

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL
HELD IN THE VILLAGE HALL ON MONDAY 10TH SEPTEMBER 2018

- Could Cllr Liddiard assist with informing planning enforcement that developers at 10 Hoo Road are blocking the road with lorries and fencing is dangerous? *Yes, if photos and details are provided, or this can be done online by anyone.*

On behalf of the Village Hall Trustees, Mr Birch gave the following report:

- Pre-school area – Hoped area will be completed in next 2-3 weeks to permit Ofsted inspections to take place. Target is to move in by the end of October / beginning of November.
- Other Hall areas – Decorating is taking place and decisions are now required regarding internal fit out.
- Café / Bar area - Issues with the bar area have meant changes to the layout. Discussions with the group who will be running the café from 9am – 12noon are progressing well.
- Henlow Players – Looking for a new home from 2019 and now need to have joint discussion with both MVHT and Meppershall Players to see how to move forward.
- External areas – Hoarding will come down in the next 2 – 3 weeks.
- Pitches and playing fields – MPC decided to opt for fun cricket rather than league cricket which has resulted in cost saving on installing cricket green and allowed orientation of the league football pitch to be changed to north/south.
- Croudace – There are differing views on a number of issues, but nothing is of great significance.

Parishioners and councillors made the following comments and asked the following questions:

- If there is a cost saving of circa £30k+ resulting from not installing the league cricket green where has this money gone as it could go towards the cost of providing outdoor adult gym equipment? *The money has gone into the kitty and is being re-allocated to the village hall.*
- It seems that decisions are being made regarding MPC assets without input from the MPC. Decisions cannot be made by a single councillor but must either be made by the Clerk or a properly formed committee with appropriate terms of reference to work to. Cllr Foskett is being put in a difficult position. Cllr Foskett to provide an update on this and councillors to decide on the decision-making process at the next meeting.
- Can site visits be organised? *Yes, but please remember this is still a construction site and there are limits on the number of visitors to a site visit.*
- Is there a plan for the opening? *Yes, but the format is still under discussion. Croudace are keen to have an opening event.*

Standing orders were reinstated at 9.30pm

REPORTS FROM WORKING GROUPS

214. 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 Liddiard reported that whilst CBC have submitted all information to the courts there has been no comment from the Planning Inspectorate yet. CBC are waiting for a court hearing date to be issued.

b. Applications since last Council meeting for consideration

- i. CB/18/02756/FULL - 77 High Street, SG17 5LY - Proposed demolition of conservatory & erection of single storey rear extension with raised roof line.

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Deadline for comments given to MPC was 13th September, however CBC planning portal shows this application was granted on 7th September. Cllr Liddiard and the Clerk to write to the Planning Officer.

- ii. CB/18/02810/FULL - 82 High Street, SG17 5LZ - Front extension and rear/side extension.

Deadline for comments given to MPC was 13th September, however CBC planning portal shows this application was granted on 10th September. Cllr Liddiard and the Clerk to write to the Planning Officer.

- iii. CB/18/02802/FULL - 10 Brookside, SG17 5SB - Single storey side/rear extension, Pitched roof, Alterations to front garage and entrance.
Proposed Cllr Smith P/Seconded Cllr Bulley. Resolved that MPC have no objection to this planning application. Carried

- iv. CB/18/03038/VOC - 10 Hoo Road, SG17 5LP - Variation to Condition No. 2 on application C B/18/01786/FULL - materials to be changed to: Facing brickwork: Hoskins Corum Roof covering: Mini stonewold slate grey tiles.
Proposed Cllr Smith P/Seconded Cllr Chapman. Resolved that MPC have no objection to this planning application. Carried

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/18/02705/FULL	18 Shefford Road, Meppershall, SG17 5LN	Hip-to-gable loft conversion	Granted

- CBC Planning will no longer post full documents with planning applications to the Clerk, therefore it is important that councillors review planning applications before the meeting.

- ii. Cllr Parsons was not present to personally provide an update on meeting with BCCG and Stondon Surgery.

The Clerk communicated the agreed actions resulting from the meeting held on 5th September with BCCG, Stondon Surgery and local parish council representatives;

- BCCG and CBC to develop a map of expected growth in South Ivel Valley,
- Surgery to obtain 3 quotes to understand what can be achieve with the current premises,
- Surgery to develop a collaborate service plan with the other 3 practices in the area,
- BCCG to liaise with 4 practices concerning maximum patient list size that can be accommodated in current premises,
- Include Barton Surgery in future discussions,
- Follow up meeting in 1 month.

- iii. To consider attending LCPAS training on Writing Effective Responses to Planning Consultations on 24th September in Bury St Edmunds at a cost of £40 per delegate. No -one available to attend but *Clerk to request cost and details of running another planning training course as a follow up to one already provided.*

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

MAG members have circulated report on meeting arranged with Andrew Davie of CBC regarding how to put forward objections to planning applications in a more robust manner. A meeting is scheduled soon.

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215. NEIGHBOURHOOD PLAN

a. Report from Cllr Thomason

Cllr Thomason reported that meetings continue and that the group are working towards a revised Green Infrastructure Plan. The group is however struggling with membership due to the loss of a key team member and therefore needs volunteers who can focus on specific key areas.

216. HIGHWAYS AND TRANSPORT

a. Cllr Smith R reported that:

i. Road closures - Hoo Road and Chapel Road (the railway bridge), Meppershall - 10-21 September, Shillington Road, Meppershall – 09:00-15:30 11-17 October, Ivel Road, Shefford - 17-21 September, A507 Shefford bypass (Greenway – Ivel Road) – 20:00 5 October to 18: 7 October.

ii. Speed limit changes – A421 into Milton Keynes – 40mph from 15 September to February 2019.

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. Prev. ref: 153.b.vi – The Clerk will chase CBC Highways regarding their plans to upgrade and introduce new speed indicators within the village this coming month.

c. To consider the proposal made by Cllrs Bulley and Smith R regarding a safe route for pedestrians and cyclists from Meppershall to Shefford, and that the Parish Council ask CBC Highways and Rights of Way to investigate and cost proposed solutions as part of S106/CIL contributions.

The previously circulated proposal was reviewed. It was noted that a pedestrian route to Shefford may result in the loss of free school transport for village children and that any project if considered a priority for both Meppershall and Shefford councils may carry more weight.

Proposed Cllr Smith R/Seconded Cllr Bulley. Resolved that the Clerk contact Shefford Town Council to discuss a potential project for a safe pedestrian and cycle route between Shefford and Meppershall and that Cllr Liddiard's assistance be requested to put forward any proposal to CBC.

217. ENVIRONMENT AND LEISURE

a. Report from Cllr Merryweather

Cllr Merryweather attended meetings with the Village Hall Trustees and the developer concerning specification and installation of new HAGS toddler and junior play equipment to be installed behind the new village hall as requested and is happy with items proposed.

b. Points to note from Clerks report:

i. 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.

ii. Request received from Campton Parish Council to move the bench on the footpath along the river next to Polehanger Farm and Nunswood to a safer position and could

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be used more. The bench is thought to be dangerous due to its close proximity to the river. The bench was provided by Sir Stan who lives at Woodhall Farm and was sited in memory of a gamekeeper. It was Campton PC who were responsible for its installation. The Clerk and Polehanger Farms will assist with the move once a RoW Officer is in place at CBC.

- iii. Prev. ref. 186.d – Playing field layout – As MPC has decided on a fun cricket pitch MPVH have provided drawings of the orientation of the football pitches which have been changed to north/south.
- iv. Polehanger Farms have advised that 4 Leylandii will be removed from a field edge close to the main farm buildings end of the farm on 13th September as they are becoming unsightly and dangerous. Once cleared native species will be replanted when appropriate.
- v. Cllr Merryweather obtained quotations for adult gym equipment that could be installed by Croudace if funds to purchase were found, or added to the Leisure Strategy. Quotation value for 6 items is £23,274+VAT. There is only £1,941.72 in s106 funds for outdoor sport.
- vi. New allotment tenancy agreements to be issued this month.
- vii. GKW Sports would like to meet with the Parish Council concerning their emailed proposal. *Councillors agreed that the Clerk should decline the request.*

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

Councillors agreed that the Clerk should put together the Leisure Strategy documents for review and subsequent submission.

d. Cllr Foskett to provide Village Hall update

This was provided by Mr Birch during the public session earlier.

218. HEALTH & SAFETY and RISK MANAGEMENT

a. Points to note from Clerks report:

- i. Prev. ref: 155 – Land search / registry is still outstanding. The purpose of this is to ensure all land in the parish that should belong to MPC is registered accordingly.
- ii. Prev. ref. 187.a.ii – Annual play equipment inspections organised with Playground Inspections for w/c 17th September.

b. To consider approval of signage cost (required at Old Road Meadow)

The Clerk has obtained quotations and draft layouts from Broome Signs for signage required. Quotations from another supplier to be sought. The Clerk to investigate use of s106 money to pay for the signage.

Proposed Cllr Smith P/Seconded Cllr Thompson. Resolved that signs as required be purchased. Carried

219. 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. Councillors will be asked to attend a training session on GDPR.
- ii. Prev. ref. 186.b.iii - Request for access to Parish Council property policy in progress.

220. OTHER ISSUE, MEETINGS & MATTER ARISING

a. Points to note from Clerks report:

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- i. Prev. ref. 158.d – Clerks Laptop – Quotations for purchase in conjunction with Gravenhurst Parish Council have been received. Decision by Gravenhurst pending.
- b. To consider attendance (2 representatives) at BATPC Annual General Meeting on Thursday 18th October 2018 at 7.30 pm in Cople Village Hall, Cople, MK44 3TT. *Councillors agreed that Cllr Smith and, if available, Cllr Parsons would attend.*
- c. To consider marking the Centenary of the end of the Great War by purchasing and siting one or more of either the ‘There But Not There’ or the ‘Silent Silhouettes’ figures or name plaques. *Councillors agreed not to proceed with purchase.*

221. FINANCE

a. Points to note from Clerks report:

- i. Prev. ref. 190.f - Finance Working Group met week commencing on 6th September regarding items purchased for use in the Village Hall. As councillors who attended the meeting will not be present today, this item will be deferred to our next meeting.

b. Finance Working Group Report

- i. Reviewed budget v actual (copy circulated to councillors). YTD actual income is £49,199 v budgeted £45,072 (due to NP Grant). Actual expenditure so far this year is £13,957 v a budgeted full year spend of £45,065 and does not include invoices to be authorised at this meeting.
- ii. Current s106 funds available were identified with the Clerk asked to confirm what cycle network and village hall funds can be used for.

c. Accounts 2017-18 – Notice of Conclusion of Audit and AGAR availability for inspection

Mazars, the external auditor, has concluded the audit of accounts for MPC with no issues identified. A notice and copy of the AGAR will be added to the website.

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

e. Standing order and direct debit

Proposed Cllr Chapman/Seconded Cllr Thompson. Resolved that Standing orders and direct debits be approved until March 2019, except standing order SO02 which is approved until December 2018. The Clerk to organise a Personnel Committee meeting to discuss current issues. Carried

f. Orders for the payment of money

Proposed Cllr Thompson/Seconded Cllr Chapman. Resolved that the schedule of payments as presented be approved and authorised. Carried.

Meeting Date: 10th September 2018				
Payment No:	Payee	Purpose	Amount	Posted
Payment requests received before agenda published				
BACS121	Robinson & Hall LLP	Legal Services - monitoring of work to v hall project	£3,765.00	
300547	Society of Local Council Clerks	CILCA Qualification Portfolio submission	£167.00	
BACS122	Mazars LLP	External Auditor Fee	£240.00	
BACS123	P Carne	Allotment Maintenance July and August	£93.25	
BACS124	D Foskett	Bravebits - website software	£83.55	
Payment requests received after agenda published				
BACS125	Anglian Water Business Ltd t/a Wave	Wry Close Allotment water to 1/9/18	£743.86	
BACS126	Anglian Water Business Ltd t/a Wave	Allotments water 2 to 1/9/18	£68.56	
BACS127	Qbic Internet Solutions	Website costs	£119.99	
			TOTAL	£5,281.21

Note: Approved standing orders/direct debits not included in payments list

222. CLOSE OF THE MEETING

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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.
