

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL
HELD IN THE VILLAGE HALL ON MONDAY 6TH JUNE 2019

PRESENT: Councillors: Chapman (in the Chair), Bulley, Karslake, Merryweather, Parsons, Read and Thomason
From 336 Mervyn Morgan

The Clerk: A Marabese

Others: 6 members of the public.

The Chairman declared the meeting open at 7:50pm.

333. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Magee.

334. CHAIRMANS ANNOUNCEMENTS

- a. Reminder to the public on the time limits of their contributions during the public session.
- b. Verbal confirmation from all councillors that they have completed the CBC online Declaration of Interests.
- c. Request to add 2 items to the agenda agreed by Council:
 - i. To confirm attendance at Beds Police Community Priority Setting meeting and completion of Neighbourhood Priority Setting (item 348.c.)
 - ii. To consider alternative proposals for street naming of the new dwellings at 15 Shillington Road (item 342.b.iii.)

335. MEMBERS INTERESTS

- a. To receive declarations of interest from councillors on items on the agenda
Cllr. Merryweather declared an interest in item 345.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.

336. TO CONSIDER CO-OPTION REQUESTS

The Clerk confirmed receipt and circulation to Councillors of an expression of interest in co-option from Mr Mervyn Morgan.

Proposed Cllr Merryweather/Seconded Cllr Read. Resolved that Mr Mervyn Morgan be co-opted to the Council, and that having signed a Declaration of Acceptance of Office that he join the meeting. Carried

337. DELEGATION ARRANGEMENTS

- a. To appoint Governor to Meppershall Academy
Item deferred to next meeting.
- b. To appoint Spokesmen and members to the following Working Groups:

- i. Highways & Transport

Proposed Cllr Parsons/Seconded Cllr Chapman. Resolved that the Cllr Magee be appointed as Spokesman of the Highways & Transport working group. Carried

338. PUBLIC SESSION

At this point (7:57pm) 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.

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Village Hall Committee (Mr D Foskett):

- Regarding agenda item 345.a.v. – The Village Hall Committee feels that electricity is required in the PC Stores as lighting is required and the current solar panel will not last through the winter months. Not requiring electricity now should not rule out not requiring electricity in the future especially as the installation was not to be separately metered but from the Village Hall supply. This item is in the official ‘build contract’ and if the Parish council decide it is not required then a ‘refund’ due to contract variation should be requested from Croudace.

Parishioners made the following comments and asked the following questions:

- Regarding agenda item 345.a.v. – Cannot see why electricity will be required to the PC Stores especially as vandalism is an issue.
- Polehanger Farms have removed the bench on the river bend of the public footpath (FP410) near Campton that was a health and safety issue near the river.
- Where are the Ward Councillors tonight?

Standing orders were reinstated at 8:03pm

339. MINUTES

- a. Proposed Cllr Bulley/Seconded Cllr Thomason. Resolved that the minutes of the Statutory Meeting of Meppershall Parish Council held on Monday, 13th May 2019 are an accurate record of the proceedings and that they be signed by the Chairman. Carried*

340. CLERKS REPORT & MATTERS ARISING

Points to note from the Clerks Report:

- a. Meppershall Spring Clean dates – Council have agreed on 14th to 15th September.
- b. Allotments – Inspection completed on 50% of the site and a number of letters will be sent out. Council requested an article on allotments for the next Messenger and also a leaflet to be sent to the new homes in the village.
- c. Meeting with MVHT – Meeting with MVHT attended by Clerk and Cllr Merryweather on 4th June. Agenda items included; location of toddler play area, maintenance of grass behind village hall, football pitch hire, PC Stores location and electricity requirement, water meter location, MPC noticeboard.
- d. Grass cutting urban ROW – CBC to add to their grass cutting contract for 3 cuts per year leaving MPC only 3 cuts per year.
- e. Beds and River Iverdale Internal Drainage Board – Advised that they will be carrying out watercourse maintenance (mechanical flailing) in the village soon.
- f. Councillor co-option - CBC have confirmed that no requests for an election have been received following the resignation of Miss Palliser and that MPC can now co-opt a resident into the role of councillor.
- g. Website, email and IT – Meeting held with Miss Standbridge on 28th May. Agreed that the Clerk would work on a new MPC website using Beds Parishes platform. Miss Standbridge would start work on a new Meppershall.org website that will be made available to community organisations. The current Meppershall.org website is being managed by the Clerk
- h. Income: Parish Facilities £3400.00 / allotments £64.50

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341. 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 purchase of goal posts and corner flags and cost of installation.
Item deferred pending decision on pitch sizes.

b. To consider purchase of Document Shredder.

Proposed Cllr Merryweather/Seconded Cllr Read. Resolved to purchase a shredder at a cost of £120.75 + VAT. Carried

c. To consider purchase of LCRS software upgrade.

Proposed Cllr Chapman/Seconded Cllr Thomason. Resolved to purchase the LCRS software upgrade at a cost of £59.00 + VAT. Carried

d. To approve payments required for Amazon storage (from Clerks personal credit card).

Proposed Cllr Thomason/Seconded Cllr Merryweather. Resolved to approve monthly payments for Amazon storage (required for website) using Clerks personal credit card. The Clerk will add this to her quarterly expenses claim. Carried

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

None

f. Orders for the payment of money

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

Payments made prior to meeting date			
BACS209	Bedfordshire FA Ltd	PIP inspection to new football pitch	£100.00
Payment requests received before agenda published			
BACS205A	Arena Stationers	Stapler and refuse sacks	£22.12
BACS205B	Arena Stationers	Paper and name holders	£45.71
BACS205C	Arena Stationers	Printer toners	£111.60
BACS206	CPRE	Annual membership	£36.00
BACS207	Rialtas Business Solutions Ltd	Alpha Software Maintenance - single user	£145.20
BACS208	Meppershall Village Hall	Room Hire 13/05/19	£30.00
Payment requests received after agenda published			
BACS210	P Carne	Allotment maintenance - May	£269.79
BACS211	A Marabese	Salary adjustment	£33.93

g. To approve the Internal Auditor Report and Action Plan

Proposed Cllr Thomason/Seconded Cllr Bulley. Resolved to accept the Internal Auditor Report as presented noting no actions required. Carried

h. To approve the Annual Governance Statement 2018/2019

Proposed Cllr Chapman/Seconded Cllr Parsons. Resolved to approve the Annual Governance Statement 2018/2019 and that it be signed by the Chairman and Clerk. Carried

i. To approve the Annual Accounting Statements 2018/2019

Proposed Cllr Read/Seconded Cllr Bulley. Resolved to approve the Annual Accounting Statements 2018/2019 and that it be signed by the RFO and Chairman. Carried

j. To receive details on the dates for the Exercise of Public Rights to Inspect MPC Accounts

The Clerk advised that the period chosen for the exercise of public rights to inspect MPC accounts would start on Wednesday 13th June for a period of 30 working days.

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342. PLANNING AND HOUSING

a. Applications since last Council meeting for consideration

- i. CB/19/00924/FULL– 6 High Street, SG17 5LX– Erection of a detached dwelling.
Comments due 14th June.

Proposed Cllr Karlake/Seconded Cllr Read. Resolved to object to planning application 19/00924 on the grounds of overdevelopment of the site and highways issues. Carried.

b. Other Planning Matters for consideration

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

There is currently one planning enforcement under investigation:

- CB/EN/19/0229 15 Shillington Rd – Site traffic route in contravention of CEPM

- ii. To consider alternative ways of sharing information and commenting on planning applications before meetings.

It was agreed that upon receipt of a planning application the Clerk would:

- Email councillors with details and links
- Create a draft letter in Dropbox which all councillors would be given access to
- Councillors add their comments to the letter (or email the Clerk with details)
- Cllrs Karlake and Read would then review and revise the letter content and circulate to council for approval at the next meeting.

- iii. To consider additional street names for the 9 new dwellings at 15 Shillington Road, SG17 5ND.

Proposed Cllr Parsons/Seconded Cllr Read. Resolved to in addition to 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), Manor View, Robinson Drive (Meppershall resident) and Blundell Drive (Meppershall resident). Carried.

343. NEIGHBOURHOOD PLAN

a. Report from Cllr Thomason

The steering group met on Wednesday 5th June. The group have found a consultant (Sally Chapman) who will assist with writing the plan and putting together the backing data and information required. A quotation has been received and will be reviewed against grant monies available.

344. HIGHWAYS AND TRANSPORT

a. Govia Thameslink railway passenger benefit fund – To consider response to survey requesting ideas on how the money could be spent locally.

Proposed Cllr Thomason/Seconded Cllr Chapman. Resolved to request additional rain shelter and toilets at Arlesey station. Carried

345. ENVIRONMENT AND LEISURE

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

- i. Football pitch.

A pitch inspection was conducted by Beds FA on Friday 7th June. The report is pending however feedback given during the inspection indicated that the pitch will not be ready for use in August / September and that works are required to it to bring it up to standard. Access to the field also confirmed that no water pipe has been installed

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near the pitch for watering. Beds FA have confirmed that MPC should budget circa £2500 for annual pitch maintenance. The Clerk has also suggested that Council considers the size of pitches provided and to whom they will be available, i.e. should there be one full sized pitch to FA standard, to be hired out to a local team or teams, or smaller pitches to FA standard, available to the public of Meppershall and also for hire out to a local team or teams. Cllr Thomason commented that the facility should be capable of raising money to cover its maintenance; the Clerk commented that an alternative would be to “treat the pitches as a village asset, to be supported via the precept. Perhaps residents should be invited to choose.” Croudace have confirmed that fencing will be left around the pitch and the Clerk is sourcing quotations for appropriate gates to be installed. MVHT have confirmed the cost of hiring changing facilities.

Council agreed the following:

- FA report to be circulated to Councillors, Croudace and MPC surveyor David Sawston
 - A meeting with Croudace to be organised to discuss pitch and other issues (must include a program of works, water line, play area slope, handover dates for entire area, credit). Clerk, Cllrs Chapman and Merryweather and Mr David Foskett to attend.
 - A meeting with Shefford Saints to be organised to discuss pitch availability and requirements going forward.
- ii. Play equipment.
MVHT have requested moving the toddler play area forward slightly so that the entry gates do not open onto the footpath. Hags have provided a draft play area sign for approval by the Clerk.
- iii. To consider installation of fencing around PC Stores (if quotation available).
Defer to next meeting.
- iv. To consider the creation of a lease agreement or otherwise between MPC and MVHT.
Proposed Cllr Thomason/Seconded Cllr Merryweather. Resolved that the Clerk and Mr Jones of MVHT work together and provide letters of agreement for both parties to agree upon. Carried
- v. To consider (at the request of MHVT) revoking the resolution to not install the electricity supply in the PC Store.
Proposed Cllr Thomason/Seconded Cllr Morgan. Resolved not to request electrics for the PC Store but to request a credit from Croudace for ‘contract variation’. Carried
- b. To consider options for making good or repanelling Brookmead fence.**
Additional quotations requested from other suppliers. Council have requested that SEMMS provide full costings and a drawing of their proposal.
- c. To consider installation of key operated drop-down bollard on Hoo Road (if CBC and Anglian Water are in agreement).**
Council agree that they wish to pursue discussion and consider the bollard location.
- d. To review installed location of ‘children playing’ sign on Hoo Road.**
The Clerk visited the site and provided pictures to Council. The position of the sign is actually in the best location possible and therefore no action is required.

346. HEALTH & SAFETY and RISK MANAGEMENT

- a. To review 2019-2020 risk assessment report and action plan for coming year.**

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

347. PROCEDURES

a. Clerk attendance to local SLCC meetings and training (next meeting 11th July).

Council would like Clerk to attend when possible.

b. Completion of General Data Protection Awareness Checklist for all Councillors and those working with the Council.

Clerk asked all councillors new and old to read through the GDPR PowerPoint training and to complete the Checklist and return to the Clerk asap.

c. To confirm 2020/2021 meeting dates

The previously circulate 2020/2021 meeting dates were acknowledged and confirmed.

348. OTHER ISSUE, MEETINGS & MATTER ARISING

a. To consider attendance at Meppershall Messenger AGM on Thursday 13th June

It was agreed that Cllr Bulley would attend.

b. To consider participation in VE Day 75 (75th Anniversary of VE Day from 8th to 10th May 2020).

It was agreed that the Clerk would write an article for the Messenger asking residents and village organisations if they are interested in organising any events. MPC could then consider supporting their plans.

c. To consider attendance at Beds Police Community Priority Setting meeting on 26th June and completion of Neighbourhood Priority Setting Form.

It was agreed that Cllr Parsons would attend.

Priorities for the Neighbourhood Priority Setting Form were identified as knife crime, crime prevention / visible policing and serious youth violence / activity.

349. CLOSE OF THE MEETING

The Chairman declared the meeting closed at 9:40pm

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