

# MEPPERSHALL PARISH COUNCIL

## MINUTES OF AN ORDINARY MEETING OF THE COUNCIL HELD IN THE VILLAGE HALL ON MONDAY 9<sup>TH</sup> MARCH 2020

**PRESENT:**      **Councillors:** Chapman (in the Chair), Karslake, Magee, Merryweather, Morgan, and Standbridge  
                  **The Clerk:** A Marabese  
                  **Others:** Ward Councillor Liddiard, and 14 members of the public

The Chairman declared the meeting open at 7:47pm.

### 462. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Parsons, Seaman, Thomason and Brown. Apologies were not received from Cllr Read.

### 463. CHAIRMANS ANNOUNCEMENTS

- a. The Chairman gave a reminder to all on public session parameters.
- b. The Chairman asked if a councillor would be available to attend the Police Community Priority Setting meeting at Beds Police HQ on Wednesday 8<sup>th</sup> April at 19:00hrs as the invite had arrived too late to be an agenda item. *It was agreed that Cllr Morgan and the Clerk would attend.*

### 464. 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  
Cllrs Karslake and Merryweather were granted a dispensation to talk on item 469.a.iv but not to vote.

### 465. 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:

- Schools for the Future – CBC are proposing that the ‘Shefford Cluster’ that Meppershall Academy is part of becomes a 2-tier educational system. Meppershall Academy will feed into Henlow Academy which will become a secondary school.
- Footpaths – Meppershall footpaths to be walked by CBC Highways officer to identify issues.
- Fildyke Road re-surfacing – This is likely to be postponed until housing development on Fildyke Road is completed.
- Shefford Road potholes – Some but not all potholes have been filled. This has been reported back to the CBC Highways teams.
- A507 re-surfacing – Part of the re-surfacing recently undertaken will be redone due to poor installation.

Parishioners made the following comments and asked the following questions:

- Can anything be done about the poor road surface outside Glovers Close? *Cllr Liddiard has reported this to the CBC Streetworks team.*
- Can a raised footpath be installed outside the village stores to prevent vehicles mounting the footpath? *Cllr Liddiard will investigate.*
- Can the state of Hoo Road be looked at? *Cllr Liddiard will investigate*

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- A member of the public wished to remind MPC that 20 years ago the Parish council planted trees at the end of Brookmead abutting The Mow and then replaced those trees with a fence. As this is an unregistered piece of land can MPC ensure that they oppose anyone else registering the land.
- Can CBC or MPC contact the developers at the end of Fildyke Road about the amount of litter that is coming from the site onto Fildyke Road and Chapel Road? *Clerk to action.*
- Are children allowed to play on the Centenary Field? *Clerk – No. The whole of Centenary Field and the play equipment within it are fenced off and are currently the property of Croudace homes Ltd. Children should not be removing the fence to gain access to the areas. A post was placed on Facebook concerning this.*

Standing orders were reinstated at 8:15pm

### 466. MINUTES

- a. *Proposed Cllr Morgan/Seconded Cllr Karlake. Resolved that the minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 10<sup>th</sup> February 2020 are an accurate record of the proceedings and that they be signed by the Chairman. Carried*

### 467. CLERKS REPORT & MATTERS ARISING

Councillors requested clarification on the following items:

- a. Where will the free Woodland Trust Tree pack be planted? *Clerk – 420 saplings will be planted mainly along the perimeter of Centenary Field and some on the perimeter of the Allotments.*

### 468. 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 and approved all purchase requests (as within original resolution) and noted the powers accordingly.

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

*Proposed Cllr Karlake/Seconded Cllr Magee. Resolved that bank reconciliations and statements 121, 122 & 123 current account and 003 & 004 savings account be approved and signed accordingly. Carried.*

#### c. Orders for the payment of money

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

Payment requests received before agenda published			
BACS279	CPRE	Annual Membership	£36.00
BACS280	Robnson and Hall	Parish Facilities - Surveyor Fees	£1,865.94
BACS281	Anthony Seaman	Security device	£13.98
BACS282	BATPC	New Councillor Induction training (MM&AM)	£60.00
BACS283	BATPC	Financial Mangement for councillors (AM)	£40.00
BACS284	BATPC	New Councillor Induction training (LS)	£30.00
BACS285	Rialtas Business Solutions Ltd	Allotment Software Licensing, Support and Maintenance	£145.20
BACS286	Meppershall Village Hall	Meeting Room Hire 13/01/2020	£30.00
BACS287	Meppershall Village Hall	Meeting Room Hire 10/02/2020	£30.00
BACS288	Anglian Water Business (National) Ltd	Allotment water (High Street)	£8.26
BACS289	Anglian Water Business (National) Ltd	Allotment Water (Fildyke Road)	£24.42
BACS290	A Marabese	Additional salary (hours and holiday)	£326.40
BACS291	HMRC	Q4 NI & PAYE	£361.61
BACS292	Standard Life	Additional clerk pension	£54.68
BACS293	A Marabese	Expenses	£345.25
BACS294	ACM Business Services Ltd	Telecoms (April 19 to March 20)	£192.00

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## 469. PLANNING AND HOUSING

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

- i. CB/20/00075/ADV – The Airman Hotel, 16 Hitchin Road, SG17 5JF - Advertisement: 2 non illuminated signs - 1 Pole Mounted 1 Fence Mounted.  
*Proposed Cllr Karlake/Seconded Cllr Chapman. Resolved that there is no objection to planning applications 20/0075 if highways visibility is not impaired. MPC also request that a condition regarding durations of advertising be added to non-Airman advertising. Carried.*
- ii. CB/20/00077/ADV – The Airman Hotel, 16 Hitchin Road, SG17 5JF - Advertisement: 2 non illuminated signs.  
*Proposed Cllr Karlake/Seconded Cllr Chapman. Resolved that there is no objection to planning applications 20/0077 if highways visibility is not impaired. MPC also request that a condition regarding durations of advertising be added to non-Airman advertising. Carried.*
- iii. CB/20/00505/FULL – 84 Fildyke Road, SG17 5LU - Seven new dwellings with access road and car parking following demolition of existing dwelling.  
*Proposed Cllr Karlake/Seconded Cllr Magee. Resolved to object to planning application 20/00505 on the grounds of but not limited to overdevelopment, loss of amenity, against policy and highways issues. Carried.*
- iv. CB/20/00708/OUT - The Mow, Hoo Road, SG17 5LP - Outline Application: Demolition of 1 dwelling and erection of 19 dwellings and ancillary works.  
*Proposed Cllr Chapman/Seconded Cllr Morgan. Resolved to object to planning application 20/00708 on the grounds of but not limited to overdevelopment, loss of amenity, against policy, highways issues and impact on landscape. Carried (Cllrs Karlake and Merryweather did not vote)*
- v. CB/20/00725/FULL – 34 Shefford Road, SG17 5LN – Change of Use: Erection of garden building on former agricultural land with associated change of use.  
*Proposed Cllr Morgan/Seconded Cllr Karlake. Resolved not to comment on planning application 20/00725. Carried.*
- vi. CB/19/03877/RM - Stocken House, 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. (amendments to this application in respect of the above property. Cover letter dated 02 Mar 2020 and revised Masterplan, Green Infrastructure Plan and street typology diagrams).  
*Proposed Cllr Karlake/Seconded Cllr Chapman. Resolved to comment on the application as follows 'MPC finds that there is not enough detail in the documents provided to allow for substantive or valuable comments to be made'. Carried.*

### b. Other Planning Matters for consideration

- i. Public Appeal – CB/19/02994/VOC – New Close Nurseries, Fildyke Road, SG17 5LU – To agree on response to Planning Inspectorate appeal 3244880 to be determined on the basis of written representations.  
*Proposed Cllr Chapman/Seconded Cllr Morgan. Resolved to make representation to the Planning Inspectorate with regards to appeal 3244880 requesting that the appeal be dismissed, and a footpath retained as part of the planning permission granted. Carried.*

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- ii. Public Appeal – CB/19/04569/FULL – Tower View Nurseries, 81 Fildyke Road, SG17 5LU – To agree on response to Planning Inspectorate appeal 3244952 to be determined on the basis of written representations.

*Proposed Cllr Chapman/Secoded Cllr Morgan. Resolved to make representation to the Planning Inspectorate with regards to appeal 3244952 requesting that the appeal be dismissed, and a footpath retained as part of the planning permission granted. Carried.*

- iii. Public Inquiry – To agree on action to be taken by MPC with regards to the public inquiry appeal to be submitted for CB/19/02039/OUT 40 Shefford Road, Meppershall. *Proposed Cllr Chapman/Secoded Cllr Morgan. Resolved to make representation to the Planning Inspectorate requesting that the appeal be dismissed on the grounds of impact on landscape, overdevelopment and sustainability /5.8years housing supply and lack of s106 amongst other things. Carried*

- iv. Street naming – To consider ‘Woodview Lane’ as an alternative to previously made in respect of CBC/SN/19/0332 – Renaming Shefford Road.

*Proposed Cllr Chapman/Secoded Cllr Standbridge. Resolved to approve ‘Woodview Lane’ as an acceptable alternative in respect of SN/19/0332. Carried*

## 470. NEIGHBOURHOOD PLAN

### a. Report from Clerk

Steering Group meeting held on 3<sup>rd</sup> March. Timings for project stages as previously communicated. Green Infrastructure Plan completed and returned to BRCC for final revisions. Meetings held with some landowners regarding the inclusion of their land in the GIP. All other matters progressing as hoped.

## 471. HIGHWAYS AND TRANSPORT

- a. **Village footpaths** – Update from Cllr Magee on review of footpaths with CBC Highways. Review pending and Cllr Magee to liaise with CBC Highways officer.

## 472. ENVIRONMENT AND LEISURE

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

- i. Snagging list and method of resolution

No communication received from Croudace to MPC Clerk or surveyor regarding request to meet and discuss the snagging list and the landscaping issues on Centenary Field since December, despite a number of chaser emails.

*Proposed Cllr Chapman/Secoded Cllr Merryweather. Resolved to write to Croudace Homes Ltd formally requesting urgent proposal for the resolution of matters and a response within 4 weeks. Carried*

- ii. Handover

The Clerk advised that no handover should take place until resolution of the snagging list had been resolved.

### b. Litter pick 4<sup>th</sup> April – To provide update on plans.

The Clerk advised that additional litter pickers had been ordered and the method of providing refreshments agreed with the Walnut Tree Café.

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- c. Centenary Field** – To agree actions to prevent incursions onto Centenary Field near PC Stores.

*It was agreed that the Clerk should obtain quotations for the installation of measures to prevent incursions and discuss options with the village hall trustees.*

- d. Allotment Tenants representation** – To receive representation from allotment tenants via Cllr Magee and agree on response.

Cllr Magee provided all councillors with a report titled ‘Representation from Allotment Holders on the subject of management and future of Meppershall Parish Allotments’ that led to discussion and debate on the content.

*It was agreed that the Clerk and the Environment and Leisure Working Group review the content of the report together with plot holders and make proposals to council based on recorded feedback (5 members of the public who are plot holders and were present at the meeting volunteered to assist). Cllrs Magee and Karslake were reminded that as plot holders they have a prejudicial interest in this matter and should allow the Environment and Leisure Working Group to carry out its’ role independently.*

- e. CBC Leisure Facilities Strategy** – To agree on response (comments or questions) to CBC on Leisure Facilities Strategy (indoor sports and leisure centre facilities).

*It was agreed that councillors would respond as individuals.*

- f. Environment & Leisure Working Group** – To receive update on recent meetings and agree on:

- i. hiring of pitch

Two teams are interested in hiring a full-size pitch (Shefford Saints on Saturdays and Meppershall Rovers on Sundays). It is proposed that MPC hire to these 2 teams at circa £40 per game to include availability of goal posts, nets, corner flags and initial line marking at beginning of season. It is proposed that the Clerk prepares an agreement and conditions of use guidance for each hirer.

*Proposed Cllr Merryweather/Seconded Cllr Chapman. Resolved that the Clerk prepares full season agreements and conditions of use guidance for each hirer and charge £40 per game (seasonal invoice). Carried*

- ii. purchase of goal posts and ancillary items

When the full-size pitch is not in use by hirers it is proposed that large goals are removed and that smaller 7 a side goal posts installed so that village children can use the pitch (these goals will be moved periodically to maintain grass areas). Quotation for purchase of 1 x full size steel goal with nets, corner flag and 1 x 7 a side goal post with 3 x sockets to be obtained.

*Proposed Cllr Chapman/Seconded Cllr Karslake. Resolved that the Clerk purchase appropriate goal posts, nets and corner flags with assistance from Cllr Morgan. Carried*

- iii. Stocken House green space

Committed sum costs generated by working group for submission to CBC Leisure Officer as follows:

Detail	Unit cost	Number	Cost per year	10-year cost
Officer Inspections / visits	£ 30.00	15	£ 450.00	£ 4,500.00
Bins and emptying	£ 15.00	26	£ 390.00	£ 3,900.00
Signage, waymarking and interpretation	£ 15.00	10	£ 150.00	£ 1,500.00
Grass cutting	£ 120.00	15	£ 1,800.00	£ 18,000.00

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Weed spraying	£	200.00	2	£	400.00	£	4,000.00	
Ground Cover maintenance	£	300.00	1	£	300.00	£	3,000.00	
Tree maintenance	£	500.00	2	£	1,000.00	£	10,000.00	
Seats / Benches	£	150.00	2	£	300.00	£	3,000.00	
Fencing Gates and boundary treatment	£	500.00	1	£	500.00	£	5,000.00	
Notice board	£	100.00	1	£	100.00	£	1,000.00	
Litter picking	£	10.00	18	£	180.00	£	1,800.00	
Play equipment Inspection	£	150.00	1	£	150.00	£	1,500.00	
Play equipment repair	£	1,000.00	1	£	1,000.00	£	10,000.00	
				TOTAL	£	6,720.00	£	67,200.00

*Proposed Cllr Merryweather/Seconded Cllr Morgan. Resolved that the Clerk submit information to CBC Leisure Officer for review and consideration. Carried*

## 473. HEALTH & SAFETY and RISK MANAGEMENT

- a. Risks assessments** – To provide update on risk assessments for Village Caretaker and Green Space Officer.  
The writing of the risk assessments is currently in progress.

## 474. PROCEDURES

- a. Training** – To consider councillor training requirements  
The Clerk advised that subsequent to our previous meeting a number of councillors had been booked onto BATPC training courses.
- b. Procedure** – To approve MPC Social Media Policy v1.0 as circulated.  
*Proposed Cllr Merryweather/Seconded Cllr Standbridge. Resolved to MPC Social Media Policy v1.0. Carried.*
- c. Facebook** – To approve setting up of MPC Facebook account and nominated administrators.  
*Proposed Cllr Karlake/Seconded Cllr Merryweather. Resolved to approve setting up of MPC Facebook account with the following nominated administrators: The Clerk, Cllrs Standbridge, Morgan and Karlake. Carried.*

## 475. OTHER ISSUES, MEETINGS & MATTER ARISING

- a. None**

## 476. CLOSE OF THE MEETING

The Chairman declared the meeting closed at 9:50pm

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

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