

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL
HELD IN THE VILLAGE HALL ON MONDAY 22ND JULY 2019

PRESENT: **Councillors:** Chapman (in the Chair), Karlake, Merryweather, Morgan and Parsons
 The Clerk: A Marabese
 Others: Ward Councillors Brown and Liddiard and 8 members of the public

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

350. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Bulley, Magee, Read and Thomason.

351. CHAIRMANS ANNOUNCEMENTS

- a. Reminder to the public on the time limits of their contributions during the public session.
- b. Reminder given that agenda item 366 will be dealt with by Council in private
- c. Cllr Bulley has advised that he will be resigning his seat on Council. The September meeting will be his last.

352. MEMBERS INTERESTS

- a. To receive declarations of interest from councillors on items on the agenda
Cllr. Merryweather declared an interest in item 366.
- 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.

353. TO CONSIDER CO-OPTION REQUESTS

None received.

354. DELEGATION ARRANGEMENTS

- a. To appoint Governor to Meppershall Academy
Proposed Cllr Merryweather/Seconded Cllr Karlake. Resolved that the Cllr Morgan be appointed as Governor to Meppershall Academy. Carried

355. PUBLIC SESSION

At this point (7:54pm) 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 – This week is the final week of hearings for the Local Plan and the Inspectors have tested the viability of the plan in detail. Inspectors also allocated 4 days to listen to representations on site allocation and had visited sites where thought necessary.
- 15 Shillington Road development – Although planning enforcement cases concerning this site are now closed the CBC Planning Enforcement Team are monitoring the site for ‘mud on the highway’.
- Schools for the Future – Meppershall sites within the Shefford and Stotfold cluster which is ‘minded’ to move to a two-tier system. In planning a move CBC will need to ensure that there are enough places for children in the future and that this will be an opportunity to raise standard of achievement.

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- Shefford By-pass – Road to be closed in part for surface dressing on 27th and 28th July and then on 7th and 8th September for white lining.
- A421 dualling – Road from Jct. 13 of M1 to Milton Keynes will be closed periodically to allow work to be completed.
- Mobile Camera – CBC officers are being chased on the deployment of a mobile CCTV camera to monitor activity outside the village stores on the High Street.
- Speeding Shefford Road – At the request of Ward Councillors, Beds Police conducted speed surveys on Shefford Road. The results of the survey provide evidence to back up the complaints of Meppershall residents and confirm that vehicles are travelling in excess of 30mph on stretches of the road. The Police and local officers will be focussing efforts on enforcement. The CBC Highways Safety team and Highways Development Team have been made aware of the findings and Ward Councillors will be meeting with them to discuss future plans.
- Town & Parish Conference – Next date for the diary is 13th November 2019.
- 6 High Street planning application – CBC Highways Officers have put in string comments with regards to access for the development.
- Waste Contract – Negotiations are progressing well with a preferred supplier identified.

Parishioners made the following comments and asked the following questions:

- Food waste bags – The number listed on tags to telephone in order to request more bags is discontinued. *Cllr Brown will address*
- Have all allotment plot holders with glass on their allotment plots, obstruction to walkways, under cultivated land and encroachment of footpaths been sent letters subsequent to allotment inspections carried out? *Clerk – Yes, however some discretion has been given to plot holders who are unwell.*
- Permission has been given (piecemeal) for a great deal of new homes to be built on the Woodview Nurseries, Sandy View etc. area off Shefford Road and we should ensure that development there does not overwhelm the area.

Standing orders were reinstated at 8:20pm

356. MINUTES

- Proposed Cllr Parsons/Seconded Cllr Morgan. Resolved that the minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 10th June 2019 are an accurate record of the proceedings and that they be signed by the Chairman. Carried*

357. CLERKS REPORT & MATTERS ARISING

Points to note from the Clerks Report:

- 15 Shillington Road street naming – The developer has chosen ‘Robinson’.
- Bins on Walnut Tree Way – Complaint sent to CBC re: location of bins on Walnut Tree Way asking them to move the old one and reposition new one so that it is near the footpath. New bin re-positioned. Old bin removed and not re-positioned.
- MPC Noticeboard – Installation still pending
- Play Inspection – Annual inspection organised for September with Play Inspection Company Ltd at cost of £75.00 + VAT
- Allotment water supply – Water pipe damaged by plot holder attempting to carry out repairs to standpipe area (drove wooden stake into pipe). Emergency Plumber and Mr Carne fixed but there was a loss of water due to the issue.

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- f. Allotment inspections – 2nd part of allotment inspections completed on 27th June with 7 letters sent to plot holders asking for action to be taken. Predominant issues are uncultivated plots and obstructions to the walkways.
- g. Income: VAT reclaim £9110.74

358. 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.

- b. **Savings account** – To consider opening a savings account with Unity Trust Bank offering interest of 0.40% Gross.

Proposed Cllr Chapman/Secoded Cllr Parsons. Resolved to open a savings account with Unity Trust Bank. Carried.

c. Budget v Actual YTD

Councillors noted the content of the report provided.

- d. **Document approval** - journal entries, bank reconciliation and bank statements.

Proposed Cllr Merryweather/Secoded Cllr Chapman. Resolved that Journal 58 and Bank Reconciliations and Bank Statements 109 to 11 be accepted and signed. Carried.

e. Orders for the payment of money

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

Payments made prior to meeting date			
BACS213	HMRC	Q1 NI & PAYE (due before 22/07)	£150.53
Payment requests received before agenda published			
BACS212	Auditing Solutions Ltd	Internal Audit Fee	£438.00
BACS214	Perfect Coatings	Blasting & re-powder coat benches and table	£1,380.00
BACS215	Arean Stationers	Shredder	£144.00
BACS216	DMH Solutions Ltd	LCRS Software update	£70.80
BACS217	A Marabese	Additional salary for overtime (payable 15/08/19)	£41.87
BACS218	Beds Rural Communities Charity	Green Infrastructure Plan	£3,480.00
BACS219	Beds Rural Communities Charity	Green Infrastructure Plan - Local Green Space Assessment	£600.00
BACS220	Paul Carne	June Allotment Maintenance	£139.50
BACS221 A&B	Meppershall Village Hall	10th June and 22nd July Room Hire (2 invoices)	£60.00
BACS222	Anglian Water Business National	Allotment Water Mar - Jun 19	£24.79
BACS223	Anglian Water Business National	Allotment Water Mar - Jun 19	£218.34
BACS224	Paul Carne	Expenses - Brookmead fence repair	£36.08
BACS225	A Marabese	Expenses - April to July 2019	£268.19
Payment requests received after agenda published			
BACS226	Peter H Wright & Son Ltd	Allotment water pipe emergency maintenance	£81.00

359. PLANNING AND HOUSING

a. Applications since last Council meeting for consideration

- i. CB/18/04382/OUT– 1 Shefford Road, SG17 5LJ– AMENDED DESCRIPTION OF DEVELOPMENT - Demolition of garage and erection of five detached dwellings (single storey bungalows) including associated garages, hardstanding and new access to 1 Shefford Road.

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Proposed Cllr Chapman/Seconded Cllr Karlake. Resolved to object to planning application 18/04382 on the grounds of: lack of boundary treatment, lack of visitor parking, visibility splays encroaching on MPC land and other objections already raised. Carried.

- ii. CB/19/01835/FULL - Woodview Nurseries, Shefford Road, SG17 5LL - Erection of two dwellings on vacant nursery land.

Proposed Cllr Chapman/Seconded Cllr Karlake. Resolved to object to planning application 19/01835 on the grounds of: access, lack of visitor parking and overdevelopment. Carried.

- iii. CB/19/02011/OUT - Land to the rear of ACO Technologies Plc, SG17 5TE - Outline planning permission for erection of up to 11,649sqm of B1, B2 and/or B8 employment floorspace and associated ancillary works, all matters reserved except means of access from Hitchin Road.

Proposed Cllr Chapman/Seconded Cllr Karlake. Resolved to comment on the application requesting visual softening of the impact of the development and enhanced landscaping. Carried.

b. Other Planning Matters for consideration

- i. Clerk to provide update on appeals and enforcements.
All planning enforcement cases closed.

360. NEIGHBOURHOOD PLAN

a. Report from Cllr Parsons and the Clerk

The steering group met on Wednesday 2nd July. The budget was reviewed, and plans made to close the 2018-2019 grant and re-submit a new application for 2019-2020. The Group has met with BRCC to review the GIP and Green Spaces allocation and the final reports are pending. The group will currently work on consolidating information.

361. HIGHWAYS AND TRANSPORT

a. Hoo Road bollard – Clerk to provide update

Contact made with CBC and finally Anglian Water to discuss proposal to install key operated dropdown bollard after houses along Hoo Road bridleway to prevent unauthorised vehicle access and use. Cllr Parsons is in contact with both parties in order to assist with location of proposed bollard installation.

362. ENVIRONMENT AND LEISURE

a. Centenary Field Parish Facilities - Clerk to provide update

- i. Football pitch.
 - Meeting with Croudace - Croudace will confirm the actions they will be taking in respect of the pitch improvements suggested in the FA PIP report. The 12-month maintenance regime will start at handover and the programme of works includes 28 cuts and 2 fertilizer treatments. There is no aerating of the area and this is something that MPC should consider especially during the budgeting process. A standpipe and manhole will be provided to the side/centre of the pitch and an up to date drainage plan have been provided. Size of pitch area confirmed at 105 x 70 mtrs. Croudace will fix the damaged fence panels around the pitch.
 - Meeting with Shefford Saints - Shefford Saints are disappointed at not being able to use the pitch for the coming season. They continue to request a full-size pitch and have suggested that to prevent wear and tear that MPC provide a smaller pitch within the larger one. They would possibly require use of the pitch on Saturdays

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and Sundays September through to May. They do not need changing room facilities but have asked to use toilets at the village hall (this would need permission from MVHT). They have asked if we would carry out first lining of the year and they would then maintain. Goal posts should be removeable.

To consider costs to install gates in fencing and pitch configuration.

Proposed Cllr Chapman/Secoded Cllr Merryweather. Resolved that the quotation from H Jones Contract Fencing for the installation of gates into the pitch area be accepted. Carried
Pitch configuration deferred to subsequent meeting.

ii. Play equipment.

- Toddler play area - French drains to be installed and area cut in. The play area will be shifted forward so that gates do not open onto the path. The area will be turfed and watered. The installation date is not yet known but is expected to be in August. The installation will take 3 – 4 weeks.

- Junior play area – Layout of equipment agreed as details previously supplied.
Pitch configuration deferred to subsequent meeting.

iii. Landscaping - Program of landscaping to be provided to MPC. Clerk to meet with Croudace to confirm locations of bins and seats.

iv. PC Stores - MVHT and Clerk still to compete work on agreement. Croudace will replace the downpipe missing from the PC stores.

v. Contract variation - Croudace have politely refused the request for a credit due to non-installation of electricity to the PC Stores but it was felt by those representing MPC that we had received other items in return (larger fenced toddler area, fencing around pitch etc).

vi. Cemetery area

Suggested standpipe not aesthetically pleasing for area. Council to agree alternative options for install. Croudace to review installation of fencing as per contract.

To consider options for water standpipe

Proposed Cllr Merryweather/Secoded Cllr Chapman. Resolved to request installation of granite standpipe or appropriate alternative to meet specification. Carried

vii. Handover – To consider handover options of the MUGA and other areas.

Proposed Cllr Chapman/Secoded Cllr Merryweather. Resolved to enter into an agreement with Croudace for the use of the MUGA. Carried

b. Allotment Track – Clerk to provide update

Instruction given to BBW Solicitors in Letchworth to provide initial assessment of Parish Council position regarding allotment track access. Update pending.

c. Litter Pick Plans – Clerk to provide update

Organised for Saturday 14th September. Article sent to Messenger to be repeated until event. MVHT and Social Club supporting event. ACO have offered to assist with 30 Hi-Viz vests and gloves. Stondon PC have offered use of their equipment. CBC have offered grabbers and bags. Volunteers to sign up by emailing lovemeppershall@meppershall.org.

363. HEALTH & SAFETY and RISK MANAGEMENT

None

364. PROCEDURES

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

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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.

- b. DPO Services** – To consider renewal of DPO services at a cost of £125.

Proposed Cllr Parsons/Seconded Cllr Chapman. Resolved to renew DPO Services with LCPAS at a cost of £125. Carried

365. OTHER ISSUE, MEETINGS & MATTER ARISING

- a. VE Day 75 Celebrations** – Clerk to provide update

1 village organisation and 2 individuals have come forward requesting to be part of organising committee. It was suggested at the meeting that the Meppershall Events Committee are asked to assist in organising the events.

- b. Meppershall Messenger AGM** – No information available.

- c. CBC Recycling Plant visit** - Cllr Bulley's report was noted by all.

- d. To consider response to CBC consultation on its' draft Statement of Licensing Policy.**

Response due by 1st September.

Proposed Cllr Merryweather/Seconded Cllr Morgan. Resolved that Cllr Chapman would review and respond on the CBC Consultation of its' draft Statement of Licensing Policy. Carried

- e. To consider request from Village Fair Committee requesting vehicular access to land at bottom of Crackle Hill path leading to the village hall for the Summer Fair on 7th September 2019.**

Proposed Cllr Chapman/Seconded Cllr Parsons. Resolved to provide vehicular access to land at bottom of Crackle Hill path leading to the village hall for the Summer Fair on 7th September provided that the Village Fair Committee make good any damage caused to the area and that they have their own public liability insurance to cover use. Carried

- f. CBC Town and Parish Council Conference** – Cllr Morgan to provide update.

Cllr Morgan reported that the conference was attended by circa 60-70 people and that the presentations had been circulated to all. Of greatest interest was the introduction of Ward Councillors locality budgets. Our Ward Councillors are awaiting additional information before passing details to their parishes.

366. CLOSED SESSION

Resolved that under Section 1 of the Public Bodies (Admissions to meetings) Act 1960 and in view of the confidential nature of business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw whilst matters pertaining to this item are discussed.

- a. To consider response and options available to MPC after receiving threats of legal action from a resident against the Council.**

Minutes of this part of the meeting are private and confidential

367. CLOSE OF THE MEETING

The Chairman declared the meeting closed at 10:10pm

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