

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 13th December 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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| 716. APOLOGIES FOR ABSENCE | 7:00pm |
| 717. CHAIRMANS ANNOUNCEMENTS | 7:03pm |
| a. To resolve to extend the meeting finish time beyond 2 hours | |
| 718. 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 | |
| 719. 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. | |

- 720. MINUTES** 7:24pm
- a. To receive and approve distributed minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 8th November 2021.
- 721. PROCEDURES, CONSULTATIONS & LEGAL**
- a. **Co-Option** 7:27pm
- i. To consider any councillor co-option requests received.
- b. **Procedures** 7:32pm
- i. To re-approve Application for Financial Assistance v2.0
- ii. To re-approve Reserves Policy v1.0
- iii. To re-approve Document Retention Policy v1.0
- iv. To approve Investment Policy v2.0 and actions required due to cash funds held by MPC.
- c. **Consultations** 7:40pm
- i. To consider response to CBC Changes to Housing Allocation Scheme consultation.
Closes 18th January 2022.
- d. **IT – Website and Email** 7:45pm
- i. Cllr Standbridge to provide an update on gov.uk domain changeover
- e. **Centenary Field Parish Facilities** 7:50pm
- 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 Project Practical Completion Certificate
- iii. Update from the Clerk and Cllr Morgan on plans for works to Centenary Field.
- f. **Stocken House Green Space** 7:55pm
- i. Update from Clerk and Cllr Thompson.
- ii. To confirm approval of indemnity insurance as advised by MPC Solicitors.
- g. **Wry Close Allotment Track** 8:00pm
- i. To approve Licence Agreement between MPC and The Sugarloaf PH permitting the anchoring of a gazebo on the track.
- 722. FINANCE**
- a. **Grant applications** 8:05pm
- i. To consider request received from Meppershall Messenger for £750.
- b. **Purchase Orders** 8:10pm
- i. To consider Clerks attendance at the Practitioners' Virtual Conference 2022 taking place over Tuesday 15, Wednesday 16 and Thursday 17 February 2022. Cost £75.
- ii. To approve cost of traffic monitoring assessments as part of VAS installation suitability.
- c. **Precept 2022-2023** 8:15pm
- i. To review draft 2022-2023 budget
- d. **Standing Orders and Direct Debits** 8:25pm
- i. To approve updated standing orders and direct debit list.
- e. **Document approval** 8:28pm
- i. To approve journal entries, bank reconciliations and bank statements.
- f. **Orders for the payment of money** 8:31pm
- i. A schedule of payments will be distributed at the meeting for approval and authorisation.
- 723. PLANNING AND HOUSING**
- a. **Applications since last Council meeting for consideration** 8:35pm

- i. CB/21/04142/OUT - The Airman Hotel, SG17 5JF - Outline Application: extension to the existing hotel to provide an additional 30 en-suite bedrooms and the erection of 9 self-contained lodges. The existing car park to be expanded and remodelled to provide a total of 80 car parking spaces. A new point of access from the Hitchin Road to provide a delivery access with turning and unloading facilities and 15 staff car parking spaces. Landscaping and biodiversity enhancements. All matters reserved apart from access. *Comments due by 15th December.*
- ii. CB/21/04098/FULL - Meppershall Airfield, Campton Road - Two new 3 bedroom semi-detached staff dwellings. *Comments due by 15th December.*
- iii. CB/21/04970/FULL - The Mow, Hoo Road, SG17 5LP - Erection of 9 residential dwellings and all ancillary works. *Comments due by 21st December.*

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.

724. NEIGHBOURHOOD PLAN

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

725. HIGHWAYS AND TRANSPORT

- a. **OPCC grant funding update from Clerk** 8:50pm

726. ENVIRONMENT AND LEISURE

- a. **Tree planting plans** 8:55pm
 - i. To approve budget for tree planting plans
- b. **ORM development plans** 9:00pm
 - i. To approve budget for ORM development plans
- c. **MPC signage** 9:05pm
 - i. To approve budget for purchase and installation of signage in MPC owned locations and installation of notice boards at allotments and on Walnut Tree Way.
- d. **Allotments** 9:10pm
 - i. To receive update on tenancy renewals
 - ii. To consider cost of tap repairs and replacements and associated works
 - iii. To consider request to cultivate flowers on allotment plot for commercial sale.

727. HEALTH & SAFETY and RISK MANAGEMENT

- a. **Old Road Meadow Risk Assessment** 9:18pm
 - i. To receive and approve ORM Risk Assessment.
- b. **Special Constable** 9:21pm
 - i. To consider participation in promoting a Special Constable to cover Meppershall with Shillington and Gravenhurst.

728. PERSONNEL

- a. **Training** 9:25pm
 - i. To consider Community & Environment Officer ROSPA Visual Inspection Training Course at Huntingdon on Thursday, 31st March 2022. Course fee £295 and RPII Examination Fee £110

729. CLOSE OF THE MEETING

9:30pm

*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 10th January 2022 and 14th February 2022. The cut-off time for the receipt of papers for the January meeting agenda is 5 p.m. on 29th December 2021.