

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL HELD IN THE VILLAGE HALL ON MONDAY 11TH NOVEMBER 2019

PRESENT: Councillors: Chapman (in the Chair), Karlake, Magee, Merryweather, Morgan, Read, Seaman, Standbridge and Thomason

The Clerk: A Marabese

Others: Ward Councillors Brown and Liddiard, and 19 members of the public

The Chairman declared the meeting open at 7:48pm.

402. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Parsons.

403. CHAIRMANS ANNOUNCEMENTS

- a. Noting the number of residents present at the meeting the Chairman reminded the public on the time limits of their contributions during the public session.
- b. Cllr Magee and Cllr Standbridge were welcomed to their first council meeting.
- c. The Chairman advised that he had laid a wreath at the Remembrance Day celebration in Meppershall yesterday on behalf of the Parish Council.

404. 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.

405. PUBLIC SESSION

At this point (7:52pm) 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 Brown and Liddiard advised the meeting that:

- Schools for the Future – Consultation on move to two-tier will be running from 29th October through to 20th January 2020. Our cluster is to have 5,400 new homes built in next 10-15 years. Campton Lower is to be closed a new primary school approved for Shefford off Hitchin Road.
- Green Waste Collections – will cease from Monday 9th December to Friday 28th February 2020. Christmas and New Year waste collections due on Wednesday will be collected on Tuesday 24th December and Thursday 2nd January.
- Local Plan – Formal feedback from the Inspectorate was given to CBC on 14th October. Most critical areas of policy have been accepted without comment. The most significant issue raised was the M1-A6 link road associated with the north of Luton proposed developments however, information received indicates that the Secretary of State will not call it in and will allow CBC to determine its future.
- Councillor Grants Scheme – CBC has introduced this scheme which enables ward councillors to offer small match funded grants to voluntary and non-profit making organisations. The allocation in total is £2k/yr and Shefford ward councillors will limit the maximum grant to £250. Meppershall Gnomes have been awarded a grant.
- Community Grant Scheme – CBC will introduce this scheme from 1st December 2019 with a maximum £25k match funded grant available for capital projects such as building works.

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL HELD IN THE VILLAGE HALL ON MONDAY 11TH NOVEMBER 2019

- The Town Warden Scheme – In January 2020 this scheme will be introduced. This is for the provision of an operator who will be employed by a town of combination of towns and villages to cover minor general projects required. CBC will provide a banded van, overalls, tooling etc. The towns and villages would be responsible for the labour costs associated with the number of hours that the operator is based in their location.
- 59 Shefford Road / Stocken House (Davidson Homes) – Ward Councillors attended the public consultation and stressed the need for additional traffic calming measures on Shefford Road (additional VAS in both directions) together with a commitment to ensure all delivery drivers use the A507 via the Esso Garage to access Shefford Road and the site.
- 32 Shefford Road / Linden Homes – Ward Councillors have met with Linden Homes and stressed the need for the development to be of a very high standard and not to have any major changes to the original approved plans. Additional traffic calming measures on Shefford Road were discussed and the need to ensure that all delivery drivers access the site via the A507 and the Esso Garage roundabout. A request was made for details of the site manager to be openly displayed.
- Traffic calming measures Shefford Road – Ward Councillors are meeting with CBC Highways this week to walk Shefford Road and make proposals for the best locations for speed tables and VAS's.
- Chapel Road speed limit – In response to issues raised there are no plans to introduce speed limits on Chapel Road as it is outside of the normal 30mph village limits and carries that national speed limit of 60mph.
- Children In Need – The Rickshaw Challenge will pass through Shefford on 15th November on its way from Bedford to Borehamwood.
- Pedestrian Safety – Discussions ongoing regarding the pedestrian safety outside the Village Stores.

Parishioners made the following comments and asked the following questions:

- Traffic calming speed tables – As traffic calming speed tables have an impact on noise for those living near them, will there be a public consultation on any proposed plans? *AB – Yes, any proposed traffic calming measures are subject to public consultation and the Parish Clerk will be advised of the consultation so that it can be publicised.*
- Are there other alternatives traffic calming measures that do not include speed tables? *Yes, Active Speedwatch which the village has, police prosecution of speeding drivers which rarely happens at present, vehicle activated signs which are part of discussions with CBC Highways, road markings etc.*
- 59 Shefford Road / Stocken House – The plans presented at the public consultation have made no attempt to provide for sustainability of energy efficiency and low emissions e.g.: electric charging points, cycle ways, public transport links etc.
- 59 Shefford Road / Stocken House – The proposed secondary entrance for construction traffic will be close to and nearly directly opposite the 32 Shefford Road construction site entrance. As this is not part of the outline planning granted will MPC consider requesting that the entrance be moved during discussion with the developer or when the developer's planning application is submitted. *PC – Yes.*
- 59 Shefford Road / Stocken House – Was a judicial review requested of the Inspectorate decision to grant the outline planning application. *PC, Yes, a judicial review was requested by CBC but was not permitted by the High Court judge.*

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL HELD IN THE VILLAGE HALL ON MONDAY 11TH NOVEMBER 2019

- Will construction traffic be permitted to park on Shefford Road? *Clerk, each site must provide a construction management plan to CBC that details amongst other things access to the site and parking of construction traffic that they must adhere to. If residents experience vehicles parked on the pavement or blocking access to driveways, then they should contact CBC Parking Enforcement on 0300 300 8005 or the Police on 101.*
- What are the long-term traffic management and traffic calming measure plans for Shefford Road? *PC, MPC need to discuss the best long-term solution with CBC Highways*
- Can anything be done about drivers parking on the pavements outside the school? *ML will request monitoring of area.*

Standing orders were reinstated at 8:35pm

406. MINUTES

- a. Proposed Cllr Thomason/Seconded Cllr Karlake. Resolved that the minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 14th October 2019 are an accurate record of the proceedings and that they be signed by the Chairman. Carried*

407. CLERKS REPORT & MATTERS ARISING

Points to note from the Clerks Report:

- a. DMC Meeting – ACO Applications – Planning officer recommended both applications be approved pending the imposition of conditions on issues such as landscaping, lighting, access and materials etc.
- b. Details of submitted plans for the traffic calming scheme proposed by the developer of land to the rear of 15 Shillington Road have been responded to and awaiting response.
- c. Return of noticeboard progressing but Clerk needs to find method to wrap and protect it for collection.
- d. Toddler equipment in allotment storage container – Clerk liaising with previous Tots Chairman to see if a home can be found or if they can be donated to other organisations.
- e. Income: Mr Sinclair £202.30 (transfer error should have gone to Pre-School), £5031.00 NP Grant.
- f. Why do councillors need access to the parish council bank account? All councillors have a responsibility to ensure that the RFO and MPC follow correct financial procedures and that they know the financial status at any given time of MPC's bank account(s). The council should ensure that the RFO acts properly and efficiently to avoid the risk of loss, fraud or bad debt, whether through deliberate or careless actions. Throughout the year the council needs to satisfy itself that expenditure is both lawful and in line with council decisions, and that proper controls are in place to prevent any possibility of fraud. Having access to the parish council bank account to view income and expenditure allows councillors to carry out checks and ensure management of the bank account is as it should be.

408. FINANCE

a. Update of Parish Facilities purchases

- i. To review and approve income, expenditure and purchase orders for parish facilities. Councillors noted the content of the report, reviewed all purchases and noted the powers accordingly.

b. Grant applications – To consider any grant applications received.

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL HELD IN THE VILLAGE HALL ON MONDAY 11TH NOVEMBER 2019

None received however Wanderbus had confirmed that they would not be making an application for 2020-2021 funding.

c. Banking Mandate – To approve banking mandate changes

Proposed Cllr Chapman/Seconded Cllr Merryweather. Resolved that Bank Mandate changes to add Cllrs Standbridge and Magee be actioned. Carried.

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

Proposed Cllr Chapman/Seconded Cllr Seaman. Resolved that Bank Reconciliation and Bank Statement 117 be accepted and signed. Carried.

e. Orders for the payment of money

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

Payment No:	Payee	Purpose	Amount
Payments made prior to meeting date			
BACS247	Chandlers Farm Equipment Ltd	Multi-tool strimming equipment	£997.97
BACS248	Promain	Anti Graffiti Coating	£179.74
BACS251	Mr PE Sinclair	Return of incorrect payment to MPC	£202.30
Payment requests received before agenda published			
BACS249	SLCC	The Clerks Manual 2019	£52.30
BACS250	Meppershall village hall	Room hire 14/10/19	£30.00
BACS252	Mr P Carne	September / October allotment maintenance	£130.80
BACS253	A. Marabese	Additional Nov Salary	

409. PLANNING AND HOUSING

a. Applications since last Council meeting for consideration

- i. CB/19/02912/FULL – Land opposite Sandy View – Erection of outbuilding.
Proposed Cllr Chapman/Seconded Cllr Karlake. Resolved to object to planning application 19/02912 on the grounds of site overdevelopment and loss of light to neighbouring home with request that if approved condition to prevent commercial business use be added. Carried.
- ii. CB/19/03461/FULL - Long Acre, High Street – New dwelling.
Proposed Cllr Chapman/Seconded Cllr Thomason. Resolved to object to planning application 19/03461 on the grounds of; outside settlement envelope, out of keeping with settlement pattern of village, site visibility out of character in the location, new dwelling would not provide satisfactory living conditions for future occupants of the proposed dwellings as a result of noise and disturbance from the activities at Bury Farm. Carried.
- iii. CB/19/03534/FULL – 10A Hoo Road, SG17 5LP – Single storey rear extension.
Proposed Cllr Chapman/Seconded Cllr Karlake. Resolved that there is no objection to planning application 19/03534. Carried.
- iv. CB/19/03228/FULL - R/O Beaumaris, Long Acre, High Street - Erection of new dwelling.
Proposed Cllr Chapman/Seconded Cllr Thomason. Resolved to object to planning application 19/03461 on the grounds of; outside settlement envelope, out of keeping with settlement pattern of village, site visibility out of character in the location, new dwelling would not provide satisfactory living conditions for future occupants of the

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL
HELD IN THE VILLAGE HALL ON MONDAY 11TH NOVEMBER 2019

proposed dwellings as a result of noise and disturbance from the activities at Bury Farm. Carried.

- v. CB/19/03597/FULL - Chapel Farm, SG17 5NQ - Conversion of timber frame barn to residential dwelling.

Proposed Cllr Chapman/Seconded Cllr Karslake. Resolved that there is no objection to planning application 19/03597. Carried.

- vi. CB/19/03598/LB - Chapel Farm, SG17 5NQ – Listed Building: Conversion of timber frame barn to residential dwelling.

Proposed Cllr Chapman/Seconded Cllr Karslake. Resolved that there is no objection to planning application 19/03598. Carried.

- vii. CB/19/03642/PCB – PCO Campton Road, SG17 5PB - Payphone Kiosk Removal Consultation.

Proposed Cllr Chapman/Seconded Cllr Morgan. Resolved to agree to the removal of the payphone kiosk as requested in 19/03642 (note: no kiosk in this location). Carried.

b. Other Planning Matters for consideration

- i. Stocken House / Bidwell – Update on meeting request.

Subsequent to the public exhibition of plans Bidwell and Davidson Homes have asked to meet with MPC to have feedback on its proposals and have sent maps and documents to assist with the review.

Proposed Cllr Thomason/Seconded Cllr Read. Resolved to meet with Bidwell and Davidson Homes subsequent to delegating the collation of feedback from MPC on the public exhibition proposals to the Clerk. Carried.

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

- CB/EN/19/0445 - Tower View Nurseries, 81 Fildyke Road - Commencement of development prior to discharge of pre-cons (CB/18/04569/FULL) – Investigation in progress.
- CB/EN/19/0448 - Opposite Sandy View, Shefford Road - Check compliance with 19/00710 & erection of garden building. Closed no breach identified.
- CB/EN/19/0431 – 38 Fildyke Road - Change of use of domestic garage to barbers – Closed structure removed
- CB/EN/19/0449 – 38 Fildyke Road - Change of use of domestic garage to barbers – Investigation in progress
- CB/EN/19/0474 – 32 Shefford Road - Commencement of development before discharge of conditions 18/03781/FULL – Closed no breach identified.
- Land opposite Sandy View (CB/19/02912/FULL) – Complaint regarding commencement of works prior to planning being granted forwarded to CBC. Applicant agreed that they would build no further than that already done until decision made on application

410. NEIGHBOURHOOD PLAN

a. Report from Cllr Thomason

Steering Group will be meeting on Wednesday 13th November. New grant application has been approved. Consultant is starting to pull together the written plan which the group hopes will go to consultation next year.

b. To consider MPC aspirations for neighbourhood plan.

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL HELD IN THE VILLAGE HALL ON MONDAY 11TH NOVEMBER 2019

Councillors were asked to email their aspiration for the village to Cllr Thomason and the Clerk before the next MPC meeting

411. HIGHWAYS AND TRANSPORT

- a. Hoo Road bollard** – To approve expenditure of £600 to cover 50% of the bollard installation costs (shared with CBC).

Proposed Cllr Thomason/Seconded Cllr Merryweather. Resolved to approve expenditure of £600 to cover cost of bollard installation on Hoo Road. Carried. (Cllr Magee opposed)

- b. Speed reduction programme** – To consider proposal for requesting speed reduction measures and an assessment of speed limit changes in Meppershall.

Proposed Cllr Chapman/Seconded Cllr Merryweather. Resolved to focus attention at present on traffic calming measures for Shefford Road and a reduction of the speed limit to 40mph from the A507 to the village gateway. Carried.

- c. Shefford Road and Shillington Road VAS** – Update

Details of submitted plans for the traffic calming scheme proposed by the developer of land to the rear of 15 Shillington Road have been responded to and are awaiting response. Clarification on process of VAS adoption from CBC requested however feedback from Ward Councillors suggests that new VAS's on Shefford Road may be supplied by the developers of 32 and 59 Shefford Road as part of traffic calming measure they must contribute to pending review by Highways officers.

412. ENVIRONMENT AND LEISURE

- a. Centenary Field Parish Facilities** – Update form Clerk and to consider actions specific to:

- i. Football pitch.

- Gates ordered.
- The standpipe is pending installation
- FA pitch inspection conducted on 5th November. 'Ankle turning' issues continue along the drainage runs. In its current state the pitch would not be suitable for junior use and there could be a public liability issue for MPC. The grass is in a poor state with substantial dead and yellow grass and diseased patches. Perennial weeds are now present in large numbers and these should have been sprayed prior to the end of September to halt growth. The height of the grass is too long (much longer than 40mm). It was clear from the inspection that there is no cross directional grass cutting taking place. The FA Representative has sent an email with all issues and recommendations and agreed that this can be forwarded to Croudace and that they can also contact him if required. The Croudace Site Manager was shown the pitch issues on 6/11 and told that the Clerk would not recommend that the parish council accept the pitch in its current condition.

- ii. PC Stores – To consider options for securing PC stores against vandalism and break ins. *Proposed Cllr Merryweather/Seconded Cllr Thomason. Resolved to attempt to sell the PC Stores and precept for a replacement shipping container. Carried.*

- iii. All other areas on Centenary Field and Crackle Hill Track

- Bins and benches pending installed on Centenary Field
- Cemetery fencing and standpipe pending installation in cemetery area

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL
HELD IN THE VILLAGE HALL ON MONDAY 11TH NOVEMBER 2019

- Grass is currently uncut and weedy. Ground in some areas is very soft and wet. Issue discussed with Croudace Site Manager and he has suggested leaving in situ some of the Harris fencing to entry into areas of the field until it has settled.
 - Croudace have been advised that MPC cannot accept ownership of the play equipment until a play inspection report is issued that shows that all installed items meet the appropriate standards.
 - Crackle Hill path tarmac has cracks in it that have been reported to Croudace who will complete patch repairs.
- iv. Handover – To consider request from Croudace to hand over property to MPC
Proposed Cllr Merryweather/Seconded Cllr Read. Resolved not to accept transfer of property to MPC until the council is satisfied that the contract is completed. Carried.
- b. Allotment Track** – To consider MPC next actions subsequent to letters received from Tollers.
Proposed Cllr Thomason/Seconded Cllr Chapman. Resolved to approve costs incurred to complete land registry searches to ascertain ownership of High Street homes making use of allotment track. Carried.
- c. Brookmead Fence** – Clerk to provide update
No response received from Tollers yet.
- d. Allotment update** – Clerk to provide update
New annual contracts to be issued.

413. HEALTH & SAFETY and RISK MANAGEMENT

- a. Risks assessments** – To create job specific risk assessments for village caretaker and green space management.
The Clerk was asked to liaise with Cllr Chapman and Seaman on specific risk assessments and to include them in the Risk software package.

414. PROCEDURES

- a. GDPR** - Completion of GDPR Awareness Checklist for all Councillors and those working with the Council.
The Clerk advised that she will be reviewing all documentation prior to the end of the year for completion by councillors.
- b. MPC Website** – To review proposed new website proposals.
Proposed Cllr Chapman/Seconded Cllr Merryweather. Resolved that the Clerk and Cllr Standbridge create 2 new websites (community and parish council) ensuring that any compliance standards are met. Carried.
- c. Investment Policy** – To approve MPC Investment Policy v1.0.
Proposed Cllr Morgan/Seconded Cllr Magee. Resolved to adopt MPC Investment Policy v1.0. Carried.
- d. Meeting Schedule** – To approve 2020-2021 meeting schedule.
Proposed Cllr Karslake/Seconded Cllr Thomason. Resolved to approve 2020-2021 meeting schedule. Carried.

415. OTHER ISSUE, MEETINGS & MATTER ARISING

- a. VE Day 75 Celebrations** – Clerk to provide update
Meppershall events have provisionally pencilled in a fireworks display.

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL
HELD IN THE VILLAGE HALL ON MONDAY 11TH NOVEMBER 2019

The clerk was asked to respond to the consultation stating that the normal function of council should not be put at risk due to vexatious complaints.

b. Village Hall AGM – Update from Cllr Seaman on issues raised concerning MPC.

Cllr Seaman talked through the written report regarding the village Hall AGM provided to councillors with meeting papers. Concerning MPC a resident raised the question why MPC has not been offered the sole use of a room within the new MVH for whatever purpose they wanted, as was the expectation of residents and parties involved in the land transfers that enabled the building of the new MVH and parish facilities. Subsequent to the AGM a MVH Trustee has contacted the Clerk with the offer of a dedicated space and the Clerk has requested for clarification of the offer in writing as a dedicated space is not what was offered to MPC previously.

Proposed Cllr Thomason/Seconded Cllr Morgan. Resolved that the Clerk write to the MVH Trustees to advise that MPC wishes to take up possession of the dedicated space within the village hall. Carried.

a. MPC contributions to the Messenger – To discuss what contributions MPC wish to make in future.

Councillors agreed that due to the cut off date for submission of articles to the Messenger, reports on minutes could not be submitted but that a weblink could be published. Other articles to be submitted as required.

b. Consultation – To discuss response to CBC Schools for the Future consultation.

Deferred to next meeting

c. Consultation – To discuss response to London Luton Airport Public consultation.

Deferred to next meeting

d. Consultation – To discuss response to CBC polling places and polling districts consultation.

Proposed Cllr Chapman/Seconded Cllr Morgan. Resolved that the Clerk respond indicating that the Parish Council is has no issues with current provision and districts. Carried.

416. CLOSE OF THE MEETING

The Chairman declared the meeting closed at 10:55pm

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