

# MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL  
HELD IN THE VILLAGE HALL ON MONDAY 23<sup>RD</sup> JULY 2018

**PRESENT:**      **Councillors:** Chapman (in the Chair), Bulley, Merryweather, Parsons,  
Read, Smith P, Smith R and Thompson  
                  **The Clerk:**      A Marabese  
                  **Others:**          Ward Councillor Brown. 15 members of the public.

The Chairman declared the meeting open at 7:55pm.

## 197. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from councillors Thomason and Foskett, and also from Ward Councillor Liddiard

## 198. CHAIRMANS ANNOUNCEMENTS

The Chairman asked councillors if planning application CB/18/02705/FULL 18 Shefford Road could be added to the agenda as item 201.b.iii. Councillors agreed to add as requested.

## 199. MEMBERS INTERESTS

- a. To receive declarations of interest from councillors on items on the agenda  
Cllr Smith P declared an interest in item 201.b.iii
- b. To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c. To grant any requests for dispensation as appropriate  
No requests for dispensation received.

## 200. MINUTES

- a. *Proposed Cllr Bulley/Seconded Cllr Smith R. Resolved that the minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 11<sup>th</sup> June 2018 are an accurate record of the proceedings and that they be signed by the Chairman. Carried.*
- b. *Proposed Cllr Bulley/Seconded Cllr Thompson. Resolved that the minutes of the Extraordinary Meeting of Meppershall Parish Council held on Monday, 2<sup>nd</sup> July 2018 are an accurate record of the proceedings and that they be signed by the Chairman. Carried.*

**At this point (7:55pm) the Chairman suspended Standing Orders to receive reports from Bedfordshire Police, 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.**

The Clerk provided apologies from PCSO Hoggard, who due to a priority call was unable to attend the Parish Council meeting. PCSO Hoggard did however forward a crime / incident log for dated 1/6/18 to 22/7/18 that listed all issues reported to the Police for Meppershall during the period. The Clerk was asked to confirm the meaning of the word 'DISPOSED' as shown on the log.

Ward Councillor Brown advised the meeting that:

- Local Plan – An Inspector has been appointed whose first task in late October will be to determine if the 'Duty to Co-operate' has been met. If OK, then further evaluation of the Plan will take place and hopefully findings will be published in early 2019.
- CBC Farms Estates – Currently CB has 4,700 acres of farm land at its disposal and has commenced a consultation into how they would be best used. The intention is to hold upwards of 2,000 acres for future generations. Consultation ends August 19<sup>th</sup>.
- Crematorium – CBC has selected a site to provide crematorium services from within our area by the end of 2021.

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- Schools for the Future – A move to a two-tier system is likely with confirmation of the outcome of the consultation expected in late summer. This will affect all 21 schools in the Shefford / Stotfold cluster.
- Gully cleaning – Ringway Jacobs have completed mapping the location of roadside gullies in Central Bedfordshire with the final number in excess of 50,000. Gully cleaning will need to be maintained if gullies are to be fit for purpose in the future.
- Planning Potential – Cllrs Liddiard and Brown both attended a recent public consultation event concerning development on the Shefford Road site allocated in the submitted Local Plan. This site will be difficult to reject on technical planning grounds, so everyone should concentrate on what the site can best provide for the village. Cllr Brown was asked if a decision on the Shefford Road development could be held in abeyance pending the outcome of the Gladman action, but was advised that it would have no effect.

Parishioners made the following comments and asked the following questions:

- The footpath that leads from Fildyke Road to the allotments is overgrown and needs maintenance. Can the Parish Council resolve? *Clerk to look into*
- Can the incident log from Bedfordshire Police be provided on a regular basis? *Clerk to investigate*
- If the PC does decide to adopt a policy of talking to prospective developers before they have applied for planning permission, and does so because the PC wants to have some influence on how the S106 money may be spent, what safeguards and guarantees will be put in place, to ensure that the 'Wish List' for the money (as it has been termed), actually reflects what the parishioners of Meppershall would want the S106 money to be spent on? *Cllr Chapman – The Parish council is trying to develop a 'wish list' for the village and is hoping that residents will contribute ideas.*
- If an application for planning permission is lodged by Inland Homes in the next couple of months will the Parish Council, before it sends in its response, consult the residents of Orchard Close and Shefford Road who would feel most affected by this application? And what steps will the PC take to protect the interests of these residents, and represent their views in commenting on the detailed plans? *Cllr Chapman – All resident can make direct representations to CBC on planning applications and forward a copy of their representation to the Parish Council who will listen to the views of residents.*
- What new play equipment will be installed onto the new play area behind the village hall? Will there be adult exercise equipment?
- Will the Parish Council be providing a grant this year to the village hall? *Clerk – No grant application has been submitted for 2018-2019 for the village hall.*
- The Croudace site is starting work at 7:30am and not 8.00am. Can the Parish Council contact CBC Planning Enforcement about this?
- The pedestrian footpath outside the village stores is disintegrating. Can the Parish council contact Highways regarding this?
- Bramble along the Crackle Hill path have become overgrown. Not sure if responsibility falls to Aragon Housing or CBC. Can the Clerk investigate?

Standing orders were reinstated at 8.30pm

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## REPORTS FROM WORKING GROUPS

### 201. PLANNING AND HOUSING

#### a. Appeals and Enforcements

- i. CB/17/03887/OUT – Stocken House, 59 Shefford Road – Demolition of dwelling and erection of 145 dwellings.  
Cllr Brown reported that CBC have decided to request a judicial review on the decision made by the Planning Inspector and are preparing papers for submission.
- ii. CB/17/02186/LDCE – Arran Park Fishery – LDCE for use of land as recreational fishery and siting of 2 No. associated caravans. AP/P0240/X/18/3135042 Planning inspectorate appeal based on written representations.  
*Proposed Cllr Smith P/Seconded Cllr Chapman. Resolved that the parish Council has no additional comments to make regarding this appeal. Carried*

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

- i. CB/18/01926/FULL – Land adjacent to 15 Shillington Road – Erection of 9 dwellings and formation of vehicular and pedestrian access with associated landscaping  
*Proposed Cllr Smith P/Seconded Cllr Smith R. Resolved to continue to oppose this planning application and submit the letter as drafted by Cllrs Smith and Bulley. Carried*
- ii. CB/18/02230/FULL – Sandy View, Shefford Road – Demolition of existing bungalow and erection of two 4-bedroom detached houses with garages  
*Proposed Cllr Smith P /Seconded Cllr Smith R. Resolved that there are no objections to this application. Carried*
- iii. CB/18/02705/FULL - 18 Shefford Road - Hip-to-gable loft conversion  
*Proposed Cllr Chapman/Seconded Cllr Merryweather. Resolved that the Council object due to windows overlooking adjacent properties (Nos. 16, 18a, 18b and 20 overlooked by rear elevation windows / No 20 overlooked by north elevation windows)*

#### c. Other Planning Matters for consideration

- i. Points to note from the Clerks report:
  - Planning application decisions made since last meeting

CBC Application ref:	Location	Proposal	CBC Decision
CB/18/00536/LDCE	Land rear of, 70 Fildyke Road, Meppershall, SG17 5LU	Lawful Development Certificate Existing: Permanent residential dwelling house	Granted
CB/18/01786/FULL	Land between 10 and 12 Hoor Road, Meppershall, SG17 5LP	Residential development of 2 three bedroom detached houses with garages	Granted

- Enforcement decisions made since last meeting

Enforcement Case No.	On Notice	Location	Decision
CB/EN/18/0301	Alleged breach of conditions attached to planning permission ref: CB/16/05715/FULL (fence erection and site clearance)	Woodview Nurseries, Shefford Road, Meppershall, SG17 5LL	No breach

- ii. Cllr Parsons to provide update on meeting with BCCG and Stondon Surgery Meeting held on 17<sup>th</sup> July with BCCG, Stondon Surgery representatives and local parish councils (Stondon, Henlow, Shillington and Meppershall). It was a useful meeting as the BCCG were working from inaccurate information regarding patient catchment (both Shillington and Gravenhurst excluded from map). Some S106 money has already been assigned to the surgery which expires next year but the Surgery want to have a survey carried out by an architect to identify what can / cannot be done on site. The BCCG have agreed to look into S106 monies and have asked the Surgery management team to seek quotes for re-development of the site. Important to remember that the BCCG need to take a wider view of the whole area but the most important thing to

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come out of the meeting was that they have undertaken to set up a liaison group between the Parish Councils and surgeries of Stondon, Shefford and Stotfold.

iii. To consider projects for inclusion in a section 106 / CIL 'wish list'.

Proposals made at the meeting:

- Safe way of crossing the A507
- Speed reduction measures for Shefford Road
- Self-build plots given to the Parish Council.

Cllr Read left at 9:00pm

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

MAG members have arranged a meeting with Andrew Davie of CBC regarding how to put forward objections to planning applications in a more robust manner.

## 202. NEIGHBOURHOOD PLAN

**a. Report from Cllr Thomason**

Cllr Thomason reported that MeppFest attendance had been a success with 50 surveys completed. The group are starting work on a revised Green Infrastructure Plan. Next meeting planned for 8<sup>th</sup> August.

## 203. HIGHWAYS AND TRANSPORT

**a. Cllr Smith R reported that:**

- i. Road closures - Chapel Road, Meppershall (the railway bridge): 10-21 September, Ivel Road, Shefford: 17-21 September and Herts County Council has also taken powers to close the A600 from the county border to beyond the Ickleford junction in Hitchin, on dates to be announced.
- ii. Rail - On 16 July, GTR introduced an interim timetable. It is less than the full May timetable, but cancellations have been few, and late running generally caused by track or signalling problems that are a Network Rail responsibility.
- iii. Major projects - A428. Subject to development consent, construction of the A428 from Black Cat to its junction with the A1198 at Caxton Gibbet is now planned for 2021/2022, following completion of the A14 project.
- iv. Major projects - East West Rail. An application to permit completion of the western section of East West Rail from Bicester to Bletchley, is expected on 27 July. A route for the Central section from Bedford to Cambridge is expected in October.

**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. This is currently with the Highways team.
- ii. 185.c – Hoo Road Resurfacing - There are 2 contributions that CBC have agreed to fund. The outstanding contribution due to MPC, has now been received and banked.
- iii. Wanderbus – message of thanks received for support of Wanderbus after the launch of their new bus on 17th July 2018.
- iv. Luton Airport - London Luton Airport Limited (LLAL) has sent details of their consultation on the potential expansion of the airport which closes on 31st August 2018. During this consultation period, local communities and stakeholders will be able to view and comment on the plans by visiting: [www.futureluton.llal.org.uk](http://www.futureluton.llal.org.uk)

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## 204. ENVIRONMENT AND LEISURE

### a. Report from Cllr Merryweather

Cllr Merryweather asked to review the specification for new play equipment to be installed behind the new village hall and also to attend meetings with the Village Hall Trustees and the developer concerning specification and installation.

### b. Points to note from Clerks report:

- i. Prev. ref: 154.b.i – Seasonal Vegetation Clearance footpaths - The Clerk and Cllr Foskett met with Chris Nicols of CBC on 28th June. Meppershall are unique as a Parish Council in cutting urban footpaths and CBC will not contribute after the 2018/19 financial year. MPC currently cut 6 times per year at a cost of £123.60+VAT per cut. The SVC contribution from CBC is currently £310.08 per year. It was agreed that for 2019/20 CBC would arrange to cut 3 times per year as standard and MPC would organise 3 additional cuts. This represents a cost saving to MPC.
- ii. Prev. ref. 186.b.iv. - Allotment plot security – Quotations requested (one from a Meppershall based supplier) for fencing along allotment tract and main entry (not high gate removal). Still to progress CCTV requirement.
- iii. Prev. ref. 186.d – Playing field layout – Unable to make decision on layout as revised drawings showing that a junior football pitch can be accommodated in the layout instead of a cricket pitch pending from Croudace.
- iv. 204.d. – New Leisure Strategy documents issues and circulated to Council. Quotation obtained for tennis court.
- v. Polehanger Farm - Council approved works took place on 17th and 18th July to clear overhanging branches along a section of the public footpath running across the farm near the Shefford end of the River Hit. Signage and appropriate diversions in place.
- vi. Grass cutting – Grass cutting invoices for 2018/19 show an increase of 1.5% on 2017/18 prices. Having checked the tender prices this is correct. Despite this increase we will remain within budgeted spend.
- vii. Correspondence received from GKW Sports on proposal to operate the future council sports facilities and part of the village hall.
- viii. Correspondence from Howard Cottage Housing Association requesting cutting back of hedge at gate post so that they can install a new gate. Mr Carne has been asked to do the work.

### c. To consider tree removal at corner of Fowlers Drive and the High Street

The Whitebeam tree at Fowlers Drive has been cut back from overhanging 30 High Street after complaints from residents. The tree will be trimmed at the end of year when the leaves have fallen, and its shape is clearer. It has some dead branches, but these are small and not likely to be of danger to the public. In the same location there is an Acacia tree that started as a sapling off a dying tree which has long gone. The Clerk and Mr Carne propose either cutting back the Acacia or removing it totally at the end of the year as neither tree is shown at its best due to the cramped location and the Whitebeam would be best kept. *Council agree to remove the Acacia.*

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

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

- Allotment water tanks
- Additional play / exercise equipment

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## **e. Cllr Foskett to provide Village Hall update**

Via the Clerk Cllr Foskett provided the following update:

- External scaffolding has been removed and outside work is complete
- Laying of the vinyl floor in toilets and showers to commence followed by sanitary ware
- Electricians are installing light fittings and completing IT network cabling.
- Completion of the building is scheduled for the end of October.

## **205. HEALTH & SAFETY and RISK MANAGEMENT**

### **a. Points to note from Clerks report:**

- i. Prev. ref: 155 – Land search / registry is still outstanding
- ii. Prev. Ref. 187.a.ii - Old Road Meadow Play Area – Grass cutting actioned by contractor. Signage quotations pending from Broome Signs ('play area', 'no ball games beyond this point', 'beware unfenced bog area – caution required during times of high rainfall', 'Orchard sign'). Annual play equipment inspection due end of August / beginning of September and being organised with Playground Inspections (previous suppliers of inspections as Fosters Field).

## **206. PROCEDURES**

### **a. Points to note from Clerks report:**

- i. GDPR update –Draft IT security and risk assessment, Privacy Notices, Consents, Policies, Briefing and Check lists going through final review before issuing.
- ii. Freedom of Information - Request received regarding viewing of risk assessments on Old Road Meadow playing area. The Clerk and Chair are dealing with the request.
- iii. Prev. Ref. 186.b.iii. Request for access to Parish Council property policy and procedure in progress.

### **b. To approve Policy on Engagement with Developers as distributed**

It was noted by Cllr Bulley that to suggest that engagement with developers means that the Parish Council would support all development is a distortion. This policy simply provides a framework to work within.

*Proposed Cllr Bulley/Seconded Cllr Thompson. Resolved to adopt the Policy on Engagement with Developers as distributed. Carried*

## **207. OTHER ISSUE, MEETINGS & MATTER ARISING**

### **a. Points to note from Clerks report:**

- i. Prev ref: 158.d – Clerks Laptop – Specification for purchase in conjunction with Gravenhurst Parish Council has been submitted and quotations are pending.

## **208. FINANCE**

### **a. Points to note from Clerks report:**

- i. Exercise of Public Rights to inspect the Council's accounts continues until 26th July 2018.
- ii. Prev. Ref 190.f. Finance Working Group to meet week commencing 3rd September to review financial affairs and make recommendations to Council regarding items purchased for use in the Village Hall.

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iii. CBC have issued a remittance advice for SVC contributions f2017/18 and 2018/19, totalling £620.16.

**b. Document approval** - journal entries, bank reconciliation and bank statements were reviewed and authorised by Cllr Smith P, Finance Working Group member.

**c. Orders for the payment of money**

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

Payment No:	Payee	Purpose	Amount
<b>Payments made prior to meeting 23rd July 2018</b>			
BACS114	Meppershall Academy PTA	NP Stall at Meppfest	£20.00
SVCHRG1806	Unity Trust Bank	Service Charge	£18.00
<b>Payment requests received before agenda published</b>			
BACS115	Paul Carne	June Allotments Maintenance	£162.00
BACS116	A Marabese	Additional hours - June NP	£24.88
BACS117	Meppershall Village Hall	Village hall hire for meetings April to July	£180.00
BACS118	Local Council Public Advisory Service	GDPR Update Presentation	£25.00
<b>Payment requests received after agenda published</b>			
BACS119	John O'Conner Grounds Maintenance	March 18 cuts	£558.26
BACS119	John O'Conner Grounds Maintenance	April 18 cuts	£516.84
BACS119	John O'Conner Grounds Maintenance	May 18 cuts	£1,825.60
BACS119	John O'Conner Grounds Maintenance	June 18 cuts	£904.28
BACS120	A Marabese	June - July Expenses	£123.22

### 209. 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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