

# 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 8<sup>th</sup> November 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

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## MEETING AGENDA

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| <b>702. APOLOGIES FOR ABSENCE</b>  | 7:00pm |
| <b>703. CHAIRMANS ANNOUNCEMENTS</b>  | 7:03pm |
| a. To resolve to extend the meeting finish time beyond 2 hours   |        |
| <b>704. MEMBERS INTERESTS*</b>   | 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   |        |
| <b>705. PUBLIC SESSION</b>   | 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. |        |

**706. MINUTES**

7:24pm

- a. To receive and approve distributed minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 11<sup>th</sup> October 2021.
- b. To receive and approve distributed minutes of the Extra-ordinary Meeting of Meppershall Parish Council held on Monday 18<sup>th</sup> October 2021.

**707. PROCEDURES, CONSULTATIONS & LEGAL****a. Co-Option**

7:27pm

- i. To consider any councillor co-option requests received.

**b. Procedures**

7:35pm

- i. To consider approval of MPC Sustainability Policy
- ii. To consider approval of MPC Employee Handbook v2.0
- iii. To consider approval of revised COVID Safe Meeting Risk Assessment

**c. Consultations**

7:47pm

- i. To consider response to DEFRA Consultation on Amendments to the Environmental Permitting (England and Wales) Regulations 2016 as applied to Groundwater Activities and related Surface Water Discharge Activities.

**d. IT – Website and Email**

7:53pm

- i. Cllr Standbridge to provide an update on gov.uk domain application

**e. Centenary Field Parish Facilities**

7:57pm

- i. Update from Clerk and Centenary Field Working Group on handover of Centenary Field to the Parish Council based upon negotiated terms.
- ii. To approve signing of land transfers.
- iii. Update from the Clerk and Cllr Morgan on plans for works to Centenary Field.

**f. 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 appoint MPC Solicitor to deal with Stocken House land transfer and agreement.
- iii. To approve acceptance of Stocken House Management / Transfer Agreement and authorise signing.
- iv. To consider name of green space as proposed by Cllr Parsons,

**708. FINANCE****a. Purchase Orders**

8:25pm

- i. To consider any purchase order requests:

**b. Document approval**

8:30pm

- i. To approve journal entries, bank reconciliations and bank statements.

**c. Orders for the payment of money**

8:35pm

- i. A schedule of payments will be distributed at the meeting for approval and authorisation.

**709. PLANNING AND HOUSING****a. Applications since last Council meeting for consideration**

8:40pm

- i. CB/21/04658/FULL - 114 Shefford Road, SG17 5LL - Single storey rear and side extension. *Comments due 26<sup>th</sup> November.*

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.

**710. NEIGHBOURHOOD PLAN**

- a. **Report from Mr Pain, Steering Group Chairman** 8:45pm

**711. HIGHWAYS AND TRANSPORT**

- a. **Update from Clerk** 8:50pm

**712. ENVIRONMENT AND LEISURE**

- a. **Tree planting plans** 8:55pm  
i. To consider proposals.
- b. **ORM Community Orchard** 9:00pm  
i. To approve cost of pruning trees (removing height).
- c. **Fowlers Drive Acacia Tree** 9:05pm  
i. To consider quotations for the removal of the Acacia Tree on the corner of Fowlers Drive.

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

- a. **Old Road Meadow Risk Assessment** 9:10pm  
i. To receive and approve ORM Risk Assessment.
- b. **Play area remedial work** 9:15pm  
i. To consider quotation for remedial works required to play areas.

**714. PERSONNEL**

- a. **Community and Environment Officer role** 9:20pm  
i. To receive update on employment of new Community and Environment Officer.  
ii. To consider proposal to provide a mobile phone to Community and Environment Officer.  
iii. To consider purchase of appropriate PPE for Community and Environment Officer, to include equipment required for role.  
iv. To consider training in pesticide application for Community and Environment Officer.

**715. CLOSE OF THE MEETING**

9:30pm

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\*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 13<sup>th</sup> December 2021 and 10<sup>th</sup> January 2022. The cut-off time for the receipt of papers for the December meeting agenda is 5 p.m. on 1<sup>st</sup> December 2021.