

# MEPPERSHALL PARISH COUNCIL

Parish Clerk - Miss A Marabese  
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Dear Sir/Madam,

Notice is given that an Annual Statutory meeting of Meppershall Parish Council will be held on Monday 14th May 2018 commencing at 7.45pm in the Interim Village Hall, Walnut Tree Way, Meppershall, SG17 5AB. Members of the public and the press are welcome.

Yours sincerely,

Ms. A Marabese  
Clerk to Meppershall Parish Council

Distribution: All Councillors  
Ward Councillors  
Village Notice Board

## AGENDA

### 161. ELECTION OF CHAIRMAN

- a. Election of the Chairman for the year 2018-2019
- b. Receipt of Chairman Declaration of Office

### 162. ELECTION OF VICE CHAIRMAN

- a. Election of the Vice Chairman for the year 2018-2019
- b. Receipt of Vice Chairman Declaration of Office

### 163. APOLOGIES FOR ABSENCE

### 164. CHAIRMANS ANNOUNCEMENTS

### 165. 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

### 166. DELEGATION ARRANGEMENTS

- a. Appointment of Governor to Meppershall Academy
- b. Appointment of Representative to Village Hall Management Committee
- c. Appointment of Personnel Committee and members
- d. Appointments to Neighbourhood Planning Steering Group
- e. Appointment of Working Group Spokesmen
  - i. Environment & Leisure Working Group
  - ii. Planning & Housing Working Group
  - iii. Highways & Transport Working Group

- iv. Finance Working Group
- v. Health & Safety and Risk Management Working Group
- vi. Community Assets Working Group
- vii. Procedures Working Group
- f. Formation of Working Group membership
  - i. Environments & Leisure
  - ii. Planning & Housing
  - iii. Highways & transport
  - iv. Finance
  - v. Health & Safety and Risk Management
  - vi. Community Assets
  - vii. Procedures

## 167. MINUTES

To approve distributed minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 9<sup>th</sup> April 2018

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.

## BUSINESS TO BE TRANSACTED

### 168. PLANNING AND HOUSING

- a. Approvals/Refusals/Withdrawals received since last meeting
  - i. CB/18/00087/FULL – Wind Rush, 4 Shillington Road – Proposed single storey side / rear extension and conversion of garage. *Granted*
  - ii. CB/18/00685/FULL – 6 Taylors Close - Two storey side extension and interior alterations. *Granted*
  - iii. CB/18/01044/FULL - 13 Shefford Road - Single storey side/rear extension. *Granted*
- b. Appeals
  - i. CB/17/03887/OUT – Stocken House, 59 Shefford Road – Demolition of dwelling and erection of 145 dwellings. *Planning Inspectorate Inquiry held w/c 10<sup>th</sup> April 2018.*
- c. Applications since last Council meeting for consideration
  - None
- d. Other Planning Matters for consideration
  - i. Review of Clerks report
  - ii. Consultation on powers to deal with unauthorised traveller encampments – decision on Parish Council response required by 15<sup>th</sup> June 2018.
- e. Cllr Thomason to provide update from Meppershall Action Group (MAG)

### 169. NEIGHBOURHOOD PLAN

- a. Report from Cllr Thomason

### 170. HIGHWAYS AND TRANSPORT

- a. Report from Cllr Smith R
- b. Review of Clerks report

- c. **Contributions for Hoo Road resurfacing** are still outstanding from some residents who have not responded to emails from the Clerk. How does Council wish to proceed?
- d. **Council representation at launch of new Wanderbus** bus on 17th July 2018 between 3-5pm at Mount Pleasant Golf Club in Stondon.

**171. ENVIRONMENT AND LEISURE**

- a. **Report from Cllr Merryweather**
- b. **Review of Clerks report** – Items of note: Grass cutting complaints, Nunswood correspondence and allotment plots update
- c. **Cllr Foscett to provide Village Hall update**

**172. HEALTH & SAFETY and RISK MANAGEMENT**

- a. **Review of Clerks report**

**173. PROCEDURES**

- a. **Review of Clerks report** – Items of note: GDPR update
- b. **Personnel Committee Terms of Reference** – draft submitted to Council
- c. **Employment Handbook and Policies** – draft submitted to Council
- d. **Community Governance Review** – decision required on Parish Council response to CBC recommendations
- e. **DPO Services** – Contract to be reviewed by Council in the light of the governments intention to table an amendment to the new Data Protection Act avoiding the need for Parish Councils to appoint a DPO.

**174. OTHER MEETING REPORTS**

**175. OTHER ISSUES & MATTER ARISING**

- a. **Letter of complaint to Croudace Homes** – Update to Croudace Homes

**176. FINANCE**

- a. **Review of Clerks report**
- b. **Document approval** - journal entries, bank reconciliation and bank statements.
- c. **Statement of Movement in Reserves 2017-2018 and Proposed Reserves for 2018-2019**
- d. **2017-2018 Annual Accounts and audit update**
- e. **Grant requests**
- f. **Standing Orders and Direct Debits** – A schedule of payments for 2018/19 valid until 15 September 2018 will be distributed at the meeting for approval and authorisation.
- g. **Orders for the payment of money** - A schedule of payments will be distributed at the meeting for approval and authorisation.

**177. CLOSE OF THE MEETING**

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**NEXT PARISH COUNCIL MEETINGS** - The next two Parish Council meetings will be Ordinary Meetings on 11<sup>th</sup> June 2018 and 23<sup>rd</sup> July 2018. The cut-off time for the receipt of papers for the June meeting agenda is 5 p.m. on Wednesday 30<sup>th</sup> May 2018.