

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 8th June 2020 commencing at 7:45pm via remote video link*.

*Meeting will be held via Zoom - Zoom ID: 868 9624 1668- Password: 2020mpc

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

498. APOLOGIES FOR ABSENCE

499. CHAIRMANS ANNOUNCEMENTS

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

500. COUNCILLOR CO-OPTION

- a. To consider councillor co-option requests
- b. To receive verbally the Declaration of Acceptance of Office and undertaking to observe the Code of Conduct from new councillor in lieu of receiving the signed declaration.
- c. To review the delegation arrangements to external organisations, committees and working groups in the light of councillor co-option.

501. 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

502. 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

503. MINUTES

- a. To receive and approve distributed minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 11th May 2020.

504. CLERKS REPORT & MATTER ARISING

- a. To request clarification on matters arising and items within the Clerks report.
- b. To consider options concerning fencing and land at end of Brookmead and approve expenditure accordingly.

505. PROCEDURES

- a. To approve Press and Media Relations Policy v1.0 as circulated.
- b. To consider providing meppershall.org email addresses to councillors.
- c. To consider provision of appropriate PPE for MPC staff so that normal duties may resume.
- d. To review meeting schedule over summer months.

506. FINANCE

- a. **Update of Parish Facilities purchases** - To review and approve income, expenditure and purchase orders for parish facilities.
- b. **Banking Mandate** – To approve banking mandate changes - removing old councillors, adding new and updating permissions accordingly.
- c. **Internal Auditor report** – To receive report and any associated action plan
- a. **Annual Governance Statement 2019/2020** – To approve the Governance Statement. For submission to the External Auditor.
- b. **Accounting Statements 2019/2020** – To approve the Accounting Statements for submission to the External Auditor.
- c. **Exercise of Public Rights to Inspect MPC Accounts** – To receive details of the dates set for the exercise of public rights.
- d. **Document approval** – To approve journal entries, bank reconciliations and bank statements.
- e. **Orders for the payment of money** - A schedule of payments will be distributed at the meeting for approval and authorisation.

507. PLANNING AND HOUSING

- a. **Applications since last Council meeting for consideration**
 - i. CB/20/01468/FULL - Polehanger Farm, SG17 5LH - Change of use and development of an existing agricultural grass paddock into a permeable, permanent hardstanding car park for use all year round. *Comments due 12th June.*
 - ii. CB/20/01710/FULL – Sandy View, SG17 5LL - Erection of one 4 bedroom detached house with detached garage. *Comments due 1st July.*
- b. **Other Planning Matters for consideration - none**

508. NEIGHBOURHOOD PLAN

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

509. HIGHWAYS AND TRANSPORT

- a. **Village footpaths** – Update from Clerk on review of footpaths as provided by Ward Councillors.

510. ENVIRONMENT AND LEISURE

- a. **Croudace Parish Facilities – Update from Clerk and to consider actions specific to:**
 - i. Snagging list / proposed resolution, and handover
- b. **Grass Cutting update from Clerk**
- c. **Allotments**
 - i. To approve skip hire for removal of rubbish at allotments
 - ii. To consider tenant installation of pond in allotment plot
 - iii. To approve purchase of noticeboard
- d. **Football pitch**
 - i. To approve purchase of goals and associated equipment
 - ii. To consider reduction in pitch hire to Meppershall Rovers

511. HEALTH & SAFETY and RISK MANAGEMENT

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

Members of the press and the public are to be excluded from the meeting during discussions on the following agenda item.

- b. To approve motion to exclude members of the public and the press from discussion of this agenda item due to personal sensitive issues.
To consider the provision of PPE to staff for use in their day to day duties and to consider how all staff may resume normal duties for the Council.

512. CLOSE OF THE MEETING

NEXT PARISH COUNCIL MEETINGS - The next two Parish Council meetings will be an Ordinary Meeting 27th July 2020 and an Ordinary Meeting on 14th September 2020. The cut-off time for the receipt of papers for the July meeting agenda is 5 p.m. on Wednesday 27th May 2020.