

MEPPERSHALL PARISH COUNCIL

Parish Clerk - Miss A Marabese
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Dear Sir/Madam,

You are hereby summoned to attend an Ordinary Meeting of the Parish Council of Meppershall on Monday 11th May 2020 commencing at 7:45pm via remote video link*.

*Meeting will be held via Zoom - Zoom ID: 810 1045 7572 - Password: mpc2020

Those not able to dial in via Zoom should contact the Clerk prior to the meeting to discuss alternative arrangements

Yours sincerely,

Ms. A Marabese
Clerk to Meppershall Parish Council

Distribution: All Councillors, Ward Councillors, Parish Council website

AGENDA

483. APOLOGIES FOR ABSENCE

484. CHAIRMANS ANNOUNCEMENTS

- a. How the 'remote' meeting will be run

485. 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

486. 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. Village organisations;
- c. to receive questions from the public sent to the Clerk; and
- d. 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 with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting and should indicate a request to speak by raising their hand.

BUSINESS TO BE TRANSACTED

487. MINUTES

- a. To receive and approve distributed minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 9th March 2020 and the Extra-ordinary Meeting of Meppershall Parish Council held on Tuesday 24th March 2020.

488. CLERKS REPORT & MATTER ARISING

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

489. DELEGATION ARRANGEMENTS

- a. To approve the delegation arrangements to external organisations, committees and working groups.

490. PROCEDURES

- a. To re-approve MPC Code of Conduct v2.0
- b. To re-approve MPC Dispensation Guidance v2.0 and Dispensation Request Form v2.0
- c. To consider that the Council delegates the power to grant dispensations to the 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 re-approve MPC Co-option Form v1.0
- e. To re-approve MPC Engagement with Developers Policy v1.1
- f. To re-approve MPC Financial Regulations v3.1
- g. To approve Standing Orders v4.0
- h. To re-approve Personnel Committee Terms of Reference v1.1
- i. To re-approve Neighbourhood Plan Terms of Reference v2.1

491. FINANCE

- a. **Update of Parish Facilities purchases** - To review and approve income, expenditure and purchase orders for parish facilities.
- b. **2019-2020 Budget v Actual** – To receive 2019-2020 budget v actual financial report.
- c. **Asset List** – To review asset register
- d. **Reserves** – To approve movement from and to reserves funds
- e. **Document approval** – To approve journal entries, bank reconciliations and bank statements.
- f. **Standing orders and direct debits** – To approve the standing order, direct debit and monthly salary payments.
- g. **Orders for the payment of money** - A schedule of payments will be distributed at the meeting for approval and authorisation.

492. PLANNING AND HOUSING

- a. **Applications since last Council meeting for consideration** - none
- b. **Other Planning Matters for consideration** - none

493. NEIGHBOURHOOD PLAN

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

494. HIGHWAYS AND TRANSPORT

- a. **Village footpaths** – Update from Cllr Magee on review of footpaths with CBC Highways Officer.

495. ENVIRONMENT AND LEISURE

- a. Croudace Parish Facilities – Update from Clerk and to consider actions specific to:**
 - i. Snagging list and method of resolution, and handover
- b. Grass Cutting update from Clerk**
- c. Old Road Meadow table and bench re-painting – To consider quotation for re-painting with paint already purchased by MPC.**

496. HEALTH & SAFETY and RISK MANAGEMENT

- a. Risks assessments – To provide update on risk assessments for Village Caretaker, Green Space Officer and Council.**

497. CLOSE OF THE MEETING

NEXT PARISH COUNCIL MEETINGS - The next two Parish Council meetings will be an Ordinary Meeting 8th June 2020 and an Ordinary Meeting on 27th July 2020. The cut-off time for the receipt of papers for the June meeting agenda is 5 p.m. on Wednesday 27th May 2020.