

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL HELD IN THE VILLAGE HALL ON MONDAY 12TH NOVEMBER 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 Liddiard. 12 members of the public.

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

236. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Ward Councillor Brown.

237. CHAIRMANS ANNOUNCEMENTS

a. Structure of meeting and observance of Standing Orders – The Chair requested that councillors and members of the public adhere to time limits when addressing Council and that members of the public should not interrupt proceedings.

238. MEMBERS INTERESTS

- a. To receive declarations of interest from councillors on items on the agenda
- i. Cllrs Smith P, Thomason, Smith R and Chapman declared an interest in 247.b should the 2016 Social Club grant be submitted for discussion.
 - ii. Cllr Foskett declared an interest in 240.a.v
- b. To receive written requests for dispensations for disclosable pecuniary interests (if any)
- i. Cllr Merryweather and Thomason submitted dispensations
- c. To grant any requests for dispensation as appropriate
- i. Cllr Merryweather granted dispensation to participate in meeting discussions concerning the Social Club (no voting rights) for this meeting only.
 - ii. Cllr Thomason granted dispensation to participate in meeting discussion concerning agenda item 240.a.v (no voting rights) for this meeting only

239. MINUTES

a. *Proposed Cllr Bulley/Seconded Cllr Parsons. Resolved that the minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 8th October 2018 are an accurate record of the proceedings and that they be signed by the Chairman. Carried.*

At this point (7:52pm) the Chairman suspended Standing Orders to receive reports from, 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:

- Green Waste – Green waste collections will cease on 10th December and resume 1st March 2019. From October 2019 residents can request a wheelie bin in place of bags for green waste
- CBC Fees and Charges – To be increased by 2.5% in 2019/2020 (as per inflation). Increase is expected to raise an additional £164,000.
- Local Plan – Inspector has responded to CBC asking for more detailed information on 3 items and a positive response to all 3 has been prepared. CBC expects the examination hearing sessions to start in Spring 2019.

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- CBC Admissions Service – The service has been rated the best in England for parents getting their children into their preferred secondary school with applicants achieving 99.3% against a nation average of 94.6%. For primary/lower schools CBC achieved 98.6% against a national average of 97.2%. CBC were ranked first out of 141 local authorities with 100% of its school places being in good or outstanding schools.
- CBC Performance Results:
 - New Homes Completions – Annual target 1,600. 425 completed, 1,314 under construction
 - Black Bin Waste – Target 130Kg/household. Latest figure indicates 135Kg/household
 - Leisure Centre Rates – Target 474,266. Achieved 505,056.
 - Improving Education – Target 90%. End June 2018 86%.
 - Town Centre Vacancy Rates. Currently 7.7% which is an increase of 1.1% since Feb 2018.
 - 90% of residents satisfied with the areas as a good place to live.
 - 97% of residents feel safe outside in the local area during the day.
 - 81% of residents feel safe outside in the local area at night.
- The Co-op will be locating a new distribution centre at Saxon Gate in Biggleswade creating 1200 new jobs
- The Planning Officer is still receiving comments on CB/18/03671/FULL – 32 Shefford Road.
- Issues of speeding on Shefford Road and on the A507 have been raised with the Police. Enforcement is taking place on A507 with both marked and unmarked vehicles and new speed signs have been installed.

Parishioners made the following comments and asked the following questions:

- Can anything be done about the parking on the pavement and near the junction exit onto the High street in Hilltop View and opposite the village stores in the no parking area? *Cllr Liddiard suggested that Council consider requesting a visit by the CBC Highway Safety Team and that parking breaches be reported to CBC Parking Enforcement team at the time they happen. The clerk was also asked to contact the site manager for 4 High Street.*
- Could the Parish Council consider the installation of a parish noticeboard on the High Street / Shefford Road so that residents do not need to come up to the village hall?
- Could the Parish Council reconsider plans to install water troughs at the allotments instead of the current stand pipes. *The Environment and Leisure Working Group will consider alternatives at its next meeting.*
- As the pitch area of the parish facilities behind the new village has now been seeded and fenced, will other areas be seeded and finished. *Cllr Foskett advised that all areas will be seeded and finished, however the pitch has been done first to ensure grass growth for next season.*

Standing orders were reinstated at 8:03pm

REPORTS FROM WORKING GROUPS

240. PLANNING AND HOUSING

a. Applications since last Council meeting for consideration

- i. CB/18/03653/FULL – ACO Technologies Plc, SG17 5TE – Hybrid application. Full = extension to existing building (Phase 1). Outline = erection of up to 12,380 m.sq of B1, B2 and/or B8 employment floorspace, all matters reserved except means of access from Bedford Road (Phase 2).

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Proposed Cllr Smith P/Seconded Cllr Smith R. Resolved to support this planning application but submit comments as per the draft response circulated prior to the meeting. Carried

- ii. CB/18/03669/VOC – 79 Shefford Road, SG17 5LL - Variation of Conditions 5 & 7 of planning permission CB/17/05090/FULL Erection of 3 bed detached single storey dwelling with integral garage and detached garage. Omitting the detached garage.
Proposed Cllr Smith P/Seconded Cllr Bulley. Resolved to object to this planning application and submit objection letter as per the draft circulated prior to the meeting. Carried

- iii. CB/18/03671/FULL - Land to the south of Sandy View, Shefford Road, SG17 5LL- Erection of two detached bungalows
Proposed Cllr Smith P/Seconded Cllr Bulley. Resolved to object to this planning application and submit objection letter as per the draft circulated prior to the meeting. Carried

- iv. CB/18/03781/FULL - 32 Shefford Road, SG17 5LN - Demolition of No. 32 Shefford Road and existing nursery buildings, and the construction of 60 No. dwellings, new vehicle access, site-wide highways works, and provision of associated landscaping and amenity space (including SuDS).

Proposed Cllr Smith P/Seconded Cllr Smith R. Resolved to object to this planning application on the grounds of prematurity and submit objection letter as per the draft circulated prior to the meeting. Carried

Thanks were extended to both Cllrs Smith P and Bulley for their hard work and efforts in preparing draft responses to current planning applications.

- v. CB/18/03887/FULL – 5 Shefford Road, SG17 5LJ – Change of use from domestic workshop to a commercial workshop.

Proposed Cllr Smith P/Seconded Cllr Thomason. Resolved to support to this planning application. Carried

- vi. CB/18/03964/VOC – New Close Nurseries – Variation of Condition to planning permission CB/17/02409/FULL. Removal of condition 12 (2M wide footpath).
Proposed Cllr Smith P/Seconded Cllr Bulley. Resolved to submit a response of no comment to this planning application. Carried

The Clerk was asked to write to CBC Highways via Ward Councillors regarding MPC's disappointment and frustration that another footpath detailed in planning application conditions is being removed via a VOC.

b. 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/18/00232/FULL	Tower View Nurseries, 81 Fildyke Road, Meppershall, SG17 5LU	Demolition of existing bungalow and greenhouses and redevelopment with 10 residential dwellings and all ancillary works	Withdrawn
CB/18/01926/FULL	Land adjacent to 15 Shillington Road, Meppershall	Erection of 9 dwellings and formation of vehicular and pedestrian access with associated landscaping	Granted
CB/18/02230/FULL	Sandy View, Shefford Road, Meppershall, SG17 5LL	Demolition of existing bungalow and erection of two 4-bedroom detached houses with garages	Granted
CB/18/02802/FULL	10 Brookside, Meppershall, SG17 5SB	Single storey side/rear extension, Pitched roof, Alterations to front garage and entrance	Granted
CB/18/03140/FULL	59 Fildyke Road, Meppershall, SG17 5LU	Rear single storey extension. Lean to with bi fold doors and velux roof lights	Granted

- Stocken House s106 contribution. Laura Badham and Lisa White of CBC Leisure team have been advised regarding the issue of allocation of s106 leisure contributions and have advised that they will be informing the planning officer and s106 team of changes required (suggesting moving all funds allocations to Centenary Field).

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- ii. To consider provision of onsite training by LCPAS based upon 'writing effective responses to planning applications'.

Proposed Cllr Thomason/Seconded Cllr Parsons. Resolved to provide onsite training LCPAS based upon 'writing effective responses to planning applications' in January / February 2019. Carried.

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

Meeting held on 15th October. Discussion points included the Gladmans/Stocken House failed judicial review, 32 Shefford Road planning application and the Group's desire to continue. Many members are demotivated, but they have learnt that material objections are the key to opposing planning application.

241. NEIGHBOURHOOD PLAN

a. Report from Cllr Parsons

A meeting was held last week. They group have continued to monitor finances and have updated the Green Infrastructure Plan aspirations in preparation for an 'open to all residents' workshop on 23rd January 2019. Work is underway on raising the profile of the Neighbourhood Plan via banners, website presence and Messenger articles, and the village photography competition has been re-launched. Volunteers with policy writing experience or anything similar are urgently needed.

242. HIGHWAYS AND TRANSPORT

a. Cllr Smith R reported that:

- i. Key road closures – Chapel Road, Meppershall – 26 November to 9 December*.

b. Points to note from the Clerks report:

- i. Prev. ref: 153.b.i – Hoo Road Safety signage – Clerk is chasing CBC Highways for sign templates.
- ii. Prev. ref: 153.b.vi – CBC Highways still to provide data specific to Meppershall VAS's.
- iii. Footpath repairs outside village stores – CBC Highways will try to get the developer to repair the area initially although it is not obvious where the highway boundary should be. It is possible that the footway will have a dog leg round the old building.

243. ENVIRONMENT AND LEISURE

a. Report from Cllr Merryweather - nothing to report.

b. Points to notes from Clerks report:

- i. Prev. ref. 186.b.iv. - Allotment plot security – Still pending.
- ii. New CBC ROW Officer is looking into the request to move the bench on the footpath along the river next to Polehanger Farm River Woodland to a safer position.
- iii. Polehanger Farms have asked if the Parish Council would be interested in sponsoring rubbing post way markers for the nature trail.

The Clerk has been asked to request more information on potential costs.

c. To review information on build costs allocated to parish facilities to be provided by Croudace.

A meeting was held between MPC and the trustees of Meppershall Village Hall on 5th November. MPC have not received a breakdown of costs from Croudace but have gained the assurance that a bond is in place adequately to cover the provision of outstanding parish facilities (the bond is part of the conditional contact between MPC and Croudace).

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An analysis provided by Robinson and Hall of construction industry standard costings of works completed, and yet to be completed in the delivery of the parish facilities by Croudace shows that in total value the final value of the works installed by Croudace may exceed the original contract estimates.

d. Cllr Foskett to provide Village Hall update.

It is hoped that the Village Hall will be completed before Christmas. Surveyors are inspecting the building and creating a snagging list. Utilities need to be put into service and certified before handover. Discussion are ongoing regarding the opening but there will be events in December. At present there is an over demand from possible users, but village users and organisations are being given priority. The Pre-School will be moving at the end of term ready for the New Year.

244. 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 - Old Road Meadow Play Area – Signage pending.

245. PROCEDURES

a. Points to note from Clerks report:

- i. GDPR update – Clerk will be conducting a presentation on GDPR on 15th November at Gravenhurst Village Hall starting at 7:00pm. All councillors are encouraged to attend.
- ii. Meeting held with Cllr Foskett on 9/11/18 to review website, emails and other issues. Proposals to be submitted to council at next meeting in December.

b. To consider election of new member to Finance Working Group and elect the Finance Working Group Spokesman.

Proposed Cllr Chapman/Seconded Cllr Smith P. Resolved that Cllr Parsons be elected as Spokesman and that no new member is currently required. Carried

c. To consider meeting dates for 2019/2020.

It was agreed that proposed meeting dates for 2019/2020 should be published with the addition of the Annual Parish Meeting on 29th April 2019.

d. To consider purchase of Arnold Baker 11th Edition at a total cost of £110.99.

Proposed Cllr Smith P/Seconded Cllr Thomason. Resolved to purchase Arnold Baker 11th Edition as this is the Clerks official legislative guidance book. Carried

246. OTHER ISSUE, MEETINGS & MATTER ARISING

a. Points to note from Clerks report:

- i. Prev. ref: 158.d – Clerks Laptop purchase – In progress.
- ii. Attended BATPC AGM on 18th October with Cllr Smith R. The guest speaker was Martin Tugwell, Chairman of England's Economic Heartland, the prospective sub-national transport authority.
- iii. Attended CBC Town and Parish Conference on 8th November. Presentations were given on Social Prescribing, new process for planning application document distribution and comments, Highways Report it portal, empty homes strategy and councillor elections 2nd May 2018.

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- b. To consider attendance at Community Priority Meeting on Tuesday 20th November, 19:00hrs and submission of Parish Priority Setting Form**
It was agreed that Cllr Chapman would attend.
- c. To consider promotion and communication of 2nd May 2019, Local Council Elections.**
It was agreed that Cllr Chapman would write a separate article for the Messenger.
- d. To consider an update of the license agreement for the Storage Building.**
Proposed Cllr Thompson/Seconded Cllr Bulley. Resolved that a new 12 month licence as per previous terms be signed by the Chair and Vice-Chair with the Clerk as witness when available. Carried

247. FINANCE

a. Points to note from Clerks report:

- i. CBC have issued the Parish Council Precept Request Form for 2019/20 together with the Precept Calculator that must be completed and returned by 18th January 2018 (tax base = 763 properties).
- ii. A letter has been sent to NALC (with the approval of our Chairman) requesting free advice, that we are entitled to, on how money from the Escrow fund should be recorded in MPC accounts, whether council approval to purchase and donate items can be made in a single resolution and whether VAT can be reclaimed on purchases.
- iii. Confirmation of reserves provided to Council.

b. Grant applications

It was confirmed that the Messenger and Wanderbus are expected to be submitting grant applications for consideration by the end of December.

c. To consider the purchase of a wall mounted noticeboard to be installed at the New Village Hall.

Proposed Cllr Thomason/Seconded Cllr Smith P. Resolved to purchase a wall mounted noticeboard to be located at the new village hall with from new fixed asset budget. Carried

d. To consider the use of office facilities at the New Village Hall any other costs that may be incurred with use.

The Clerk was asked to write to Meppershall Village Hall to obtain costs involved in running 'surgeries' from the village hall. It was noted that the office offered to the Parish Council would also be used by other organisations and the Council would not have exclusive use.

Proposed Cllr Thompson/Seconded Cllr Chapman. Resolved the Parish Council will not take up the option to permanently occupy an office in the new village hall. Carried

e. To formally record the approval given for purchase and donation of items for the Interim Village Hall.

Proposed Cllr Smith P/Seconded Cllr Thomason. Resolved (in line with the advice from NALC) to record the approval of purchases for the Interim Village Hall and the donation of those purchases to Meppershall Village Hall. Carried.

f. To consider the possible purchase and donation of items for the New Village Hall

Proposed Cllr Chapman/Seconded Cllr Bulley. Resolved to move £6000 from the Social Club reserves to VH Project reserves. Carried

Proposed Cllr Chapman/Seconded Cllr Parson. Resolved to use £6000 from VH Project reserves and funds received from the parish facilities escrow account (up to a combined maximum of £61,000+VAT) to provide and donate items for social and recreation facilities as the Council sees fit without prejudice to the generality of powers conferred by legislation and applicable to the Parish Council. Carried

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- g. Council Insurance – Review of Zurich Municipal insurance (year 2 of 3 year contract)**
Proposed Cllr Smith P/Seconded Cllr Chapman. Resolved to accept insurance renewal. Carried
- h. 2019/2020 Budget – To review draft budget for omissions, errors and changes.**
Deferred to next meeting
- i. Document approval** - journal entries, bank reconciliation and bank statements.
Deferred to next meeting
- j. Orders for the payment of money**
Proposed Cllr Chapman/Seconded Cllr Thompson. Resolved that the schedule of payments as presented be approved and authorised. Carried.

Payment requests received before agenda published			
BACS134	Meppershall Village Hall	Hall Hire 10/09	£30.00
BACS135	John O'Conner Ground Maintenance	July Grass cuts	£753.74
BACS136	John O'Conner Ground Maintenance	August Grass cuts	£924.56
BACS137	John O'Conner Ground Maintenance	September Grass cuts	£904.28
BACS138	Zurich Insurance Plc	Council Annual Insurance	£1,077.88
BACS139	Mount Pleasant Golf club	Meeting room hire 5/11/18	£70.00
Payment requests received after agenda published			
BACS140	Alessandra Marabese	Sep & Oct NP overtime	£34.79

248. 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.

* Post meeting note: Item 242.a.i. Dates for the Chapel Road closure now being shown on Roadworks.uk as 1st to 14th December.