

MEPPERSHALL PARISH COUNCIL

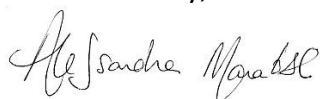
Parish Clerk – Miss A C Marabese
c/o 30 Cherry Trees, Lower Stondon, Beds, SG16 6DT
Tel: 07930 813808
Email: clerk@meppershall.org
Website: www.meppershall.org



Dear Sir/Madam,

You are hereby summoned to attend the Statutory Annual Meeting of the Parish Council of Meppershall on Monday 8th May 2017 commencing at 7.45 pm in the Village Hall, High Street, Meppershall.

Yours sincerely,



Ms. A Marabese
Clerk to Meppershall Parish Council

Distribution: All Councillors
Unitary Councillor A Brown
Notice Board

AGENDA

13. APOLOGIES FOR ABSENCE

14. STATUTORY ANNUAL MEETING ITEMS

- a. Election of the Chairman for the Year 2017 – 2018
- b. Receipt of Chairman Declaration of Office
- c. Election of Vice-chairman
- d. Appointment of Governor to Meppershall Academy
- e. Appointment of Representative to Village Hall Management Committee
- f. Appointment of Spokesmen
 - i. Environment & Leisure Working Group (previous year Cllr Merryweather)
 - ii. Planning & Housing Working Group (previous year Cllr Smith P)
 - iii. Highways & Lighting Working Group (previous year Cllr Smith R)
 - iv. Finance Working Group (previous year Cllr Foskett)
 - v. Health & Safety and Risk Management Working Group (previous year Cllr Chapman)
 - vi. Community Assets Working Group (previous year Cllr Smith P)
 - vii. Neighbourhood Plan Review Working Group (Village Plan previous year Cllr Bulley)
 - viii. Procedures Working Group (previous year Cllr Thompson)

- g. Appointments to Working Groups
 - i. Environments & Leisure
 - ii. Planning & Housing
 - iii. Highways & Lighting
 - iv. Finance
 - v. Health & Safety and Risk Management
 - vi. Community Assets
 - vii. Neighbourhood Plan
 - viii. Procedures

15. CHAIRMANS ANNOUNCEMENTS

- a. CPRE AGM on 15th May 2017. No-one from Meppershall PC currently attending.

16. MEMBERS INTERESTS

- a. To receive declarations of interest from Councillors regarding items on the agenda
- b. To receive and provide outcome of requests for granting dispensations of disclosable pecuniary interests

17. MINUTES

- a. To approve distributed minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 10th April 2017

The Chairman will suspend Standing Orders for a period of up to 15 minutes to receive reports from our Unitary Councillors 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.

18. REPORTS FROM WORKING GROUPS

a. PLANNING AND HOUSING

i. Planning Applications pending

- 1. CB/17/00738/OUT – 100 High Street – Up to 38 dwellings.
Currently with planning officers - This case has not yet been decided
- 2. CB/17/01041/OUT – Stocken House, 59 Shefford Road – demolition of dwelling and erection of 150 dwellings. All matters reserved except for means of access.
Currently with planning officers - This case has not yet been decided
- 3. CB/17/01147/FULL – Sandy View Lane – construction of hard standing with gate and fence.
Currently with planning officers - This case has not yet been decided

ii. Approvals/Refusals/Withdrawals received

- 1. CB/17/00063/FULL – 79 Shefford Road – demolition of existing chalet/bungalow and erection of two 4 bedroom dwellings.
Full Application – Granted
- 2. CB/17/00478/FULL – The Sugar Loaf ph, 25 High Street – site development.
Full Application - Refused

iii. Appeals Pending

1. CB/16/05715/FULL – Woodview Nurseries – Change of use from vacant plant nursery to residential with detached dwelling.
Currently with planning officers - No appeal decision has been made
2. CB/16/02868/FULL (APP/P0240/W/17/3167837). The Sugar Loaf ph - Change of use of public house (Use Class A4) to convenience store (Use Class A1).
Currently with planning inspectorate - No appeal decision has been made

iv. Applications since last Council meeting for consideration

1. CB/17/01410/FULL – 79A Shefford Road - Conversion and extension to detached double garage at the rear of the house for purposes of an annexe.
Consultation period expires 15th May 2017

v. Enforcement / Other Planning Matters

1. There were no enforcement issues.

vi. North Hertfordshire Homes

1. No further information has been received.

vii. Meppershall Action Group (MAG)

1. Cllr Thomason to report

b. FINANCE

i. Internal Audit Action Plan

Proposed – To approve the proposed Action Plan as submitted to Councillors with regards to recommendations suggested by the Internal Auditors' Annual Report 2016/17 signed by John Watson.

ii. 2017/18 Precept

Proposed - The approval of the 2017/18 precept should be retrospectively minuted.

iii. 2017/18 Budget and Earmarked Reserves

Proposed – The approval of 2017/18 budget and earmarked reserves should be retrospectively minuted.

iv. Accounts 2016/17 – Review and approve Annual Audit Section 1

Proposed – The Annual Return, as required by the Audit Commission, Section 1 – The Annual Governance Statement are to be approved and signed for forwarding to the External Auditor (BDO).

v. Accounts 2016/17 – Review and approve Annual Audit Section 2

Proposed – The annual Return, as required by The Audit Commission, Section 2 – The Accounting Statements for 2016/2017 are to be approved and signed for forwarding to the External Auditor (BDO).

vi. Grant / Donation Requests

1. Meppershall Summer Fair request for cash grant of £1000
2. Wanderbus request for cash grant

c. HIGHWAYS

i. Cllr Smith R to report

ii. Working Group name change request made by Cllr Smith R

Proposed – To change the name of the Highways and Lighting Working Group to Highways and Transport.

- iii. **Roadworks and Highways Bulletin – should the Council publish this on our website page**

d. ENVIRONMENT AND LEISURE

- i. Cllr Merryweather to report
- ii. Additional play equipment for Hoo Road play area.

e. HEALTH & SAFETY and RISK MANAGEMENT

- i. Cllr Chapman to report

f. COMMUNITY ASSETS

- i. Cllr Smith P to report on The SugarLoaf Pub
- ii. Cllr Thompson to provide update on progress made regarding Nunwood

g. NEIGHBOURHOOD PLAN

Proposed - The Council provide a mandate for a group to carry the Village Plan forward and develop a Neighbourhood Plan

h. PROCEDURES

- i. Cllr Thompson to report - Powers and Functions of the Parish Council

19. OTHER MEETINGS

- a. The Annual Parish Meeting took place on 24th April 2017 – Cllr Chapman to report

20. ALLOTMENTS

- a. New Tenant contracts pending

21. HOO ROAD RESURFACING

- a. Outstanding contributions and complaint

22. WEBSITE ALTERATIONS

- a. Discussion and resolution regarding proposed amendments to the content of the Parish Council pages of the Meppershall.org website.

23. CLERKS REPORT & MATTER ARISING

- a. Meeting Schedule for coming 2017/18
- b. Document sorting and retention
- c. Emailing of agenda and minutes – permission required from Councillors
- d. Agenda and minutes numbering reset

24. ORDERS FOR THE PAYMENT OF MONEY

A schedule of payments will be distributed at the meeting for approval and authorisation.

NEXT PARISH COUNCIL MEETINGS - The next two Parish Council meetings will be Ordinary Meetings on 12th June 2017 and an Ordinary Meeting on 24th July 2017. The cut-off time for the receipt of papers for the June agenda is 5 p.m. on Wednesday 31st May 2017.