
- Updated water supply at allotments

d. Cllr Foskett provided the following update on the new Village Hall development:

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL HELD IN THE VILLAGE HALL ON MONDAY 11TH JUNE 2018

- On 9th and 10th June windows were smashed, fire extinguisher were let off and expanding foam guns were emptied in the new village hall building. The individuals carrying out these actions were captured on CCTV and have been visited by the Police.
- Heating system is in, painting is in progress as is stage lighting.
- Plans for the playing pitches needs to be finalised. There is room for 1 league side football pitch (with 2x 5-side pitches across it) and a cricket square with 3 x wickets or a junior pitch if a cricket square is not required. There are 2 proposals regarding layout (Croudace v Robinson Hall).

Proposed Cllr Merryweather/Seconded Cllr Chapman. Resolved to install cricket drainage but to defer the decision of layout to the Clerk based upon councillor feedback from after receiving revised drawings via Cllr Foskett showing that a junior football pitch can be accommodated in the layout instead of a cricket square in the future. Carried unanimously.

187. HEALTH & SAFETY and RISK MANAGEMENT

a. Points to note from Clerks report:

- i. Prev. ref: 155 – Land search / registry is still outstanding
- ii. Old Road Meadow Play Areas – The Clerk and Cllr Chapman conducted a risk assessment of the areas and will once costed make the following recommendations to Council:

- Grass is cut from the entrance in line with the litter bin
- Signs required - New 'play area', 'no ball games beyond this point', 'beware unfenced bog area – caution required during times of high rainfall', 'Orchard sign'.

Proposed Cllr Thompson/Seconded Cllr Merryweather. Resolved to cut grass as recommended and provide costs to Council for updated signage. Carried unanimously.

188. PROCEDURES

a. Points to note from Clerks report:

- i. GDPR update – Clerk attended GDPR workshop on 18th May. Project Plan and Personal Information Audit and risk assessment completed. Draft IT security and risk assessment, Privacy Notices, Consents, Policies, Briefing and Check lists to be issued for review.

Proposed Cllr Merryweather/Seconded Cllr Thompson. Resolved that the Clerk issue as required all documentation. Carried unanimously.

189. OTHER ISSUE, MEETINGS & MATTER ARISING

a. Points to note from Clerks report:

- i. Prev. ref: 158.a - Understanding planning training course was attended by 10 people and was extremely interesting and informative. Slides have been circulated to Councillors.
- ii. Prev. ref: 158.b – Defibrillator training was attended by 18 people. Again, interesting and informative.
- iii. Prev. ref: 158.d – Clerks Laptop – Specification for purchase not agreed yet.

b. Community Priority Setting Meeting - Invitation to attend on 14th August and return of Police Parish Priority Setting Form

Agreed that Cllr Thompson would attend the meeting and that parish priorities should be; geographical ASB, visible policing, speeding and drug use.

Cllr Read left the meeting

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL
HELD IN THE VILLAGE HALL ON MONDAY 11TH JUNE 2018

190. FINANCE

a. Points to note from Clerks report:

- i. Internal Audit of 2017/18 account has been completed – no issues identified.

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

c. 2017-2018 Annual Accounts and audit update

- i. Approval of the Internal Auditor Corporate Governance Questionnaire
Proposed Cllr Chapman/Seconded Cllr Foskett. Resolved that the Internal Auditor Governance Questionnaire be approved and signed by the Chairman. Carried unanimously.
- ii. To receive internal auditors report
Proposed Cllr Foskett/Seconded Cllr Thomason. Resolved that the Internal Auditor report as presented be accepted. Carried unanimously.
- iii. Approval of the Annual Governance Statement 2017/18
Proposed Cllr Smith P/Seconded Cllr Thompson. Resolved that the Annual Governance Statement 2017/18 be approved and signed accordingly. Carried unanimously.
- iv. Approval of the Accounting Statements 2017/18
Proposed Cllr Foskett/Seconded Cllr Thompson. Resolved that the Accounting Statement 2017/18 be approved and signed accordingly. Carried unanimously.
- v. Confirmation regarding the Exercise of Public Rights to inspect
The Clerk advised that the Exercise of Public Rights to inspect the Council's accounts will start on 15th June and end on 26th July. Notices will be on the website this week.

d. Grant requests

None

e. Orders for the payment of money

Proposed Cllr Merryweather/Seconded Cllr Thomason. Resolved that the schedule of payments as presented be approved and authorised. Carried unanimously.

Payment requests received before agenda published			Meeting Date: 11th June 2018	
Payment No:	Payee	Purpose	Amount	Posted
BACS106	Mount Pleasant Golf Club	Room Hire and refreshments - planning course	£63.00	
BACS107	Auditing Solutions Ltd	Internal Auditor Fees	£432.00	
BACS108	Paul Carne	Allotment Maintenance - May 2018	£120.50	
BACS109	Rialtas Business Solutions Ltd	Alpha software maintenance	£142.80	
Page 1				
Payment requests received after agenda published				
BACS110	A Marabese	Additional hours - May Nplan	£32.16	
BACS111	HMRC	Q1 Tax and NI (payable before 22/07/18)	£329.47	
BACS112	Wave	Allotment water	£70.17	
BACS113	Wave	Allotment water	£12.10	
Note: Approved standing orders/direct debits not included in payments list			TOTAL	£1,202.20
Sensitive personal data protected				

- f. **Private session of Council not open to the public** – To discuss Information relating to action to be taken in connection with the prevention of crime (as per Schedule 12A of the Local Government Act 1972 – point 7). Minutes notes private and confidential.

191. CLOSE OF THE MEETING

The Chairman declared the meeting closed at 10:30pm

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