

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL
HELD IN THE VILLAGE HALL ON MONDAY 13TH MAY 2019

PRESENT: **Councillors:** Chapman (in the Chair), Merryweather, Parsons and Thomason.
From 319 Sandra Read and Kris Karlake

The Clerk: A Marabese

Others: Ward Councillor Liddiard. 7 members of the public.

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

314. ELECTION OF CHAIRMAN

a. Election of the Chairman for the year 2019-2020

Proposed Cllr Parsons/Seconded Cllr Thomason. Resolved Cllr Chapman be elected Chairman for the year 2019-2020. Carried

b. Receipt of Chairman Declaration of Acceptance of Office

Cllr Chapman signed the Chairman Declaration of Acceptance of Office before the Proper Officer of the Council.

315. ELECTION OF VICE - CHAIRMAN

a. Election of the Vice - Chairman for the year 2019-2020

Proposed Cllr Chapman/Seconded Cllr Thomason. Resolved Cllr Parsons be elected Vice - Chairman for the year 2019-2020. Carried

b. Receipt of Vice - Chairman Declaration of Acceptance of Office

Cllr Parsons signed the Vice - Chairman Declaration of Acceptance of Office before the Proper Officer of the Council.

316. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Bulley and Magee, and Ward Cllr Brown.

317. CHAIRMANS ANNOUNCEMENTS

a. A letter from the Meppershall Messenger expressing thanks for the grant of £750 was read out.

318. MEMBERS INTERESTS

a. To receive declarations of interest from councillors on items on the agenda

Cllr. Merryweather declared an interest in item 328.b.

b. To receive written requests for dispensations for disclosable pecuniary interests (if any)

c. To grant any requests for dispensation as appropriate

No other declarations or dispensations were received.

319. TO CONSIDER CO-OPTION REQUESTS

The Clerk confirmed receipt and circulation to Councillors of expressions of interest in co-option from Mrs Sandra Read and Mr Kris Karlake.

Proposed Cllr Thomason/Seconded Cllr Chapman. Resolved that both Mrs Sandra Read and Mr Kris Karlake be co-opted to the Council, and that having signed a Declaration of Acceptance of Office that they join the meeting. Carried

320. DELEGATION ARRANGEMENTS

a. To appoint Governor to Meppershall Academy

Item deferred to next meeting.

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- b. To appoint representative to Village Hall Management Committee
Proposed Cllr Parsons/Seconded Cllr Merryweather. Resolved that a representative is not required. Council representative to attend meetings with MVHT at least annually to discuss mutual interests. Carried
- c. To appoint Personnel Committee and members
Proposed Cllr Parsons/Seconded Cllr Chapman. Resolved that the Chairman, Vice Chairman and Cllr Bulley be appointed members of the Personnel Committee. Carried
- d. To appoint members to the Neighbourhood Plan Steering Group
Proposed Cllr Chapman/Seconded Cllr Thomason. Resolved that Cllrs Thomason, Parsons and Bulley be appointed members of the Neighbourhood Plan Steering Group. Carried
- e. To appoint Spokesmen and members to the following Working Groups:
- i. Environment & Leisure
Proposed Cllr Thomason/Seconded Cllr Chapman. Resolved that Cllr Merryweather be appointed Spokesman for the Environment & Leisure working group and that Cllr Thomason and Mr Paul Carne be appointed members. Carried
 - ii. Planning & Housing
Proposed Cllr Chapman/Seconded Cllr Thomason. Resolved that Cllr Sandra Read be appointed Spokesman for the Planning and Housing working group and that Cllr Karslake be appointed as a member. Carried
 - iii. Highways & Transport
Item deferred to next meeting
 - iv. Finance
Proposed Cllr Chapman/Seconded Cllr Merryweather. Resolved that the Clerk, Chairman and the Vice-Chairman be appointed as members of the Finance working group. Carried
 - v. Health & Safety and Risk Management
Proposed Cllr Chapman/Seconded Cllr Merryweather. Resolved that the Clerk and Cllr Chapman be appointed as members of the Health & Safety and Risk Management working group. Carried
 - vi. Procedures
Proposed Cllr Chapman/Seconded Cllr Thomason. Resolved that the Clerk and Cllr Parsons be appointed as members of the Procedures working group. Carried
 - vii. IT
Item deferred to September meeting.

321. PUBLIC SESSION

At this point (8:10pm) the Chairman suspended Standing Orders to receive reports from Ward Councillors, village organisations 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:

- Local Plan – The first hearing will be on 21st May 2019 at CBC's Council Chamber in Priory House, Chicksands starting at 10:00am with two inspectors involved in the hearing. Luton Borough Council have now submitted their written statement of objection. There does not seem to be any Meppershall landowner's objection to their proposed site not being given approved site status.
- CCTV on High Street, Meppershall – Cllr Brown was in discussion with CBC officers about this issue this week.

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- Fildyke Road – Ward Councillors are pushing the CBC Strategic Assets team regarding Fildyke Road re-surfacing and line markings.
- Potholes – Potholes in Chapel Road have been filled as has one identified on Shefford Road.
- Proposed road closures – There are a large number of proposed road closures and diversions planned for July (especially in and around Gravenhurst) therefore communication to residents via the Messenger would be welcomed.
- CBC Planning teams – The Enforcement team have been asked to keep an eye on sites both at 15 Shillington Road and Fildyke Road. Please note that deliveries to the Shillington Road site cannot be dropped off on the main road. Planning Officers are able to make decisions on planning applications now that ‘purdah’ is over.

Parishioners made the following comments and asked the following questions:

- Local Plan – Has the Meppershall Care Home been left in the list of Local Plan brownfield sites? *ML – Yes but it would be difficult to prove that the Care Home is not a strategic site and therefore any planning application would be difficult to obtain. Note: Polehanger Farms have also raised issues with the site due to the proximity to Nunswood.*
- Who is responsible for maintenance of the overgrown area in between resident’s fences and those installed nearby by Croudace? *Residents with concerns should contact the Croudace site office.*
- Is the raised platform to be built on Shefford Road at the entrance to the Inland Homes site appropriate and in keeping with the village? Will it be a noise nuisance? *ML has offered to review the proposal with Highways Officers.*
- What can be done to reduce the number of near misses caused by cars exiting Walnut Tree Way onto the High Street?
- Can the Parish Council clarify the proposal going forward regarding the relationship between the Parish Council and the Village Hall to all residents? *PC – The Parish Council is suggesting regular meetings between the Parish Councillors and the Village Hall Trustees rather than appoint a representative to the Village Hall Committee (the joint role of councillor and trustee is not ideal). The Parish Council will endeavour to confirm and publicise the relationship in the next Messenger*
- What is the Parish Council doing with regards to reducing vehicular traffic on the Hoo road bridleway? *Clerk – The Parish Council has been given contact details for Anglian Water and will propose with CBC’s backing the installation of bollards preventing vehicular traffic.*

Standing orders were reinstated at 8:35pm

322. MINUTES

- a. Proposed Cllr Parsons/Seconded Cllr Merryweather. Resolved that the minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 8th April 2019 are an accurate record of the proceedings and that they be signed by the Chairman. Carried*

323. CLERKS REPORT & MATTERS ARISING

Points to note from the Clerks Report:

- a.** Hoo Road safety signage has been installed by CBC, but it is in the wrong place. Clerk corresponding with CBC Highways.
- b.** Polehanger Farms have completed improvement works on the River Woodland and installed information boards and nature trail posts of which one has been sponsored by the Council.

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- c. Vandalism to a polytunnel on the allotments over the bank holiday has been reported to the Police.
- d. 2 new allotment plot holders have been acquired.
- e. The following income has been received: Precept £22,500 / Urban grass cutting agreement 2018/19 £911.72 / Allotments £68.90.
- f. Internal Auditor visit planned for 30th May. Reports and documentation prepared. The Internal Auditor report and AGAR Governance and Accounting Statements will be presented to Council at the June meeting.

324. FINANCE

a. Update of Parish Facilities purchases

- i. To review income and expenditure for parish facilities and donation of delivered purchases.

Councillors noted the content of the report, reviewed all purchases and noted the powers accordingly.

- ii. To approve expenditure for statutory notices and other signs as specified by the Environment and Leisure working group (if quotations received).

Item deferred to next meeting.

b. Banking Mandate – To approve banking mandate changes - removing old councillors, adding new and updating permissions accordingly.

Proposed Cllr Chapman/Seconded Cllr Merryweather. Resolved that the bank mandate be changed to remove old councillors, add new councillors and update permissions so that Cllrs Chapman and Thomason can authorise online payments. Carried.

c. Document approval - journal entries, bank reconciliation and bank statements.

Proposed Cllr Chapman/Seconded Cllr Merryweather. Resolved to approve Journal 57. Carried.

d. Orders for the payment of money

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

Payment requests received before agenda published			
BACS200	Meppershall Village Hall	Hall Hire 11/3/19	£30.00
BACS201	Meppershall Village Hall	Hall Hire 8/4/19 & 29/4/19	£60.00
BACS202	Mr P Carne	Allotment Maintenance	£81.00
BACS203	Strictly Tables and Chairs	Parish Facilities - Chairs	£3,595.20
Payment requests received after agenda published			
BACS204	Polehanger Farms Ltd	Woodland nature trail rubbing post	£240.00

e. To approve the completion of the Corporate Governance Questionnaire provided by the Internal Auditor.

Proposed Cllr Thomason/Seconded Cllr Parsons. Resolved to approve the completion of the Corporate Governance Questionnaire by the Chairman and submit to the Internal Auditor. Carried.

325. PLANNING AND HOUSING

a. Applications since last Council meeting for consideration

- i. CB/19/01017/FULL– Sandy View, SG17 5LL– Retention of existing bungalow and erection of two 4-bedroom detached houses with garages.

Proposed Cllr Thomason/Seconded Cllr Merryweather. Resolved to object to planning application 19/01017 on the grounds of overdevelopment of the site and the visual impact of the development on the hilltop aspect. Carried.

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b. Other Planning Matters for consideration

- i. Clerk to provide update on appeals and enforcements.

There are currently two planning enforcement under investigation:

- CB/EN/19/0096 4 High Street – Alleged non-compliance with parking on site
- CB/EN/19/0229 15 Shillington Rd – Site traffic route in contravention of CEPM

- ii. To consider the street names proposed for the 9 new dwellings at 15 Shillington Road, SG17 5ND and respond accordingly.

Proposed Cllr Parsons/Seconded Cllr Thomason. Resolved to object to the street names proposed for the 9 new dwellings at 15 Shillington Road, SG17 5ND and propose instead both Church View (as the former nursery was known from its foundation in 1933 as Church View Nursery) and Wrights Close (as the land of which the development site forms part was known traditionally as Wrights Close). Carried.

326. NEIGHBOURHOOD PLAN

a. Report from Cllr Thomason

The steering group will be meeting next Thursday 16th May. The Groundworks end of financial year monitoring form has been completed and the Council will keep the unspent funds, but they can only be spent on the activities they were originally granted for. More funding is available, and an application will be made in the future.

327. HIGHWAYS AND TRANSPORT

a. Update on 2019/2020 RMF application.

CBC Highways have responded to the 2019/2020 RMF application as follows:

“Your application Priority 1 and 2 to address excessive speeds and pedestrian routes for the village entrances has neither been accepted or rejected but will be kept on file at this time and will be re-reviewed in 2020/2021”

It is assumed that CBC wish to review the impact of future developments exiting onto Shefford Road (Inland Hones and Stocken House) before committing to further highways improvements.

328. ENVIRONMENT AND LEISURE

a. Clerk to provide Centenary Field Parish Facilities update including meetings with Croudace and MVHT.

Clerk, Chairman and Cllr Merryweather have been in correspondence with and attended various meetings with Croudace; all have gone well and a good dialogue has opened up. A completion date for the end of July has been given to Croudace.

- i. Football pitches.

Meeting yet to be arranged with MVHT on how to progress interest from Shefford Saints in hiring the football pitch. Croudace are considering leaving the fencing around the pitch but are yet to confirm final plans. Contacts at the FA have been provided who can assist with ensuring that the pitch is handed over correctly.

- ii. Play equipment.

Meetings held with Croudace and Hags have resolved the budgetary issue previously raised by Croudace with MPC and the Clerk has highlighted issues in Hags quoting that have been dealt with. Croudace have agreed to extend the toddler fenced area so that there is space for future play equipment and Hags have provided details of equipment that could be installed in the additional area at a later date.

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- iii. To consider electricity supply to PC Stores.
Proposed Cllr Merryweather/Seconded Cllr Chapman. Resolved to inform Croudace that mains supply electricity will not be required in the PC Stores. . Carried.
- iv. To consider installation of fencing around PC Stores (if quotation available).
Defer to next meeting.
- v. Lease agreement between MPC and MVHT.
- b. To consider options for making good or repanelling Brookmead fence.**
It was requested that the Clerk obtain a quotation for removing the wooden fence and panels and replacing it with a metal fence.
- c. To consider request from UKPN to cut back trees and shrubs near to power cables.**
Meeting held with UKPN representative to review trees and shrubs in Old Road Meadow that are or will cause an issue with the overhead power cables. UKPN would like to carry out work at their cost to remove and make good any trees, shrub etc once the nesting season is over.
Proposed Cllr Thomason/Seconded Cllr Chapman. Resolved to approve works required by UKPN (Mr Carne to be liaison) and that the Clerk write to nearby residents to advise them of the proposed works. Carried.

329. HEALTH & SAFETY and RISK MANAGEMENT

- a. To receive and approve 2018-2019 and 2019-2020 risk assessment report and action plan for coming year.**
Proposed Cllr Chapman/Seconded Cllr Merryweather. Resolved to approve the 2018-2019 and 2019-2020 risk assessment report and action plan for the coming year. Carried.

330. PROCEDURES

- a. To approve MPC Code of Conduct v2.0 as previously distributed.**
Proposed Cllr Merryweather/Seconded Cllr Chapman. Resolved to approve the MPC Code of Conduct v2.0. Carried.
- b. To approve MPC Dispensation Guidance v2.0 and Dispensation Request Form v2.0 as previously distributed.**
Proposed Cllr Thomason/Seconded Cllr Read. Resolved to approve the MPC Dispensation Guidance and Request Form v2.0. Carried.
- c. To consider that the Council delegates the power to grant dispensations to the Clerk / Proper Officer. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2).**
Proposed Cllr Chapman/Seconded Cllr Karlake. Resolved that the Council delegates the power to grant dispensation to the Clerk / Proper Officer. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2). Carried.
- d. To approve MPC Financial Regulations v3.0 as previously distributed.**
Proposed Cllr Thomason/Seconded Cllr Read. Resolved to approve the MPC Financial Regulations v3.0. Carried.
- e. To approve Personnel Committee Terms of Reference v1.1 as previously distributed.**
Proposed Cllr Chapman/Seconded Cllr Thomason. Resolved to approve the Personnel Committee Terms of Reference v1.1. Carried.
- f. To Approve MPC Standing Orders v3.0 as previously distributed.**
Proposed Cllr Merryweather/Seconded Cllr Thomason. Resolved to approve the MPC Standing Orders v3.0. Carried.
- g. To approve Neighbourhood Plan Terms of Reference v2.1 as previously distributed.**

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Proposed Cllr Chapman/Seconded Cllr Thomason. Resolved to approve the Neighbourhood Plan Terms of Reference v2.1. Carried.

331. OTHER ISSUE, MEETINGS & MATTER ARISING

a. To receive a report from Cllr Chapman on the Annual Parish Meeting.

The Annual Parish Meeting was held on 29th April attended by the Clerk, Chairman and 8 members of the public. Organisations represented at the meeting were CBC, Wanderbus, Gnomes, St Mary's Church and Polehanger Farm. Thanks to the Clerk who requested reports from organisation and promoted the event.

b. To consider response to NALC request for view on DoT consultation on Vehicle Operator Licensing System.

Proposed Cllr Thomason/Seconded Cllr Chapman. Resolved to provide a response from the Council on the two DoT consultation on Vehicle Operator Licensing System questions; Yes to both. Carried.

c. To consider Meppershall.org website management and proposal for use by community groups.

Miss Lucy Standbridge has offered to assist as a volunteer with the ongoing management of the Meppershall.org website. The Chairman and the Clerk have suggested that rather than close down the website in the future (once an MPC specific website is operational), that the Meppershall.org site could be kept and used by village organisations, businesses etc. It was requested that the Clerk and Miss Standbridge put together a proposal for council consideration.

332. 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.
