

# MEPPERSHALL PARISH COUNCIL

## MINUTES OF AN EXTRAORDINARY MEETING OF THE COUNCIL HELD VIA VIDEOLINK ON MONDAY 16<sup>TH</sup> NOVEMBER 2020

**PRESENT:**      **Councillors:** Chapman (in the Chair), Austin, Karlake, Merryweather, Morgan, Parsons, Seaman, Standbridge and Thompson  
                  **The Clerk:**      A Marabese  
                  **Others:**          Ward Councillors Brown and Liddiard, and 6 members of the public

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

### 541. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Thomason.

### 542. 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 and councillors agreed to add to the agenda the grant application received from the Meppershall Messenger (item 548.c.ii).

### 543. MEMBERS INTERESTS

- a. To receive declarations of interest from councillors on items on the agenda and requests for dispensation.  
Cllr Thompson declared an interest in item 548.c.ii and Cllr Parsons declared an interest in item 548.b.

### 544. PUBLIC SESSION

**At this point (7:49pm) 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:

- COVID 19 local cases – Shefford Ward is listed in the top 5 areas of reported COVID-19 cases. The virus is spreading in homes and not schools at present. CBCC are keeping a close eye on case number and there are no specific outbreaks at present.
- Vulnerable residents – CBC continues to work with and have contact with vulnerable residents. Anyone can register people requiring support. Council staff will contact them to see if and how they can help. The service is also accepting requests of assistance from people who are self-isolating. CBC is helping the NEED project who deliver food parcels in the local areas as well as other local food banks.
- Business support – Businesses should refer to the CBC website for up to date information.
- Christmas Holiday waste collections – The last garden waste collection date and waste collection over the Christmas holidays has been published and residents should have received hangers on bins detailing dates.
- Glass collection – CBC are reviewing glass collection processes as the Government is looking to introduce a glass deposit scheme.
- Christmas Tree Disposal – Resident will be able to recycle Christmas trees between the 11<sup>th</sup> and 22<sup>nd</sup> January. Simply cut down and leave outside with other green waste recycling.

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- Leisure Strategy Consultation – All residents are urged to add their comments to the Leisure Strategy consultation.

Ward Councillor Brown advised the meeting that:

- The CBC Highways team are investigating the potential for a 40mph speed limit on Shefford Road from the A507 roundabout to the village entrance.
- RAF Henlow – The DIO and Homes England are consulting with local parish councils and residents concerning the redevelopment of RAF Henlow. This will be a major development in the area with circa 1000 new homes and the retention of various listed buildings on site. No homes are proposed for the runway and airfield which is concerning as it leaves the site open for additional development in the future.
- Ward Councillor grants scheme – Match funded grants are still available.

Members of the public asked the following questions:

- The Clerk on behalf of the Parish Council thanked Cllr Liddiard for supporting a grant application of £250 towards a new village noticeboard.
- Were all Parish and Ward Councillors aware of the road traffic accident that had occurred outside the entrance to the building site at 84 Fildyke Road where a car had flipped over and both a site worker and possibly the car driver had been injured? *Cllr Liddiard asked that any information and photos available be sent to him so that he could forward on to relevant CBC staff.*
- Will Ward Councillors be present at the Traffic Management Committee Meeting in December when the local petition signed by over 300 Meppershall residents concerning road safety on Shefford Road will be discussed? *Both Ward Councillors advised that they would be present at the meeting and offered to assist in the presentation of the petition. They had already informed the portfolio holder of the petition and would contact Beds Police.*
- Could the Parish Council review the stated on both benches on the High Street as repairs may be required? *Clerk to review.*
- Is the Parish Council aware that the local Speedwatch group have been advised no to do speed surveys on Fildyke Road as it is too dangerous? *Issue was noted.*
- A resident raised concerns over permitting use of Centenary Field for a fireworks display on New Year's Eve.

Standing orders were reinstated at 8.15pm

### 545. MINUTES

- a. *Proposed Cllr Merryweather/Seconded Cllr Thompson. Resolved that the minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday 12<sup>th</sup> October 2020 are an accurate record of the proceedings and that they be signed by the Chairman of this meeting (at the first opportunity). Carried*

### 546. CLERKS REPORT AND MATTERS ARISING

- a. To request clarification on matters arising and items within the Clerks report.
  - 32 Shefford Road – The clerk has been in contact with both the Site Manager and CBC Enforcement regarding mud on road etc.
  - Site traffic issues – Letter sent to CBC's Andrew Davie and Cllr Kevin Collins. Response pending.
  - Cllr Thompson has painted the PC Stores.

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- Allotment income circa £1020 from annual rent and we have 3 new tenants.
- VAT refund of £7357.45 received.
- Banking mandate updated as per MPC instructions.

### 547. PROCEDURES

- To consider response to Standards Matter 2: Public Consultation and Public Sector Survey *Proposed Cllr Chapman/Seconded Cllr Morgan. Resolved to delegate responsibility for response to Standards Matter 2 Public Consultation to the Clerk. Carried.*
- To consider purchase of Charles Arnold-Baker 12<sup>th</sup> Edition due for publication in December 2020 at £119.99 (20% discount & FOC carriage if ordered before 4<sup>th</sup> December).  
*Proposed Cllr Chapman/Seconded Cllr Parsons. Resolved to purchase Charles Arnold Baker 12<sup>th</sup> Edition. Carried.*
- To re-approve MPC Investment Policy v1.0.  
*Proposed Cllr Chapman/Seconded Cllr Thompson. Resolved to re-approve MPC Investment Policy v1.0. Carried.*
- To re-approve MPC Application for Financial Assistance v2.0.  
*Proposed Cllr Chapman/Seconded Cllr Karslake. Resolved to re-approve MPC Application for Financial Assistance v2.0. Carried.*
- To approve MPC GDPR Awareness Checklist v2.0.  
*Proposed Cllr Chapman/Seconded Cllr Merryweather. Resolved to re-approve MPCGDPR Awareness Checklist v2.0. Carried.*
- To Approve MPC Reserves Policy v1.0.  
*Proposed Cllr Thompson/Seconded Cllr Parsons. Resolved to approve MPC Reserves Policy v1.0. Carried.*
- To consider scheduling a MPC meeting on 14<sup>th</sup> December 2020.  
*Proposed Cllr Chapman/Seconded Cllr Thompson. Resolved to schedule a MPC meeting on 14<sup>th</sup> December 2020. Carried.*

### 548. FINANCE

- Update of Parish Facilities purchases** - To review and approve income, expenditure and purchase orders for parish facilities.  
The content of the report was noted.
- Remembrance Sunday Wreath Reimbursement** – To approve reimbursement of Remembrance Sunday Wreath purchased on behalf of the Parish Council.  
*Proposed Cllr Chapman/Seconded Cllr Thompson. Resolved to reimburse Cllr Parsons £20 towards the cost paid for a Remembrance Sunday Wreath laid on behalf of the Parish Council (payment BACS351 refers) and to budget for this annually going forward. Carried (Cllr Parsons did not participate in voting).*
- Grants**
  - To review request for grant to assist with New Year's Eve's fireworks display in Meppershall.  
Councillors discussed the request made to the Clerk for financial assistance but felt that the request lacked details and was dependent upon access to Centenary Field which could not be confirmed. The Clerk was instructed to decline the request.
  - To consider the grant request from Meppershall Messenger.

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*Proposed Cllr Chapman/Seconded Cllr Merryweather. Resolved to award a grant of £750 to the Meppershall Messenger as budgeted (LGA 1972 s.142 refers) (payment BACS352 refers). Carried (Cllr Thompson did not participate in voting).*

- d. Draft 2021/2022 budget** – To review and provide input into draft 2021/2022 budget in preparation for precept request in January 2021.

Item deferred to next meeting.

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

*Proposed Cllr Thompson/Seconded Cllr Seaman. Resolved to approve Bank Statements and Reconciliations numbered 012 savings account and 132 and 133 current account, and that they be signed electronically by Cllrs Morgan and Standbridge. Carried.*

- f. Orders for the payment of money**

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

Payment No:	Payee	Purpose	Amount
<b>Payments made prior to meeting date</b>			
BACS349	A Marabese	Additional salary payment for overtime	£35.04
<b>Payment requests received before agenda published</b>			
BACS348	Chapman Planning	Neighbourhood plan (draft plan writing)	£1,627.50
BACS350	Mr J Thompson	Shed Paint Reimbursement	£16.00
BACS351	Mr J Parsons	Remembrance Sunday wreath reimbursement	£20.00
BACS352	The Meppershall Messenger	Grant application	£750.00

### 549. PLANNING AND HOUSING

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

- i. CB/20/03716/VOC – 59 Fildyke Road, SG17 5LU - First floor extension above existing garage. Garage conversion and proposed external garage.

*Proposed Cllr Thompson/Seconded Cllr Merryweather. Resolved that the Council has no comments on 20/03716. Carried.*

- ii. CB/20/03826/FULL - The Carriage House Hotel, SG17 5JF - Erection of new conservatory on existing seating area.

*Proposed Cllr Thompson/Seconded Cllr Merryweather. Resolved that the Council has no comments on 20/03826/VOC. Carried.*

- iii. CB/20/03827/FULL - 24 Hoo Road, SG17 5LP - Rear/side single story extension.

*Proposed Cllr Thompson/Seconded Cllr Merryweather. Resolved that the Council has no comments on 20/03827/VOC. Carried.*

*Note: For planning applications that are submitted between meetings and for which an extension to the comment's deadline date is not given, powers have been delegated to the Clerk (with a proposed response circulated to the Council) to submit comments to CBC Planning.*

#### b. Other Planning Matters for consideration

- i. To consider response to Gravenhurst Neighbourhood Plan consultation. *Response due by 16<sup>th</sup> December.*

It was agreed that the Clerk would request a proposed response to the Gravenhurst Neighbourhood Plan from the Meppershall Neighbourhood Plan Steering Group for review at the next MPC meeting on 14<sup>th</sup> December.

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- ii. Update on RAF Henlow consultation by Cllr Thompson.

Cllr Thompson reported that he has attended online discussions concerning the re-development of RAF Henlow with Homes England, DIO and other neighbouring parish council representatives. Most questions raised by parish councils concerned traffic management both during and after construction and the future status of the Grade I listed buildings that must be retained. Questions were asked about the potential for retail units but no consideration has been given to this. It is important to note that the airfield and runway are not included in this development (this may be part of another application at a later date which could accommodate up to 3000 homes). The current area considered for re-development will provide 800 to 1000 new homes. An outline planning application is expected to be submitted in circa September 2021.

### 550. NEIGHBOURHOOD PLAN

#### a. Report from Cllr Thomason

The Clerk reported review of the draft planning was ongoing and that a meeting with Mrs Chapman was being organised.

### 551. HIGHWAYS AND TRANSPORT

#### a. Discussion on any highways issues if required

Cllr Seaman reported the following:

- At the request of residents he has written to CBC requesting consideration be given to the introduction of a 20mph signage scheme for both the High Street, Shefford Road and linked roads.
- A Meppershall resident has raised a petition with over 340 signatures requesting speed traffic monitoring of Shefford Road and the High Street with a view to greater speed calming measures than those currently proposed (2 speed tables to be installed near 34 Shefford Road and CBC looking at finding for another 2 nearer to 59 Shefford Road. Ward Councillors have asked that the VAS also be replaced). The resident has asked if an MPC Councillor can present the petition to the CBC Traffic Management Committee Meeting on 15<sup>th</sup> December with the support of Ward Councillors

*Proposed Cllr Chapman/Seconded Cllr Parsons. Resolved that MPC support the petition requesting additional speed calming measures on the High Street and Shefford Road and that Cllr Seaman present the petition to the CBC TMM with the support of our Ward Councillors. Carried.*

*Ward Cllrs Brown and Liddiard left the meeting at 9:14pm*

#### b. London Luton Airport Consultation - To consider response to London Luton Airport, Arrival flightpaths, Airspace change consultation.

Cllrs Seaman and Thompson provided a report on the consultation. Having reviewed the information on flightpaths and holding areas they suggested that although Meppershall is one of the high land points in Bedfordshire and therefore more impacted by aircraft noise it would be difficult to object to the Easterly arrival route. This is because even if the route was moved more Westerly larger towns and villages in the new route would object similarly to ourselves. Our best action would be to join with LADACAN in leading the fight against Luton Aircraft Noise and aviation's environmental impacts. Councillors discussed Cllrs Seaman's report and proposal.

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*Proposed Cllr Chapman/Seconded Cllr Karlake. Resolved to delegate MPC response to the London Luton Airport Consultation to Cllr Seaman. Carried.*

### 552. ENVIRONMENT AND LEISURE

**a. Centenary Field Parish Facilities** – Update from Clerk and to consider / approve actions specific to Snagging list resolution and handover, specifically:

i. To review snagging list

The Clerk provided an update on minor snagging items and confirmed that the only items pending were adherence to landscape plan / replacement of dead trees and the water meter handover. The Clerk also confirmed that CBC Senior Planning Officer had confirmed in writing on 2<sup>nd</sup> November 2020 that:

*“The description of the approved full planning application (CB/16/01769/FULL) does not explicitly reference the cemetery extension. However, when the approved plans, officer report and S106 are taken together, I consider that planning permission has been granted for the use of the land as a cemetery. No further planning application will therefore be required to use the land as a cemetery.*

*The Council’s Planning Obligation Team have requested from the developer compliance with the S106 (Second Schedule, Part Four, Paragraph 2.10.3, 2.10.4 and 2.10.5) – no response has been received but I will be asking the Team that this matter be picked up.”*

ii. To approve working group proposals regarding land drainage, landscaping and pitch quality resolution.

The Clerk on behalf of the working group provided an update on quotations and proposals received for works required to rectify land drainage, landscaping and pitch quality. Having reviewed all the proposals in detail, the working group propose putting forward cost proposals received from A Sherriff & Sons to Croudace Homes Ltd. It is hoped that Croudace will have a response for MPC to consider at the next MPC meeting in December.

*Proposed Cllr Merryweather/Seconded Cllr Chapman. Resolved to approve negotiations with Croudace Homes Ltd based on quotations for works from A Sherriff & Sons Ltd. Carried.*

**b. Centenary Field** – To approve granting of access to Centenary Field for the purposes of a firework display on New Year’s Eve.

Councillors discussed the request but agreed that they are not be in a position to approve access to Centenary Field for New Year’s Eve.

**c. Allotments** – Update from Clerk.

The Clerk reported that there were 3 new allotment tenants and that rent renewals were underway.

**d. Woodland Tree Pack Planting** – Update from Clerk on planting proposals and approval of any actions required.

Woodland Tree Pack to be planted at allotments on Friday 20<sup>th</sup> November with Mr Carne and Cllrs Karlake, Thompson and Merryweather. Any plants remaining will be bedded in for use at a later date on Centenary Field or Old Road Meadow.

### 553. HEALTH & SAFETY AND RISK MANAGEMENT

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

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Cllr Seaman reported:

- Vandalism in the village seems to be reducing and that Police patrols continue to be visible.
- The Neighbourhood Watch team are disappointed that no volunteers have been forthcoming and that perhaps a leaflet drop to encourage participation should be considered.

**b. Brookmead Fence** – To decide upon and approve actions to be taken subsequent to correspondence received from Land Registry and MPC Solicitors.

The Clerk and Cllr Thompson reported that a letter received from Land Registry on 30<sup>th</sup> October 2020 confirmed that the land that the MPC wooden fence sits on belongs to The Mow and that ordnance survey maps are incorrect. MPC's metal rail fence sits on Highways land. Councillors discussed at length actions to be taken subsequent to this correspondence and the effect that any removal of fencing could have on Brookmead residents.

*Proposed Cllr Chapman/Seconded Cllr Thompson. Resolved that the Clerk ask CBC if they wish to adopt the metal rail fencing as an extension of their fencing already in situ and part of the highway, and that the wooden fence be either gifted to the Mow with no MPC responsibility for upkeep or left in situ as is (unless owners of the Mow ask for its removal). Carried.*

## 554. CLOSE OF THE MEETING

The Chairman reminded everyone that the next meeting would be the 14<sup>th</sup> December and declared the meeting closed at 21:45pm

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

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