

# MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL  
HELD IN THE VILLAGE HALL ON MONDAY 9<sup>TH</sup> SEPTEMBER 2019

**PRESENT: Councillors:** Chapman (in the Chair), Bulley, Karlake, Merryweather, Read and Thomason

**The Clerk:** A Marabese

**Others:** Ward Councillors Brown and Liddiard and 7 members of the public

The Chairman declared the meeting open at 7:55pm.

## 368. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Magee, Morgan and Parsons

## 369. CHAIRMANS ANNOUNCEMENTS

- a. Reminder to the public on the time limits of their contributions during the public session.
- b. The Chairman thanked Cllr Bulley for his contribution to the Parish Council over the years and said that he will be missed.

## 370. MEMBERS INTERESTS

- a. To receive declarations of interest from councillors on items on the agenda
  - b. To receive written requests for dispensations for disclosable pecuniary interests (if any)
  - c. To grant any requests for dispensation as appropriate
- No declarations or dispensations were received.

## 371. TO CONSIDER CO-OPTION REQUESTS

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

- a. *Proposed Cllr Chapman/Seconded Cllr Read. Resolved that Mr Anthony Seaman be co-opted to the Council, and that having signed a Declaration of Acceptance of Office that he joins the meeting. Carried*

## 372. DELEGATION ARRANGEMENTS

- a. To consider MPC representation on Neighbourhood Planning Steering Group  
*Proposed Cllr Chapman/Seconded Cllr Thomason. Resolved that Cllr Karlake be appointed as a representative on the Neighbourhood Planning Steering Group. Carried*

## 373. PUBLIC SESSION

**At this point (8:05pm) 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:

- Public space protection orders consultation – Consultation currently in progress. Clerk to contact Lisa Scott at CBC regarding dog control orders and ask what the easiest way is of getting one.
- CB/19/02039/OUT Land to the rear of 40 Shefford Road – This will be called in to the DMC as the application is not supported by Shefford Ward Councillors.
- New Road, Clifton planning application – Gladman's have requested a judicial review on the planning inspector's decision not to grant planning permission on this site. The DCLG will be defending the decision in the High Court.

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- Local Plan – CBC is waiting for the inspector’s modifications to be issued to them. CBC will then need to re-consult on those modification. After the consultation all documents will be re-presented to the inspector.
- Homelessness and rough sleeping consultation – Consultation currently in progress. The Old Birches in Shefford (together with properties in Sandy and Biggleswade) is to be re-opened as transitional accommodation for people finding themselves homeless.
- Community Grants Schemes - Ward Councillors will each have £2k in grant funds that can be accessed via an application process. Applications from local groups can request up to a maximum of £250 and must be for equipment and not general running costs. In addition to this CBC is reintroducing a capita grants scheme. Applicants will need to match fund the grant of up to £25k and funds can be used to invest in arts, sports etc. Ward members will have a say in who is awarded these grants. CBC are able to operate these 2 grant schemes as they have made savings in some departments and have also received a rebate from the Government.
- Parking strategy – A new parking strategy has been adopted by Highways. The implication of this is that now over 50% of local residents will need to sign a petition to request an investigation into parking restrictions.
- New waste contractor – A new contractor, FFC Environment, will take over waste collection from 1<sup>st</sup> January 2020. Flexibility has been built into the new contract.
- Repairs and replacement of footpaths – CBC are carrying out tests in Leighton Buzzard on a new style of repair and replacement of footpaths that, if successful, will save money and speed up time required to replace footpaths.

Parishioners made the following comments and asked the following questions:

- S106 allocation – The Clerk raised a query regarding the allocation of £11.5 to the allotments from the inland homes site. *Clerk to email Ward Councillors and copy in the portfolio holder.*
- Can anything be done about cars parking opposite the entrance to Brookside and Brookmead? *Ward Councillors will raise an issue with the CBC Highways Safety Manager.*
- Can anything be done about the parking outside the village stores? *ML - CBC may install bollards in front of the shop however this will cause traffic issues. CCTV evidence is required first to see exactly what is happening. The camera will be there to gain evidence only.*
- What percentage of CBC council tax revenue is paid into a pension fund?
- When will Fildyke Road be resurfaced? *AB – Not sure if it will be this year or next.*
- Will faulty taps on the allotments be replaced? *Clerk – Yes.*
- Signage on Fildyke Road indicating a road closure was erected but no work carried out. Can this be investigated. *AB will follow up.*

Standing orders were reinstated at 8:40pm

## 374. MINUTES

- a. Proposed Cllr Karslake/Seconded Cllr Merryweather. Resolved that the minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 22<sup>nd</sup> July 2019 are an accurate record of the proceedings and that they be signed by the Chairman. Carried*

## 375. CLERKS REPORT & MATTERS ARISING

Points to note from the Clerks Report:

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- a. Stocken House reserved matters application – Developer has requested a meeting with MPC. *The Clerk was asked to request a date either in the evening or on a Saturday and to request information on plans for a public consultation.*
- b. MVHT have sent a long email that was received today – *The Clerk was asked to request a meeting with the MVHT.*
- c. It has been suggested that one of the 6 benches earmarked for installation on Centenary Field be installed at the end of the Crackle Hill track. *The Clerk was asked to proceed with this suggestion.*
- d. Noticeboard - MVHT have forwarded a quote of £511 to install the noticeboard. *The Clerk was asked to investigate alternative options for installation.*
- e. Defibrillator battery replacement required for unit at the village stores. *The clerk was asked to proceed with an order for a replacement battery.*

## 376. 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. To review audited AGAR 2018-19 completion letter and notice.

Councillors noted the content of the completion letter and notice.

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

*Proposed Cllr Merryweather/Seconded Cllr Chapman. Resolved that Bank Reconciliation and Bank Statements 113 be accepted and signed. Carried.*

### d. To approve renewal of Parish Council insurance with potential modifications.

*Proposed Cllr Thomason/Seconded Cllr Chapman. Resolved that the Clerk renew the Parish Council insurance after making appropriate modifications as required. Carried.*

### e. Orders for the payment of money

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

Payment requests received before agenda published			
BACS227	LCPAS	DPO Services	£125.00
BACS228	CBC	2nd May 2019 election costs	£83.54
BACS229A	John O'Connor Groundworks		£393.97
BACS229B	John O'Connor Groundworks		£1,357.88
BACS229C	John O'Connor Groundworks		£1,230.56
BACS229D	John O'Connor Groundworks		£465.24
BACS229E	John O'Connor Groundworks		£944.04
BACS230	Wicksteed Leisure Ltd	3 x Barton Seat Benches	£2,419.20
BACS231	QBIC	Linux Gold - meppershall.org (28/09/2019 - 27/09/2020)	£143.99
BACS232	Mazars LLP	External Audit Fee	£360.00
BACS233	P Carne	Allotment maintenace (July & August) and other	£246.30
Payment requests received after agenda published			
BACS234	Groundworks UK	NP Grant underspend to be returned	£1,640.00
BACS235	HMRC	Q2 NI & PAYE (due before 22/10)	£155.70

## 377. PLANNING AND HOUSING

### a. Applications since last Council meeting for consideration

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- i. CB/19/02039/OUT – Land to the rear of 40 Shefford Road – Proposed erection of up to 103 no. dwellings with associated infrastructure, community building, landscaping, open space and access, including demolition of 40 Shefford Road and existing agricultural buildings. All matters reserved except for access.  
*Proposed Cllr Chapman/Seconded Cllr Thomason. Resolved to object to planning application 19/02039 as per the draft letter circulated and to include details regarding highways safety and s106. Carried.*
- ii. CB/18/03653/FULL - ACO Technologies Plc, SG17 5TE - Full permission for erection of extension to existing building to create factory unit with ancillary office space and staff facilities and erection of a new warehouse building, new access road, car parking, landscaping, drainage infrastructure, and ancillary works (Phase 1).  
*Proposed Cllr Chapman/Seconded Cllr Thomason. Resolved to request that a condition be added to the granting of planning permission regarding the colour of the building as it is viewed from Chapel Road and the main village so that it blends into the landscape, sky and the tree buffer that will be planted. This would be different to the 'street scene' side of the building. Carried.*
- iii. CB/19/02062/FULL – 9 Hoo Road, SG17 5LP - Single storey front extension with a pitched roof.  
*Proposed Cllr Chapman/Seconded Cllr Thomason. Resolved that there is no objection to this application. Carried.*
- iv. CB/19/02500/FULL – 24 Fildyke Road, SG17 5LT - Single storey (side and rear) extension to form annexe.  
*Proposed Cllr Chapman/Seconded Cllr Thomason. Resolved that there is no objection to this application. Carried.*

### **b. Other Planning Matters for consideration**

- i. Clerk to provide update on appeals and enforcements.  
No planning enforcements or appeals.

### **378. NEIGHBOURHOOD PLAN**

#### **a. Report from Cllr Thomason**

Unspent funds from the current grant money must be returned before a new grant request can be submitted and approved. The Clerk will be asked to budget for a greater contribution to the neighbourhood plan for the year 2020-21 (circa £2k)

*Proposed Cllr Merryweather/Seconded Cllr Chapman. Resolved to return the unspent grant money as required before the next MPC meeting. Carried.*

#### **b. To consider MPC aspirations for neighbourhood plan.**

Councillors asked to consider this for discussion at the next meeting,

### **379. HIGHWAYS AND TRANSPORT**

#### **a. Hoo Road bollard – Clerk to provide update**

CBC and Anglian Water are proposing the installation of two bollards on Hoo Road, but CBC only have one available. *Ward Councillors asked to be updated with progress on this.*

Cllr Read left the meeting

### **380. ENVIRONMENT AND LEISURE**

#### **a. Centenary Field Parish Facilities - Clerk to provide update**

Meeting to be held with Croudace on 10<sup>th</sup> September.

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- i. Football pitch.
  - MVHT did not respond to the request for Escrow funds to purchase the gates to the fencing. They responded late last week requesting alternative quotations and asking why we could not use s106 money. Both alternative quotations received are at a higher cost.
- ii. Play areas
  - Toddler play area - installation has taken place
  - Junior play area – installation has taken place
- iii. Landscaping - Program of landscaping to be provided to MPC. Locations of bins and seats confirmed.
- iv. PC Stores - MVHT and Clerk still to complete work on agreement. Croudace will replace the downpipe missing from the PC stores.
- v. Cemetery area
  - Standpipe – alternative standpipe suggested for install
  - Landscaping and fencing – Croudace to review installation of fencing as per contract.
- vi. Handover – To consider handover options of the MUGA and other areas.

The Clerk advised that MPC were unlikely to accept handover of Centenary Field until landscaping is well established. Discussions were held about the possible use of the MUGA prior to handover but this never happened.
- vii. Security - To consider options for mitigation of illegal incursion onto Centenary Field.

It was agreed that the Clerk would discuss this with Croudace and MVHT.
- 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. BBW has been bought by Tollers. A draft letter was received last this afternoon however the Clerk has identified issues and therefore will go back to Tollers for clarification.
- c. Brookmead Fence** – Clerk to provide update

As item 380.b above
- d. 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 assisted with 30 Hi-Viz vests and gloves. Stondon PC have offered use of their equipment. CBC have offered grabbers and bags.

## **381. HEALTH & SAFETY and RISK MANAGEMENT**

- a. ORM 'Camp'** – To consider options on removal

Clerk was called to Old Road Meadow as a 'camp' had been discovered. With assistance from Mr Carne and others the camp was removed. We also found drugs 'cannabis' in the Community orchard area and there is evidence of alcohol being consumed and bottles / cans thrown into trees.

The Clerk was asked to report the issue via 101 and write an article for the Messenger that asks residents to report issues of anti-social behaviour to 101.

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## 382. PROCEDURES

- a. GDPR** - 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.

- b. MPC Website** – To reconsider website plans subsequent to CBC communication regarding non-availability of current CBC website platform provided for free to parish councils.

The Clerk was asked to investigate options and report back accordingly.

- c. BATPC Training** - To consider attendance at BATPC training sessions as required.

*Proposed Cllr Chapman/Seconded Cllr Thomason. Resolved that Cllrs Karlake and Seaman attend New Councillor training and that the Clerk attend training on Transparency and Audits. Carried*

- d. Financial Regulations** - To approve amendments to MPC Financial Regulations (as suggested by NALC).

*Proposed Cllr Chapman/Seconded Cllr Bulley. Resolved to adopt MPC Financial Regulations v3.1. Carried*

## 383. OTHER ISSUE, MEETINGS & MATTER ARISING

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

The Meppershall Events Committee have agreed to organise events on behalf of all village organisations.

- b. BATPC AGM** - To consider attendance at BATPC AGM on Thursday 17th October at 19:00pm in Cople Village Hall, Grange Lane, Cople MK44 3TT

It was agreed that the Clerk would attend.

## 384. CLOSE OF THE MEETING

The Chairman declared the meeting closed at 10:00pm

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

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