

MEPPERSHALL PARISH COUNCIL

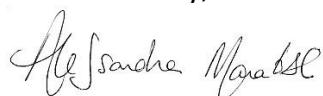
Parish Clerk - Miss A Marabese
c/o 30 Cherry Trees, Lower Stondon, Bedfordshire, SG16 6DT
T: 07930 813808
E: clerk@meppershall.org
W: www.meppershall.org



Dear Sir/Madam,

You are hereby summoned to attend the Annual Statutory Meeting of the Parish Council of Meppershall on Monday 13th May 2019 commencing at 7:45pm in the Village Hall, Walnut Tree Way, Meppershall, SG17 5AB.

Yours sincerely,



Ms. A Marabese
Clerk to Meppershall Parish Council

Distribution: All Councillors, Ward Councillors, Village Notice Board

AGENDA OF BUSINESS TO BE TRANSACTED

314. ELECTION OF CHAIRMAN

- a. Election of the Chairman for the year 2019-2020
- b. Receipt of Chairman Declaration of Acceptance of Office

315. ELECTION OF VICE - CHAIRMAN

- a. Election of the Vice - Chairman for the year 2019-2020
- b. Receipt of Vice - Chairman Declaration of Acceptance of Office

316. APOLOGIES FOR ABSENCE

317. CHAIRMANS ANNOUNCEMENTS

- a. Letter of thanks from Meppershall Messenger

318. 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

319. TO CONSIDER CO-OPTION REQUESTS

320. DELEGATION ARRANGEMENTS

- a. To appoint Governor to Meppershall Academy
- b. To appoint representative to Village Hall Management Committee
- c. To appoint Personnel Committee and members
- d. To appoint members to the Neighbourhood Planning Steering Group
- e. To appoint Spokesmen and members to the following Working Groups:
 - i. Environment & Leisure
 - ii. Planning & Housing
 - iii. Highways & Transport

- iv. Finance Working Group
- v. Health & Safety and Risk Management
- vi. Procedures
- vii. IT

321. PUBLIC SESSION

The Chairman will suspend Standing Orders for a period of up to 15 minutes to receive community reports from;

- a. Ward Councillors,
- b. Meppershall Action Group,
- c. Meppershall Village Hall,
- d. 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

322. MINUTES

- a. To approve distributed minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 8th April 2019

323. CLERKS REPORT & MATTER ARISING

324. FINANCE

- a. **Update of Parish Facilities purchases**
 - i. To review income and expenditure for parish facilities and donation of delivered purchases.
 - ii. To approve expenditure for statutory notices and other signs as specified by the Environment and Leisure working group (if quotations received).
- b. **Banking Mandate** – To approve banking mandate changes - removing old councillors, adding new and updating permissions accordingly.
- c. **Document approval** - journal entries, bank reconciliation and bank statements.
- d. **Orders for the payment of money** - A schedule of payments will be distributed at the meeting for approval and authorisation.
- e. **To approve the completion of the Corporate Governance Questionnaire provided by the Internal Auditor.**

325. PLANNING AND HOUSING

- a. **Applications since last Council meeting for consideration**
 - i. CB/19/01017/FULL– Sandy View, SG17 5LL– Retention of existing bungalow and erection of two 4-bedroom detached houses with garages. *Comments due 15th May.*
- b. **Other Planning Matters for consideration**
 - i. Clerk to provide update on appeals and enforcements.
 - ii. To consider the street names proposed for the 9 new dwellings at 15 Shillington Road, SG17 5ND and respond accordingly. *Comments due by 31st May.*

326. NEIGHBOURHOOD PLAN

- a. **Report from Cllr Thomason.**

327. HIGHWAYS AND TRANSPORT

- a. Update on 2019/2020 RMF application.

328. ENVIRONMENT AND LEISURE

- a. Clerk to provide Centenary Field Parish Facilities update including meetings with Croudace and MVHT.
 - i. Football pitches.
 - ii. Play equipment.
 - iii. To consider electricity supply to PC Stores.
 - iv. To consider installation of fencing around PC Stores (if quotation available).
 - v. Lease agreement between MPC and MVHT.
- b. To consider options for making good or repanelling Brookmead fence.
- c. To consider request from UKPN to cut back trees and shrubs near to power cables.

329. HEALTH & SAFETY and RISK MANAGEMENT

- a. To receive and approve 2018-2019 and 2019-2020 risk assessment report and action plan for coming year.

330. PROCEDURES & TRAINING

- a. To approve MPC Code of Conduct v2.0 as previously distributed.
- b. To approve MPC Dispensation Guidance v2.0 and Dispensation Request Form v2.0 as previously distributed.
- c. To consider that the Council delegates the power to grant dispensations to the Clerk / Proper Officer. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2).
- d. To approve MPC Financial Regulations v3.0 as previously distributed.
- e. To approve Personnel Committee Terms of Reference v1.1 as previously distributed.
- f. To Approve MPC Standing Orders v3.0 as previously distributed.
- g. To approve Neighbourhood Plan Terms of Reference v2.1 as previously distributed.

331. OTHER ISSUES, MEETINGS & MATTER ARISING

- a. To receive a report from Cllr Chapman on the Annual Parish Meeting.
- b. To consider response to NALC request for view on DoT consultation on Vehicle Operator Licensing System.
- c. To consider Meppershall.org website management and proposal for use by community groups.

332. CLOSE OF THE MEETING

NEXT PARISH COUNCIL MEETINGS - The next two Parish Council meetings will be Ordinary Meetings on 10th June 2019 and 22nd July 2019. The cut-off time for the receipt of papers for the June meeting agenda is 5 p.m. on Wednesday 29th May 2019.