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Councillors:

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

You are hereby summoned to attend a Statutory Meeting of the Parish Council of Meppershall on Monday 9th May 2022 starting 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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| 778. ELECTION OF CHAIRMAN | 7:00pm |
| a. Election of the Chairman for the year 2022-2023 | |
| b. Receipt of Chairman Declaration of Acceptance of Office | |
| 779. ELECTION OF VICE - CHAIRMAN | 7:03pm |
| a. Election of the Vice - Chairman for the year 2022-2023 | |
| b. Receipt of Vice - Chairman Declaration of Acceptance of Office | |
| 780. APOLOGIES FOR ABSENCE | 7:06pm |
| 781. CHAIRMANS ANNOUNCEMENTS | 7:09pm |
| a. To resolve to extend the meeting finish time beyond 2 hours. | |
| b. Update on Annual Parish Meeting held on 25 th April 2022. | |
| c. Other information. | |
| 782. MEMBERS INTERESTS* | 7:10pm |
| 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. | |
| 783. PUBLIC SESSION | 7:12pm |
| 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.

784. MINUTES 7:27pm

- a. To receive and approve distributed minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 11th April 2022.

785. DELEGATION ARRANGEMENTS 7:30pm

- a. To appoint Personnel Committee members.
- b. To appoint Neighbourhood Planning Steering Group members.
- c. To appoint representative and trustee to Meppershall Village Hall Committee.
- d. To appoint Spokesmen and members to the following Working Groups:
 - i. Environment and Leisure.
 - ii. Planning and Housing.
 - iii. Highways and Transport.
 - iv. Finance Working Group.
 - v. Community Safety and Risk Management.
 - vi. Procedures and Legal.
 - vii. IT.
 - viii. Defibrillator Inspector.

786. PROCEDURES, CONSULTATIONS & LEGAL

- a. **Procedures - Review and adoption of:** 7:45pm
 - i. Code of Conduct v2.0
 - ii. Dispensation Guidance and Form v2.0
 - iii. Engagement with Developers v1.1
 - iv. Financial Regulations v3.3
 - v. Standing Orders 4.2
 - vi. Personnel Committee Terms of Reference
 - vii. Neighbourhood Plan Steering Committee
 - viii. Scheme of Delegation v1.0 (NEW)
- b. **IT and Communications** 7:55pm
 - i. Update from Cllr Standbridge.
- c. **Beds Police Community Priority Setting Meeting** 7:58pm
 - i. To confirm attendance at meeting to be held on Wednesday 25th May, 18:00 – 20:00 hours at The Rufus Centre, Flitwick.
- d. **CBC Cheering Volunteering Event 2022** 8:01pm
 - i. To consider nominating individuals to attend the Cheering Volunteering 2022 afternoon tea event will take place on Tuesday 7 June at the Rufus Centre in Flitwick.
- e. **Stocken House Green Space** 8:04pm
 - i. Update from Clerk and Cllr Thompson on Agreement including formal request made to CBC regarding adoption.
- f. **Electrical Connection from Old Road Meadow** 8:07pm

- i. Update from Clerk on negotiations regarding electricity connection from Old Road Meadow to The Mow site and to consider proposal made by Blakeney Estates.

787. FINANCE

- a. **Purchase Orders** 8:12pm
 - i. To approve purchase of grass spray paint to mark areas of dog fouling. Cost circa £20 for 3 cans.
 - ii. All other purchase orders
- b. **Budget v Actual** 8:15pm
 - i. To receive 2021-2022 budget v actual reports and consider any amendments required to 2022-2023 budget.
- c. **Asset Register** 8:18pm
 - i. Review of asset register.
- d. **Reserves** 8:21pm
 - i. Review and approval of adjustment to Earmarked Reserves.
 - ii. To consider updating MPC 'capital projects'.
- e. **Banking Mandate** 8:24pm
 - i. To approve banking mandate changes - removing old councillors, adding new and updating permissions accordingly.
- f. **Internal Auditor report** 8:27pm
 - i. To receive report and any associated action plan.
- g. **Annual Governance Statement 2021/2022** 8:30pm
 - i. To approve the Governance Statement for submission to the External Auditor.
- h. **Accounting Statements 2021/2022** 8:33pm
 - i. To approve the Accounting Statements for submission to the External Auditor.
- i. **Exercise of Public Rights to Inspect MPC Accounts** 8:36pm
 - i. To receive details of the dates set for the exercise of public rights.
- j. **Document approval** 8:39pm
 - i. To approve journal entries, bank reconciliations and bank statements.
- k. **Orders for the payment of money** 8:44pm
 - i. A schedule of payments will be distributed at the meeting for approval and authorisation.

788. PLANNING AND HOUSING

- a. **Applications since last Council meeting for consideration** 8:49pm
 - i. CB/22/01261/OUT - 100 High Street, SG17 5LZ - Outline Application: Development of 23 dwellings and associated works following the demolition of 100 High Street with all matters reserved except access. *Comments due by 12th May 2022.*
 - ii. CB/22/01195/FULL - 84A Fildyke Road, SG17 5LU - Erection of boundary fence. *Comments due 12th May 2022.*
 - iii. CB/22/01516/FULL - 113 High Street, SG17 5LZ - Single storey front, side and rear extensions, part two storey side & rear extension, loft extension and conversion. *Comments due 25th May 2022.*
 - iv. CB/22/01505/FULL - 34 Brookmead, SG17 5SA - Single storey front extension and garage conversion. *Comments due 25th May 2022.*
 - v. CB/22/01623/FULL - 43 Walnut Tree Way, SG17 5AB - Two storey side and single storey rear extension, to replace car port structure. *Comments due 31st May 2022.*

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.

789. NEIGHBOURHOOD PLAN

- a. **Report from Mr Pain, Steering Group Chairman** 9:10pm

790. HIGHWAYS AND TRANSPORT

- a. **OPCC and RMF grant funding updates from Clerk** 9:13pm
b. **To consider proposed action to deal with vehicles driving along the Hoo Road bridleway.**
c. **To consider current bus stop locations in the village and provide feedback to CBC.**
d. **To review Road Signs report and agree on any actions required.**

791. ENVIRONMENT AND LEISURE

- a. **Centenary Field - Update from the Clerk and Cllr Morgan on works.** 9:30pm
b. **Signage update and costings** 9:35pm

792. CLOSE OF THE MEETING

9:40pm

*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 Ordinary meetings on 13th June 2022 and 25th July 2022. The cut-off time for the receipt of papers for the June meeting agenda is 5 p.m. on Wednesday 1st June 2022.