

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL
HELD IN THE VILLAGE HALL ON MONDAY 13TH JANUARY 2020

PRESENT: **Councillors:** Chapman (in the Chair), Karslake, Magee, Merryweather, Morgan, Parsons, Seaman, Standbridge and Thomason

The Clerk: A Marabese

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

The Chairman declared the meeting open at 7:45pm.

432. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Read.

433. CHAIRMANS ANNOUNCEMENTS

a. The Chairman gave a reminder to all on public session parameters.

434. MEMBERS INTERESTS

a. To receive declarations of interest from councillors on items on the agenda.

Cllr Thomason declared an interest in item 439.a.iv.

b. To receive written requests for dispensations for disclosable pecuniary interests (if any)

c. To grant any requests for dispensation as appropriate

No dispensations requests were received.

435. PUBLIC SESSION

At this point (7:50pm) 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:

- Town & Parish Conference – Taking place on 22nd January.
- Schools for the Future consultation – closing at the end of January.
- CBC Budget – In consultation stage. Residents are urged to provide feedback.
- Community Asset Grant Scheme – Launched with £182k fund. The maximum grant available is £25k match funded (s106 funds can be used).
- Leisure Facilities Strategy – Shefford Ward Councillors are focussed on acquiring leisure facilities (e.g.: a community fitness suite) for the ward that now has circa 15,000 residents. Ideally this would not be in a school.
- Stocken House reserved matters (19/03895) and temporary access (19/03877) planning applications have been called into DMC.
- Tower View Nurseries (19/04277) planning application has been called into DMC.
- CBC Planning Enforcement are keeping an eye on developments in both Fildyke Road and Shillington Road following complaints from residents regarding mud on the road.

Parishioners made the following comments and asked the following questions:

- Road closure signs were installed on the corner of Fildyke Road and the High Street last week and presented a road safety issue. What can be done to avoid this in future? *Cllr Liddiard requested that if situation occurs again residents should email him photos asap.*
- Can the Community Asset Grant Scheme fund projects to acquire a registered asset of community value such as the Sugarloaf ph? *Cllr Liddiard to investigate.*

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- When will re-surfacing of Fildyke road take place? *Cllr Liddiard advised that the work is planned for the next financial year however it should be noted that it can only be completed after site development work has been completed.*
- Can double yellow lines or parking boxes be installed opposite the entrance to Buxton Road. *The Clerk was asked to add this to the February agenda for discussion.*
- Will the Parish Council be objecting to planning application 19/04316?
- Polehanger Farm – Hedge line to the rear of Walnut Tree Way has been cleared and a double width hedge provided by the Woodland Trust is to be planted.
- CB/SN/19/0332 item 439.b.iii – Polehanger Farms are concerned that renaming this stretch of road as ‘Nunswood Lane’ would infer that access to Nunswood can be gained via it. As the ancient woodland is private and no access is permitted due to its status this would need to be avoided.
- What progress has been made on a camera monitoring road and pedestrian safety in front of the village stores? *Cllr Liddiard advised that he escalate the request.*

Standing orders were reinstated at 8:20pm

436. MINUTES

- Proposed Cllr Merryweather/Seconded Cllr Seaman. Resolved that the minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 9th December 2019 are an accurate record of the proceedings and that they be signed by the Chairman. Carried*

437. CLERKS REPORT & MATTERS ARISING

Points to note from the Clerks Report:

- Planning consents given since the last meeting have resulted in 5 new dwelling approvals including 3 at Wild Winds, 120 High Street.
- Meeting with Beds Police planned for 21st January. Cllr Seaman to attend.
- Income: Gravenhurst PC and allotment rents.
- In consultation with the Chairman emergency repairs were approved to the PC Stores following another break in attempt.
- Cllr Standbridge has advised that whilst a cheaper option for website domain name registration can be found the transfer costs and timescales are unknown and therefore the recommendation is to renew with Qbic the current supplier.

438. FINANCE

a. Update of Parish Facilities purchases

- To review and approve income, expenditure and purchase orders for parish facilities. Councillors noted the content of the report, reviewed and approved all purchase requests (as within original resolution) and noted the powers accordingly.

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

A grant application has been received from the Meppershall Events Committee requesting a contribution of £2,000 toward a VE Day 75 celebration event to be held on 9th May 2020.

Proposed Cllr Chapman/Seconded Cllr Thomason. Resolved that a contribution of £2,000 be allocated to the VE Day 75 celebrations to be organised by the Meppershall Events Committee from the 2020-2021 budget. Carried.

c. Grass cutting Tender – To appoint grass cutting contractor as per tender issued.

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The Clerk and Cllr Merryweather presented the previously circulated summary of tenders received to Council with contractor information anonymised. The Council wished to register its thanks to the Clerk and Cllr Merryweather for the work carried out on the tender.

Proposed Cllr Chapman/Seconded Cllr Thomason. Resolved that the tender be awarded to Contractor A subject to the receipt of references, all requested certification and signed contract clearly stating the probationary period. Carried. (Cllr Merryweather did not vote)
The Clerk subsequently advised Council that 'Contractor A' was Village Garden Services.

d. 2019-2020 budget v actuals – To review current spend v budget.

The Clerk presented the previously circulated current year budget v actual spend and responded to questions raised accordingly.

e. 2020-2021 budget and precept – To approve 2020-2021 budget and precept.

The Clerk presented the previously circulated proposed 2020-2021 budget and suggested reserves to council and responded to questions raised on expected expenditure, income and VAT recovery. Options were provided on precept values.

Proposed Cllr Thomason/Seconded Cllr Karlake. Resolved to approve the 2020-2021 budget as presented and to set a precept of £48,886 which equates to Band D Council Tax charge of £60.13 (increase of 1.95% or £1.15 on 2019-2020). The clerk was also asked to write an article for the Messenger. Carried.

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

Proposed Cllr Magee/Seconded Cllr Chapman. Resolved that Bank Reconciliations and Bank Statements 119 and 120 Current Account and 002 Savings Account be accepted and signed. Carried.

g. Orders for the payment of money

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

Payments made prior to meeting date			
BACS266	Mosaic FX Productions	Parish Facilities - Stage (20% Deposit)	£1,151.95
BACS267	Anglian Water (Business) National (Ltd)	Allotment Water 23/09/19 - 01/01/20	£13.26
BACS268	Anglian Water (Business) National (Ltd)	Allotment Water 23/09/19 - 01/01/20	£88.79
BACS269	Mosaic FX Productions	Parish Facilities - Stage (Final Invoice)	£4,607.82
Payment requests received before agenda published			
BACS264	Qbic	Domain Registration - 10 years	£191.99
BACS265	Vision Blinds	Parish Facilities - Kitchen Blind	£127.32
BACS270	The National allotment Society	Annual membership	£66.00
BACS271	Meppershall Village Hall	Room hire 9/12/2019	£30.00
Payment requests received after agenda published			
BACS272	A Marabese	Additional January Salary	£20.84
BACS273	Mosaic FX Productions	Parish Facilities - stage units - deposit	£558.98
BACS274	A Marabese	Expenses	£193.75
BACS275	Brian Hall Book Binding	A4 minute books x 3	£144.00

439. PLANNING AND HOUSING

a. Applications since last Council meeting for consideration

- i. CB/19/04143/FULL – 36 Walnut Tree Way, SG17 5AB – Single storey rear extension.

Proposed Cllr Karlake/Seconded Cllr Thomason. Resolved that there is no objection to planning application 19/04143. Carried.

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- ii. CB/19/04171/FULL – 17 Coneygate, SG17 5GB – Two storey rear extension with balcony & raised patio area.
Proposed Cllr Karlake/Seconded Cllr Chapman. Resolved that there is no objection to planning application 19/04171. Carried.
- iii. CB/19/04277/VOC - Tower View Nurseries, SG17 5LU - Variation of condition 5 of planning permission CB/18/04569/FULL Demolition of existing greenhouses and redevelopment with 9 residential dwellings including new access and all ancillary works. Request that condition 5 is deleted.
Proposed Cllr Thomason/Seconded Cllr Magee. Resolved to object to planning application 19/04569 on the grounds of highways safety and appropriateness. Carried.
- iv. CB/19/04316/FULL - Bandland Nurseries Bungalow, SG17 5JE - Erection of 9 Dwellings to include all associated ancillary works following the demolition of existing bungalow.
Proposed Cllr Chapman/Seconded Cllr Parsons. Resolved to object to planning application 19/04316 on the grounds of overdevelopment, landscape, layout, noise and building into open countryside. Carried.

b. Other Planning Matters for consideration

- i. 19/03895/FULL & 19/03877/RM for Stocken House & 59 Shefford Road – Clerk to provide update on meeting held with Developer and CBC. To approve revised response to applications based on changed to applications.
The Clerk advised that CBC had requested MPC to make comments on planning applications 19/03985 & 19/03877 based upon information as submitted by the Developer (not upon changes the Developer proposed making subsequent to feedback from residents and MPC). The meeting had been a huge learning exercise and had provided an insight into the responses of CBC officers to the applications.
Proposed Cllr Parsons/Seconded Cllr Chapman. Resolved to revise resolution made under minute reference 424.a.viii and object to application 19/03877 citing issues identified site layout, protection of Nunswood, highways, landscaping and other. Carried.
- ii. 32 Shefford Road / Linden Homes – Update.
Clerk advised that details on local species of trees, lampposts and the contact details of the Walnut Tree management company had been provided to Linden homes. Section 278 Highways has not yet been agreed however Linden Homes were willing to meet with Davidson Homes and CBC to agree on traffic calming measures for Shefford Road.
- iii. CB/SN/19/0332 To consider creation of a new street name (Nunswood Lane) and amendment to property addresses located with Shefford Road.
Proposed Cllr Parsons/Seconded Cllr Thomason. Resolved to object to the name Nunswood Lane and suggest in order of preference: Sandy View Lane, Wood Close or Nunlane. Carried.
- iv. To agree on street names to be provided to the developers of sites at both Stocken House and 32 Shefford Road.
Proposed Cllr Parsons/Seconded Cllr Chapman. Resolved to propose the following names for Stocken House; Stocking Drive, The Glebe, Nunlane, Willow Lane, Doxhall Drive, Welsting Drive, Halberycroft (all local place names) and for 32 Shefford Road; Leofwin Avenue, Gilbert Place, (de) Halstead Way, Leventhorpe Drive, Emery Gardens, Blundell Way, Pestell, Way and Webster Drive (all old Meppershall surnames). Carried.

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- v. Clerk to provide update on appeals, enforcements and other planning matters.
- vi. 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) –The case file remains open as the development the subject of permission CB/18/04569/FULL continues to be implemented.

440. NEIGHBOURHOOD PLAN

a. Report from Cllr Thomason

Steering Group meeting held on 7th January. Focus of the meeting was on non-policy community aspirations. Councillors were asked to make comments on the document. Next meeting planned for 4th February.

441. HIGHWAYS AND TRANSPORT

a. Traffic calming measures Shefford Road – To agree next steps regarding traffic calming measure requests for Shefford Road.

The Clerk advised that a CBC Highways Officer was working on the section 278 agreements for both the 32 Shefford Road and Stocken House sites and was aware that a 'joined up' approach was required to alleviate speeding and road safety concerns raised by MPC and residents. The Highways Officer was proposing 4 speed tables on Shefford Road and would discuss the retention of the Shefford Road VAS until post completion of the developments with other members of the Highways team.

b. Shefford Road and Shillington Road VAS – Update

Shillington Road VAS to be replaced by developer working on 15 Shillington road site. Retention of Shefford Road VAS to be resolved by CBC Highways Officers.

442. ENVIRONMENT AND LEISURE

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

- i. Snagging list (as compiled by Clerk and surveyor).
 - Pitch contour and unevenness. The expectation of the playing field is to have an even surface. Other than to the perimeter where it is fully accepted that an even bank was to be created to form a transition in levels. We are not saying it should be dead level but we believe it should have an even finish.
 - Pitch area to be rolled to remove ridges / ankle turning areas – (improvement to pitch quality as Football Association recommendations). Exact details and programme of work in a formal written format with confirmation that the bond will be held in force.
 - Standpipe installation to be modified so that in line with Anglian Water requirements (a manhole with isolator and non-return valve to be installed and confirmation that the standpipes are also fitted with a non-return valve).
 - Toddler play area grass showing dead areas. Photos forwarded 6/1/20
 - Croudace to replace missing downpipe.
 - Confirmation in writing requested regarding installation of bins and benches in spring.
 - Field and areas surrounding play equipment waterlogged, soft and inadequate drained. (consolidation and compaction of the clay deposited over the area likely to

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have adversely effected historic drainage – decompaction / improvement to drainage required).

- Stone picking not complete – areas with lots of stones between covered bench and small children’s play area. There are particular patches with significant quantities of stones which do not conform to the standard elsewhere whilst I accept the specification doesn’t reference stone picking we do expect the playing field and leisure facilities to be completed to a good workmanlike manner (That which you would expect of a landscaping contractor preparing a seed bed)
- Installation of gates in cemetery area as shown on the contract drawings.
- Technical pack of documentation required for cemetery to evidence conformity to cemetery requirements.

ii. Handover

Subsequent to the site visit conducted by the surveyor on Friday 13th December it was suggested that MPC did not sign the ‘Completion Form’ as there were snagging issues to be resolved and a meeting was requested with Croudace to discuss drainage issues. Clerk copied into correspondence on 20th December from Croudace to surveyor stating that they ‘would take this opportunity to confirm that we (Croudace) are now taking legal advice regarding the next steps in the process of transferring this land back to the Parish Council’. Chairman advised and no response provided by Clerk to Croudace.

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 40 out of 55 renewals received so far. Clerk and Mr Carne to arrange half yearly allotment inspection.

e. Play Area inspections booking – To confirm booking of Play Inspection Company outdoor annual inspection in September.

Proposed Cllr Merryweather/Seconded Cllr Parson. Resolved to confirm booking of Play Inspection Company outdoor annual inspection for both Old Road Meadow and Centenary Field. Carried.

443. HEALTH & SAFETY and RISK MANAGEMENT

a. Risks assessments – To create job specific risk assessments for village caretaker and green space management.

The Clerk, Cllrs Chapman and Seaman will be meeting on 21st January to review on specific risk assessments and to include them in the Risk software package.

444. PROCEDURES

a. Training – To confirm attendance at Criminal Exploitation: County Lines and Gangs workshop to be held at Shefford House (15 High Street, Shefford, Beds, SG17 5DD) on Thursday 6th February 2020 between 18:00 and 20:00hrs

Councillors were asked to confirm their attendance at the event to the Clerk.

445. OTHER ISSUES, MEETINGS & MATTER ARISING

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a. VE Day 75 Celebrations – Clerk to provide update

Meppershall Events have made a grant request (see item 438.b) and provided details of the celebrations planned within it.

The Clerk was asked to query the public liability insurance element of the event if using MPC lands.

b. Buckingham Palace Garden Party - To approve nomination of Chairman to be entered into a draw to attend a Buckingham Palace Garden Party.

Proposed Cllr Morgan/Seconded Cllr Thomason. Resolved to approve nomination of Chairman to be entered into a draw to attend a Buckingham Palace Garden Party.

Carried.

446. CLOSE OF THE MEETING

The Chairman declared the meeting closed at 10:25pm

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