

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL
HELD IN THE VILLAGE HALL ON MONDAY 9TH DECEMBER 2019

PRESENT: Councillors: Chapman (in the Chair), Merryweather, Morgan, Seaman and Standbridge

The Clerk: A Marabese

Others: Ward Councillor Liddiard, and 10 members of the public

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

417. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Karlake, Parsons, Read and Thomson. Apologies were not received from Cllr Magee.

418. CHAIRMANS ANNOUNCEMENTS

- a. It was with sadness that the Chairman reported to Council the death of Mr Mick Trundell. He had contributed greatly to village life and Parish Council meetings. The Council's deepest sympathies went to his wife and family. The Chairman invited the Council to place on record its sadness at the death of this former resident.
- b. The Chairman asked if any councillor would like to attend the CBC Town and Parish council conference on 22nd January, starting at 6:00pm. *It was agreed that the Clerk and the Chairman would attend on behalf of the Council.*

419. 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.

420. 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 Liddiard advised the meeting that:

- Purdah – CBC was in purdah due to the pending general election.
- Traffic calming measures Shefford Road – Meeting had been held with CBC Highways and potential solutions discussed. CBC Highways consider the installation of 4 tables between 59 and 32 Shefford Road as too many. It was accepted that meetings with developers and MPC indicated that they were willing to discuss solutions with CBC.
- Community Safety Officers – final appointments in progress
- Mud on Fildyke Road – Following reports from residents of mud on Fildyke Road, the CBC Planning Enforcement team has visited the developer twice to discuss the issue and remedial action required.
- Parking outside Meppershall Academy – Parking Enforcement Officer will visit area.
- CBC Highways Maintenance – List of road and path repairs will be issued shortly. Residents were asked to report any issue to Ward Councillors.
- Highways safety outside Village Stores – no progress.

8:01pm Cllr Merryweather arrived

Parishioners made the following comments and asked the following questions:

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- Can anything be done regarding the parking of vehicles outside the school or on the pavement opposite the school?
- Can anything be done regarding the state of the footpaths on Hoo Road as they are covered in moss and this can be dangerous during frosty / icy conditions?
- Can Ward Councillors please request a review of the parking of vehicles opposite the Brookmead junction?

Cllr Morgan provided the following update regarding Meppershall Academy

- Subsequent to an inspection in September, Ofsted have put the school into special measures. A meeting has been held with staff, governors, parents, CBC and the Diocese of St. Albans to explain the current situation, implications of this and the way forward. At that meeting it was evident that the majority of parents support the school. Cllr Morgan expressed confidence in the ability of the Head Teacher, staff and Governors to turn the school around.

Standing orders were reinstated at 8:15pm

421. MINUTES

- a. Proposed Cllr Merryweather/Seconded Cllr Seaman. Resolved that the minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 11th November 2019 are an accurate record of the proceedings and that they be signed by the Chairman. Carried*

422. CLERKS REPORT & MATTERS ARISING

Points to note from the Clerks Report:

- a. Return of noticeboard pending delivery of packaging for return to supplier and remedial work. Francis Burton and Associates have agreed that the noticeboard can be installed in a suitable and appropriate location on Walnut Tree Way.
- b. 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.
- c. Income: Allotment rent income is coming in but not processed yet.
- d. Unity Trust savings account. Account open and Unity Trust have transferred £10k into the account from our current account.

423. 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.
None received.

- c. Draft 2020-2021 Budget** – To review current 2019-2020 budget v actual and draft 2020-2021 budget.
Item deferred to next meeting.

- d. Document approval** - journal entries, bank reconciliation and bank statements.
Proposed Cllr Morgan/Seconded Cllr Chapman. Resolved that Bank Reconciliations and Bank Statements 118 Current Account and 001 Savings Account be accepted and signed. Carried.

- e. Funds movement** – To agree movement of funds from current to savings account

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Proposed Cllr Morgan/Seconded Cllr Chapman. Resolved to transfer £30k from current account to savings account bringing savings account balance to £40k. Carried.

f. Orders for the payment of money

Proposed Cllr Chapman/Seconded Cllr Seaman. Resolved that the schedule of payments as presented be approved and authorised excluding payments BACS264 to Qbic (Cllr Standbridge to confirm if this represents value for money at next meeting). Carried.

Payments made prior to meeting date			
BACS261	Noticeboards Online Ltd	Noticeboard conversion to Post mounted	£552.00
Payment requests received before agenda published			
BACS254	Arena Business Supplies Limited	Toner and Paper	£129.11
BACS255	Arena Business Supplies Limited	Flip chart paper, envelopes and Marker pens	£29.85
BACS256	SLCC	Clerk Membership (1/3 invoiced to GPC)	£161.00
BACS257	EKM Services Ltd t/a Vicol Supplies	PF - Vacuum Cleaner	£240.00
BACS258	Joohn O'Connor Graounds Maintenance	October Cuts	£393.97
BACS259	A Marabese	Additional Dec Salary payment (due 15/12/19)	£20.84
BACS260	HMRC	Q3 PAYE & NI contributions (due 22/1/19)	£155.89
BACS262	Meppershall Village Hall	Room hire 11/11/2019	£30.00
BACS263	S Chapman	Neighbourhood Planning consultancy	£927.50
Payment requests received after agenda published			
BACS264	Qbic	Domain Registration – 10 years	£191.99

424. PLANNING AND HOUSING

a. Applications since last Council meeting for consideration

- i. CB/19/03778/FULL – 14 Brookmead, SG17 5SA – Two storey side and single storey rear extension.

Proposed Cllr Chapman/Seconded Cllr Merryweather. Resolved that there is no objection to planning application 19/03778. Carried.

- ii. CB/19/03507/FULL – 32 Shefford Road, SG17 5LN – Demolition of house.

Proposed Cllr Chapman/Seconded Cllr Merryweather. Resolved to write to CBC regarding absurdity of applications 19/03507 and 03491 as buildings have been demolished prior to end of consultation and demolition granted as part of granted planning application CB/18/03781/FULL. Carried.

- iii. CB/19/03491/FULL – 32 Shefford Road, SG17 5LN – Demolition of garage.

Proposed Cllr Chapman/Seconded Cllr Merryweather. Resolved to write to CBC regarding absurdity of applications 19/03507 and 03491 as buildings have been demolished prior to end of consultation and demolition granted as part of granted planning application CB/18/03781/FULL. Carried.

- iv. CB/19/03611/VOC – 32 Shefford Road, SG17 5LN - Variation of conditions 4 and 17 of planning permission CB/18/03781/FULL (Erection of 60 No. dwellings) to accommodate varying private dwelling typologies.

Proposed Cllr Chapman/Seconded Cllr Seaman. Resolved to provide comments on 19/03611 covering highways, landscaping, design and street naming as suggested by the Clerk. Carried.

- v. CB/19/03758/FULL - Tower View Nurseries, 81 Fildyke Road, SG17 5LU - Demolition of existing bungalow and construction of 3x detached residential dwellings and all ancillary works.

Proposed Cllr Chapman/Seconded Cllr Merryweather. Resolved to object to 19/03758 as per previous planning application 19/02909. Carried.

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- vi. CB/19/03725/FULL – 58 Shefford Road, SG17 5LL – Two storey side extension.
Proposed Cllr Chapman/Seconded Cllr Morgan. Resolved that there is no objection to planning application 19/03725. Carried.
- vii. CB/19/03895/FULL - Land at 59 Shefford Road (Stocken House) - Demolition of 59 Shefford Road, construction of vehicular access junction, temporary construction access, temporary construction compound area and associated works pursuant to outline planning permission ref CB/17/03887/OUT.
Proposed Cllr Chapman/Seconded Cllr Merryweather. Resolved to object to 19/03895 on grounds of; access too close to 32 Shefford Road site therefore presenting highways safety issues and overbearing impact on residents. Carried.
- viii. CB/19/03877/RM - Stocken House, 59 Shefford Road, SG17 5LL - Approval of reserved matters (external appearance, landscaping, layout and scale) for the demolition of 59 Shefford Road and associated buildings and the erection of 145 dwellings pursuant to outline planning permission CB/17/03887/OUT.
Proposed Cllr Chapman/Seconded Cllr Merryweather. Resolved that the Clerk collate comments on this application as provided by councillors and subsequent to meetings with the developer. Carried.

b. Other Planning Matters for consideration

- i. Stocken House – Davidsons / Bidwell – Update on meeting.
Clerk and Cllrs Parsons, Merryweather, Karlake, Thomason and Seaman together with a representative from Polehanger Farms met with the developer Davidson Homes and their designers Bidwells on 26th November to provide feedback on plans shown at the public exhibition and the queries / question identified. A report from the meeting has been provided to councillors. A subsequent meeting will be required to review changes to be made to the submitted planning application as a result of MPC feedback and suggestions.
It was agreed that the Clerk and appropriate councillors should maintain communication and meet with the Davidson Homes as required.
- ii. 32 Shefford Road – Linden Homes – Update on meeting.
Clerk and Cllrs Chapman, Parsons, Seaman and Thomason met with a representative of Linden Homes on 3rd December. A report from that meeting has been provided to councillors and issues discussed have been included as comments and requests as part of the response to planning application 19/03611.
- iii. To agree on street names to be provided to the developers of both the Stocken House and 32 Shefford Road sites.
Proposed Cllr Chapman/Seconded Cllr Merryweather. Resolved that the Clerk and Cllr Parsons liaise on proposal and submissions for both sites (Stocken House names to be focused on location and 32 Shefford Road names to be focussed on former Meppershall residents). Carried.
- iv. 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 still in progress. The developer has submitted details required by the pre-commencement conditions on pp CB/18/04569/FULL and had these approved. There has also been concern raised about the deposit of mud on the highway and

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when this issue was being assessed it then became apparent that the location of the site offices and compound area did not accord with the approved Construction Management Plan. The developer has been contacted and has informally submitted the current arrangements. The case file remains open as the development the subject of permission CB/18/04569/FULL continues to be implemented.

- CB/EN/19/0449 – 38 Fildyke Road - Change of use of domestic garage to barbers – Update requested

425. NEIGHBOURHOOD PLAN

a. Report from Cllr Thomason

Steering Group meeting held on 4th December with Mrs Chapman and a representative from CBC in attendance. Focus of the meeting was on community aspirations, GIP progress, finance requirements for 2020-21 and plan writing. Next meeting planned for 7th January 2020.

b. To consider MPC aspirations for neighbourhood plan.

No feedback has been received from councillors other than those who are part of the NP Steering Group.

426. HIGHWAYS AND TRANSPORT

a. Hoo Road 'no through road' signage – To approve expenditure for installation of 'No through road' signage

Proposed Cllr Merryweather/Seconded Cllr Chapman. Resolved to approve expenditure to cover cost 'no through road' signage on Hoo road Bridleway as follows: location to be agreed with CBC ROW officer, 1 x no through road sign and 1 x Bridleway no unauthorised access sign. Carried.

b. Speed reduction programme – To agree next steps regarding traffic calming measure requests for Shefford Road.

It was agreed that the Clerk should request the assistance of our Ward councillors in this matter.

c. Shefford Road and Shillington Road VAS – Update

It was agreed that the Clerk should request the assistance of our Ward councillors in this matter.

427. ENVIRONMENT AND LEISURE

a. Centenary Field Parish Facilities – Update from Clerk and to consider actions specific to:

i. Football pitch.

- Gates ordered and pending installation
- Standpipe installed.

Clerk to query no underground shut off with QS.

- Clerk, Cllr Morgan and Mr Foskett met with Croudace Director and pitch contractor on 27th November to discuss state of pitch. It was a heated discussion and agreement reached that contractor would add topsoil to site, spray for weeds and fertilise area. Contractor details would then be passed to the Clerk for future correspondence regarding grass cutting etc.

ii. All other areas on Centenary Field and Crackle Hill Track

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- 2 additional bins and 6 benches pending installation by Croudace. Due to the weather and availability of contractor Croudace have suggested that they will pay for the installation by Greyhound Leisure in the late spring. Clerk has requested this in writing. Items for install now in PC stores.
 - Fencing installed along entirety of cemetery with one section left open for grass cutting access. Croudace to repaint areas of fencing. MPC will need to install gates. *Clerk to query gate installation with QS.*
 - Cemetery standpipe installed, and paving slabs laid around. Change of location for the water pipe link also made. Location of water meter now understood. *Clerk to purchase padlocks for water standpipes and query no underground shut off for water standpipe with QS.*
 - Cemetery path in section 1 installed.
 - Grass has been cut and area leading to pitch will be reseeded on 10th December. Ground in some areas is very soft and wet. This issue was also discussed with Croudace and they have agreed to leave in situ the Hares fencing to stop people using certain areas of the field until it has settled. MPC to provide details of areas to be fenced off. *Clerk to discuss issue with QS to ensure work is to appropriate standard.*
 - Croudace have provided a HAGs defects report which shows that previous issues raised on the post installation inspection have been resolved.
 - MUGA jet washed by Croudace. MPC to budget for repainting the lines.
 - Crackle Hill path tarmac has cracks in it that have been reported to Croudace who will complete patch repairs.
 - Discussions ongoing with Polehanger regarding installation of drop-down bollard at beginning of track to mitigate unauthorised entry up the track. Village Hall have now not agreed to installation of key safe on outer wall of village hall to hold key to bollards. Clerk to discuss with Polehanger.
- iii. Handover – To consider request from Croudace to hand over property to MPC
Proposed Cllr Merryweather/Seconded Cllr Read. Resolved to accept transfer subject to MPC QS approval, completion of snagging list, written confirmation of actions that Croudace will carry out after handover and provision of documentation regarding cemetery tests completed as part of the planning application process. Carried.
- b. Allotment Track** – Clerk to provide update
No progress made
- c. Brookmead Fence** – Clerk to provide update
No response received from Tollers yet.
- d. Allotment update** – Clerk to provide update
New annual contracts issued and 25 out of 55 renewals received so far.
- e. Woodland Trust Tree Packs** – To consider application for tree packs in January 2020 for delivery in November 2020.
Proposed Cllr Merryweather/Seconded Cllr Chapman. Resolved to apply for free tree woodland Trust Tree Packs in January 2020. Carried.
- f. NAS** – To approve nomination of Cllr Merryweather to National Allotment Society Governance Committee.

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Proposed Cllr Seaman/Seconded Cllr Chapman. Resolved to approve and submit nomination of Cllr Merryweather to National Allotment Society Governance Committee. Carried.

428. 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.

429. PROCEDURES

- a. Procedure** – To approve MPC Document Retention Policy v1.0.

Proposed Cllr Morgan/Seconded Cllr Seaman. Resolved to adopt MPC Document Retention Policy v1.0. Carried.

- b. Training** – To consider supporting and attending training organised with Shefford Town Council on Councillor Code of Conduct and Criminal Exploitation (county lines and gangs).

Proposed Cllr Seaman/Seconded Cllr Chapman. Resolved to support and attend training organised with Shefford Town Council on Councillor Code of Conduct and Criminal Exploitation. Carried.

430. OTHER ISSUE, MEETINGS & MATTER ARISING

- a. VE Day 75 Celebrations** – Clerk to provide update
None provided by Meppershall Events.

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

Proposed Cllr Chapman/Seconded Cllr Morgan. Resolved that Councillors respond as individual residents. Carried.

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

Proposed Cllr Chapman/Seconded Cllr Morgan. Resolved that Councillors respond as individual residents. Carried.

- d. Consultation** – To agree response to Home Office consultation via NALC on strengthening police powers to tackle unauthorised encampments.

Proposed Cllr Merryweather/Seconded Cllr Chapman. Resolved that the Council agree with strengthening police powers to tackle unauthorised encampments and that the Clerk respond to the consultation via NALC. Carried.

- e. Police Priority Setting Meeting** – To agree attendance at PPSM on 8th January, 19:00hrs Beds Police HQ and completion of Neighbourhood Priority Setting community concerns.
It was agreed that the Clerk would attend.

- f. Spring Clean** – To agree date for proposed Spring Clean between 20th March and 13th April.

It was agreed that the event should be organised for Saturday 4th April and that the Clerk should ensure that grass has been cut in the village before this date.

431. CLOSE OF THE MEETING

The Chairman declared the meeting closed at 9:55pm

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