

MEPPERSHALL PARISH COUNCIL

Parish Clerk - Miss A Marabese
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Councillors:

J Thompson (Chairman), P Chapman, P Crossley, P Merryweather, M Morgan, J Parsons and L Standbridge.

You are hereby summoned to attend an Ordinary Meeting of the Parish Council of Meppershall on Monday 11th October 2021 commencing at 7:00pm in the Village Hall, Walnut Tree Way, Meppershall, SG17 5AB.

Members of the press and public are invited to attend.

Ms. A Marabese
Clerk to Meppershall Parish Council

MEETING AGENDA

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| 688. APOLOGIES FOR ABSENCE | 7:00pm |
| 689. CHAIRMANS ANNOUNCEMENTS | 7:03pm |
| a. To resolve to extend the meeting finish time beyond 2 hours | |
| 690. MEMBERS INTERESTS* | 7:06pm |
| a. To receive declarations of interest from councillors on items on the agenda. If, at any time during the meeting, a Councillor feels they have an interest in an item being discussed they should declare it at that point. | |
| b. To receive written requests for dispensations for disclosable pecuniary interests (if any) | |
| c. To grant any requests for dispensation as appropriate | |
| 691. PUBLIC SESSION | 7:09pm |
| 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. | |
| 692. MINUTES | 7:24pm |

- a. To receive and approve distributed minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 13th September 2021.

693. PROCEDURES, CONSULTATIONS & LEGAL

- a. **Co-Option** 7:27pm
 - i. To consider any councillor co-option requests received.
- b. **Procedures** 7:36pm
 - i. To consider creation of a Community Emergency Response Team
 - ii. To consider re-approval of MPC Meeting Recording and Filming v1.0
- c. **Representation on Village Hall Committee** 7:46pm
 - i. To consider proposing a member of MPC be put forward as a representative on the Village Hall Committee.
- d. **Meeting invitations** 7:51pm
 - i. To consider attendance at the 2021 BATPC AGM, taking place at Henlow Park Pavilion, Wednesday 27th October at 7:30pm (with refreshments from 7pm).
 - ii. To consider attendance at the Town and Parish Council Conference on 10 November, starting at 6pm (decision not made whether remote or via MS Teams).
- e. **IT – Website and Email** 7:57pm
 - i. Cllr Standbridge to provide an update on domain hosting
- f. **Centenary Field Parish Facilities** 8:00pm
 - i. Update from Clerk and Centenary Field Working Group on handover of Centenary Field to the Parish Council based upon negotiated terms.
 - ii. To consider request from a reporter at the Comet newspaper to provide “words, quotes or extra background information” ... “for a story” ... “regarding the current state of the fields, and when people in the community can expect to be able to use their park again”.
- g. **Stocken House Green Space** 8:10pm
 - i. Update from Clerk and Cllr Thompson and review of decision to adopt Stocken House Green Space.
 - ii. To consider name of green space.

694. FINANCE

- a. **Purchase Orders** 8:20pm
 - i. To consider any purchase order requests
- b. **Budget Review** 8:23pm
 - i. To review Budget v Actual to end September 2021
- c. **Reserves** 8:28pm
 - i. To review current reserves
- d. **Document approval** 8:31pm
 - i. To approve journal entries, bank reconciliations and bank statements.
- e. **Orders for the payment of money** 8:36pm
 - i. A schedule of payments will be distributed at the meeting for approval and authorisation.

695. PLANNING AND HOUSING

- a. **Applications since last Council meeting for consideration** 8:41pm
 - i. CB/21/04236/FULL - Vimyridge, SG17 5LN - Proposed garage conversion to habitable space. *Comments due 25th October.*

Note: For planning applications that are submitted between meetings and for which an extension to the comment's deadline date is not given, powers have been delegated to the Clerk (with a proposed response circulated to the Council) to submit comments to CBC Planning.

- b. **Ox-Cam Arc Spatial Framework Consultation** 8:45pm
 - i. To consider response to the Ox-Cam Arc Spatial Consultation and communication from We are the Stop the Arc Group.

696. NEIGHBOURHOOD PLAN

- a. **Report from Mr Pain, Steering Group Chairman** 8:50pm

697. HIGHWAYS AND TRANSPORT

- a. **Update from Clerk** 8:55pm

698. ENVIRONMENT AND LEISURE

- a. **Tree planting plans** 9:00pm
 - i. To consider proposals.
- b. **Village entrance planters** 9:05pm
 - i. To consider purchase of planters and flowers to be installed under village signage at village entrances.
- c. **Fowlers Drive Acacia Tree** 9:10pm
 - i. To consider removal of Acacia Tree on corner of Fowlers Drive.

699. HEALTH & SAFETY and RISK MANAGEMENT

- a. **Play Area Inspection Reports** 9:13pm
 - i. To review Centenary Field and Old Road Meadow Annual Play Areas Inspection reports and agree on any necessary action(s).
- b. **Old Road Meadow Risk Assessment** 9:18pm
 - i. To receive and approve ORM Risk Assessment
- c. **COVID Safe Meeting Risk Assessment** 9:23pm
 - i. To review COVID-Safe Meeting Risk Assessment.

700. PERSONNEL

- a. **Community and Environment Officer role** 9:28pm
 - i. To receive update on interviews

701. CLOSE OF THE MEETING

*Notes on declarations of interest. Any Member arriving after the start of the meeting is asked to declare pecuniary interests, as necessary, as soon as practicable after their arrival, even if the item in question has been considered. National rules about pecuniary interests are set out in Chapter 7 of the Localism Act 2011 and in secondary legislation made under the Act, in particular The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

NEXT PARISH COUNCIL MEETINGS - The next two Parish Council meetings will be an Ordinary meetings on 8th November 2021 and 13th December. The cut-off time for the receipt of papers for the November meeting agenda is 5 p.m. on Wednesday 27th October 2021.