

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN EXTRAORDINARY MEETING OF THE COUNCIL HELD VIA VIDEOLINK ON MONDAY 8TH AUGUST 2020

PRESENT: **Councillors:** Chapman (in the Chair), Karlake, Merryweather, Morgan
Parsons, Seaman, and Thomason
 The Clerk: A Marabese
 Others: Ward Councillor Brown, and 1 member of the public

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

527. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Austin and Standbridge, and Ward Cllr Liddiard.

528. CHAIRMANS ANNOUNCEMENTS

- a. The Chairman thanked all participants of the meeting which was being held via video link. The Chairman then explained that during the 15-minute public session interventions would be limited to 3 minutes per person. All participants to the meeting were asked to 'mute' themselves and to raise a hand when wishing to speak. Councillor voting would be conducted by a show of hands. The Clerk is acting as the meeting 'moderator'.
- b. The Chairman announced the resignation of Mrs Sandra Read from the role of councillor. He wished to thank her for her contribution over the years and wished her well.
- c. The Chairman requested that councillors consider adding to the agenda a discussion concerning the Clerks computer which urgently needed replacement due to performance issues. Councillors agreed to include the item under item 534.d

Cllr Karlake joined the meeting at 7.46pm

529. MEMBERS INTERESTS

- a. To receive declarations of interest from councillors on items on the agenda and requests for dispensation.
None

530. PUBLIC SESSION

At this point (7:47pm) 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 advised the meeting that:

- Fildyke Road - Closure for road works near no. 84 would be between 7th to 10th September.
- Garden Waste bins – 240ltr garden waste bins can now be ordered online or via telephone from CBC with deliveries taking place from 17th August. Residents can either use the bins or bags but not both. CBC would like to encourage the collection of as much green waste as possible.
- CBC CEO – Adverts have been placed for the role of CBC Chief Executive Officer.
- CBC's Community Capital Asset Grant Scheme. Applicants can request up to £25k on a match funded basis (s106 can be used). Applications must be submitted before the end of the month.
- Local Plan – Luton Borough Council have now provided a letter confirming that CBC has met Luton's' unmet housing need.

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- CBC Libraries – Libraries will be opening from 11th August with a new select and collect service. The public are advised to check the CBC website for local opening times.

Members of the public asked the following questions:

- When will CBC tidy tips have greater opening times? *AB – Opening times are currently being assessed and the appointment systems is under review but no decisions to change from the current process have been made.*

Standing orders were reinstated at 7:54pm

531. MINUTES

- a. *Proposed Cllr Morgan/Seconded Cllr Parsons. Resolved that the minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday 13th July 2020 are an accurate record of the proceedings and that they be signed by the Chairman of this meeting (at the first opportunity). Carried*

532. CLERKS REPORT AND MATTERS ARISING

- a. To request clarification on matters arising and items within the Clerks report.

The Clerk highlighted:

- No progress made on Shefford Road VAS.
- Clerk had investigated ownership of Walnut Tee Way and responsibility for maintenance of landscaping. CBC have advised that maintenance is the responsibility of Croudace or their management company.

533. PROCEDURES

- a. To consider response from College of Heralds regarding use of the de Meppershall coat of arms.

The Clerk reported that Bluemantle Pursuivant summarises his response to the queries raised by the Clerk by saying that 'the position is that the de Meppershall arms remain those of the family (whether the family still exists or not). The parish council has no formal right to use them. In reality, of course, there are unlikely to be problems unless a surviving member of the family objects.' Having understood the response made to the Clerk via email and discussed alternatives councillors agreed to continue to use the coat of arms as they have always done clearly labelled as 'the Arms of the de Meppershall family'. It was also agreed by councillors that Cllr Standbridge should continue with the design of a new village logo.

- b. To consider plans for new website in order to meet accessibility standards.

The Clerk reported the she and Cllr Standbridge had started work on a new website that would meet accessibility standards set out in The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 but that this may not be launched prior to the deadline date of 23rd September 2020. In the meantime, a statement on accessibility would need to be added to our current website.

Proposed Cllr Chapman/Seconded Cllr Karslake. Resolved that the Clerk and Cllr Standbridge add an appropriately worded statement on website accessibility to current MPC website. Carried.

- c. To remove reference to DPO in Data Protection Policy v2.1 and Privacy Notice v1.1 and replace with details for the Clerk.

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Proposed Cllr Parsons/Seconded Cllr Chapman. Resolved to update the current Data Protection Policy and Privacy Notice removing LCPAS DPO details and replacing with contact details for the Clerk. Carried.

534. FINANCE

- a. Update of Parish Facilities purchases** - To review and approve income, expenditure and purchase orders for parish facilities.

The clerk advised that no changes had been made since last month.

- b. Document approval** – To approve journal entries, bank reconciliations and bank statements.

Proposed Cllr Chapman/Seconded Cllr Morgan. Resolved to approve Bank Statements and Reconciliations numbered 009 savings account and 129 current account and journals numbers 62 and 63, and that they be signed electronically by Cllrs Morgan and Karslake. Carried.

- c. Orders for the payment of money**

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

Payment No:	Payee	Purpose	Amount
Payments made prior to meeting date			
BACS320	Groundwork UK	Return of unspent NP grant monies	£3,719.00
Payment requests received before agenda published			
BACS321	Village Garden Services Ltd	June Grass cutting	£668.40
BACS322	Meppershall Gnomes	COVID 19 mileage claim - s137 grant	£16.20
BACS323	Mr P Carne	Tractor hire and 4 Knapsacks Roundup spray	£45.00
BACS324	Mr P Carne	Expenses - Strimmer fuel	£11.69
BACS325	Greyhound Leisure Ltd	Supply and Install of Brookmead fencing	£2,400.00
BACS326	A Marabese	Expenses	£65.09
BACS327	Mr J Thompson	Amazon - Bolt and Lock for PC Stores	£25.88
BACS328	Village Garden Services Ltd	July Grass Cutting	£1,369.20
Payment requests received after agenda published			
BACS329	Noticeboards Online	Allotment Noticeboard	£510.00

- d. Clerks computer** – To approve expenditure for a new computer for the Clerks use.

The Clerk explained the problems that she is experiencing with the current computer and the implications on her workload.

Proposed Cllr Chapman/Seconded Cllr Morgan. Resolved that the Clerk purchase a new computer as required within budget constraints. Carried.

535. PLANNING AND HOUSING

- a. Applications since last Council meeting for consideration**

- 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. Revised application.

Proposed Cllr Thomason/Seconded Cllr Parsons. Resolved that the Council objects to 19/04316 as per previous submissions. Carried.

- 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 received.

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It was agreed by councillors that as the CBC Planning Officer has extended the deadline for comments until 18th September that Cllrs Parsons, Karlake and Thomason would assist the Clerk in presenting a proposed response for approval at the next meeting of Council on 14th September

b. Other Planning Matters for consideration

- **CB/19/03611/VOC** - 32 Shefford Road, SG17 5LN – To Consider attendance at Development Management Committee meeting on 19th August. The application has been recommended for approval.

The Clerk reported to councillors that she had spoken to the Planning officer concerning the reasons why this planning application VOC was being put to the DMC. He explained that the only changes to permission already granted were to access, garage roofs, enhanced fencing with some current properties and the installation of a sub-station.

Proposed Cllr Thomason/Secoded Cllr Chapman. Resolved that the Council will not attend the DMC meeting on 19th August. Carried.

- **Local Plan** - To consider MPC response to Central Bedfordshire Local Plan - Consultation on Additional Evidence (June 2020).
Councillors agreed that they could see no issues with the plan at present but if any became apparent, they would forward concerns to the Clerk who would submit a response.

536. NEIGHBOURHOOD PLAN

a. Report from Cllr Thomason

Cllr Thomason reported that the steering group had met on 28th July and good progress is being made on the draft plan with volunteers are assisting in providing new pictures for inclusion in the final document. The end of year grant payment return has been made to Groundworks and a new grant application is in progress. The next meeting will be help at the end of August.

537. HIGHWAYS AND TRANSPORT

a. Discussion on any highways issues if required

Cllr Seaman reported that he had contacted CBC regarding the availability of money to fund a VAS as there are no s106 funds set aside for this from developers granted permission build in the village. Raised platforms are however planned. A request has also been made to CBC for a 20mph limit on Fildyke Road and Walnut Tree Way and a response is pending.

538. ENVIRONMENT AND LEISURE

a. Centenary Field Parish Facilities – Update from Clerk and to consider actions specific to Snagging list resolution, handover and the appointment of an 'Expert' as per the contract terms.

The Clerk reported that:

- On 20th July Croudace had agreed to a meeting. The Clerk responded positively asking for suggested dates and agenda items on 22nd July, but no response had been received. As agreed with the working party no chaser email had been sent.

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- Mr Birch of MVHT had been in contact with the Clerk and has offered to assistance to the Council
- Mr Thompson has investigated the potential costs and process involved with the appointment by the RISC of a Dispute Resolver ('Expert')

Proposed Cllr Chapman/Seconded Cllr Merryweather. Resolved that the Clerk:

- Propose a specific meeting date and time to Croudace via email and follow up daily with phone calls and emails until they respond.*
 - Contact our insurance company to confirm cover available if an 'Expert' is appointed.*
 - Obtain quotations from appropriate contractors for resolving snagging list issues.*
 - Contact CBC Planning Enforcement regarding non-adherence to the s106 agreement.*
 - Ask CBC if they can provide any support or assistance.*
 - Request that the FA complete the second pitch improvement plan site visit and issue report.*
 - Publish our actions on our Facebook page.*
- All carried.*

- b. Grass Cutting** - Update from Clerk including requests for consideration from residents that MPC take on responsibility for certain area of grass cutting, tree planting and other maintenance.

The Clerk reported that residents living at 25 to 35 Shefford Road have asked the Clerk to meet with them to discuss maintenance of the hedge at the front of their properties, grass cutting and maintenance of block paving. The Clerk has previously advised this is not the responsibility of MPC but has made enquiries with CBC to confirm this. Cllr Chapman asked the Clerk to report encroachment into the road of the hedge between Sandy View and Spinney Corner.

Cllr Thomason left the meeting at 9.18pm

- c. Social Club smoking shelter** – To consider the request to re-locate the current Social Club smoking shelter on to Centenary Field for alternative use.
Councillors agreed that the smoking shelter should not be moved onto Centenary Field but to thank the Social Club for the offer.
- d. Litter pick 19th September** – To consider any additional expenditure for event.
Councillors agreed that expenditure previously approved for the cancelled litter pick earlier in the year could be used in September to cover drinks at the Walnut Tree Café for volunteers, PPE etc. The Clerk advised that she already has enough PPE and will prepare a risk assessment for review and approval at the next meeting.

539. HEALTH & SAFETY AND RISK MANAGEMENT

- a. Community Safety** – To receive report from Cllr Seaman

There has been a general increase in burglaries in the areas due to people returning to work and homes being left empty therefore advice from CBC's Community Safety team will be published on Facebook and in the Messenger. A meeting with the Police, MVH and the Parish Council is planned for 19th August to discuss recent ASB in the village.

Cllr Merryweather left the meeting at 9:25pm

- b. Risks assessments** – To approve play area risk assessments for COVID-19

Proposed Cllr Parsons/Seconded Cllr Chapman. Resolved that the Council approve COVID-19 Play area risk assessments and associated signage. Carried.

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540. CLOSE OF THE MEETING

The Chairman declared the meeting closed at 9:30pm

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