



Parish Clerk – Miss A Marabese
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Councillors:

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

You are hereby summoned to attend a Statutory Meeting of the Parish Council of Meppershall on 10th October 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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| 818. MINUTES SILENCE | 7:00pm |
| 819. APOLOGIES FOR ABSENCE | 7:01pm |
| 820. CHAIRMANS ANNOUNCEMENTS | 7:03pm |
| a. Notice regarding openness and transparency of meeting. | |
| b. To resolve to extend the meeting finish time beyond 2 hours. | |
| c. Other information. | |
| 821. MEMBERS INTERESTS* | 7:07pm |
| 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. | |
| 822. PUBLIC SESSION | 7:10pm |
| 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.

- 823. MINUTES** 7:25pm
- a. To receive and approve distributed minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 25th July 2022.
- 824. PROCEDURES, CONSULTATIONS & LEGAL**
- a. **Councillor Co-option** 7:28pm
- i. To consider councillor co-option requests received.
- b. **Procedures - Review and adoption of:** 7:33pm
- i. Scheme of Delegation v1.0 (New)
- ii. Signing up to Civility and Respect Pledge
- iii. Dignity at Work Policy v1.0 (New)
- iv. Document Retention Policy v1.1 (Revised)
- v. Data Protection Policy v2.2 (No changes)
- vi. Privacy Notice v1.2 (No changes)
- c. **Consultations** 7:40pm
- i. To confirm option to opt in of the SAAA central external auditor appointment arrangements. *Respond by 28th October.*
- d. **Invitations** 7:43pm
- i. To confirm attendance at the BATPC AGM on Thursday 20th October 2022, Henlow Park Pavilion.
- ii. Provide update on PCC Annual Parish Council Conference held on Tuesday 4th October – Cllr Thompson.
- e. **IT and Communications** 7:46pm
- i. Update from Cllr Standbridge.
- f. **Stocken House Green Space** 7:49pm
- i. Update from Clerk and Cllr Thompson on Agreement including formal request made to CBC regarding adoption.
- g. **Wry Close Allotment Track** 7:52pm
- i. To receive update on Sugar Loaf PH use of allotment track for anchoring gazebo (stretch tent).
- 825. FINANCE**
- a. **Purchase Orders** 7:55pm
- i. To approve purchase of pool table and donation to Village Hall.
- ii. To approve purchase of Poppy Wreath at cost of £50.
- iii. To approve attendance at CPRE Planning Training on Wednesday 30th November – 10:00 to 16:00, Meppershall Village Hall (£30 per delegate).
- iv. To approve cost of works required to Centenary Field areas that mitigate issues caused by dry weather conditions.
- v. To approve other purchase order requests.
- b. **Insurance** 8:00pm
- i. To approve Parish Council Insurance renewal (3rd year of 3 year LTA).
- c. **Audit 2021-2022** 8:03pm
- i. To receive External Auditor Report and Certificate.
- d. **Document approval** 8:06pm

- i. To approve journal entries, bank reconciliations and bank statements.
- e. **Monthly Standing Order, Direct Debit and Finance approved payment list** 8:09pm
 - i. To approve updated list
- f. **Orders for the payment of money** 8:12pm
 - i. A schedule of payments will be distributed at the meeting for approval and authorisation.
- g. **2022-2023 Budget v Actuals review** 8:15pm
 - i. Clerk to provide an update on 2022 -2023 Budget v Actual financial information

826. PLANNING AND HOUSING

- a. **Applications since last Council meeting for consideration** 8:20pm
 - i. CB/22/03714/FULL - 24 Brookmead, SG17 5SA - Second storey side extension above existing garage. *Comments by 20th October.*
 - ii. CB/TCA/22/00531 - Church Of Saint Mary The Virgin, SG17 5NA - Works to trees within a Conservation Area: Fell Lime Tree T1 with decay at the base, tree at south east corner of the church yard. *Comments by 20th October.*
- b. **Update on applications responded to by the Clerk using delegated powers.** 8:30pm
 - i. CB/22/02871/VOC - ACO Technologies Plc, Hitchin Road, Meppershall, Shefford, SG17 5TE - Variation of condition number 14 of planning permission CB/19/02011/OUT (Outline planning permission for erection of up to 11,649sqm of B1, B2 and/or B8 employment floor space and associated ancillary works) to reflect updated site-wide landscaping proposals. *No objection.*
 - ii. CB/22/02944/FULL - Woodview Nurseries, Shefford Road, SG17 5LL - Construction of two dwellings and ancillary works. *Objection.*
 - iii. CB/22/03074/FULL - Monks Pool, Rectory Road, SG17 5NB - Erection of outbuilding for ancillary use. *Comments.*
 - iv. CB/22/03075/LB - Monks Pool, Rectory Road, SG17 5NB - Listed Building: Erection of outbuilding for ancillary use. *Comments.*
 - v. CB/22/03148/FULL - Agricultural Buildings located to the south of Spinney Wood, Lower Stondon, SG17 5NE - Erection of 2no Rainwater Harvesting Tanks. *No objection.*
 - vi. CB/TCA/22/00435 - The Manor House, Church Road, SG17 5NA - Works to trees within a Conservation Area. *No objection.*
 - vii. CB/HDG/22/00468 - Section of land running between Flitton and Meppershall - Hedgerow: removal of 21 sections of 5m of hedgerows to facilitate access and installation of drinking water pipeline by Anglian Water. All hedgerows will be replanted like-for-like or improved. *Comments.*
- c. **Update on street naming complaint raised by MPC** 8:33pm
- d. **Update on CB/21/00459/OUT – 100 High Street planning appeal and actions required.** 8:36pm

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.

827. NEIGHBOURHOOD PLAN

- a. **Report from Mr Pain, Steering Group Chairman.** 8:39pm

828. HIGHWAYS AND TRANSPORT

- a. **Confirmation of response to CBC consultation A00330 – 40mph limit on Shefford Road.** 8:42pm
- b. **To consider and approve response to CBC Consultation regarding Resilient Highways Network.** *Comments by 9th October.* 8:46pm
- c. **OPCC and RMF grant funding update including response to complaint made by MPC on lack of communication.** 8:50pm

829. ENVIRONMENT AND LEISURE

- a. **Centenary Field** 8:55pm
 - i. Update on drainage and landscaping works and any actions required.
 - ii. Update in gym installation and any actions required.
 - iii. To consider hire of MUGA and / or some of the green space next to it for use as a dedicated play area for home schooling initiative during term time.
- b. **To receive update on outcome of CBC Community Asset Grant Application and approve Clerk to issue plan and purchase orders** 9:05pm
- c. **To consider plans and choice of new play equipment for both Centenary Field and Old Road Meadow.** 9:08pm
- d. **Allotments** 9:18pm
 - i. To receive allotment inspection update and allotment plot occupancy details.
 - ii. To consider policy on priority of allocation of allotment plots to prospective tenants.
 - iii. To consider change to allotment costs from October 2023.
 - iv. To approve allotment bonfire event on 5th November.
- e. **Signage update and to consider costings.** 9:28pm
- f. **Update on Play Area Inspection Training** 9:35pm

830. 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 Parish Council meetings will be an Ordinary meetings on 14th November. The cut-off time for the receipt of papers for the November meeting agenda is 5 p.m. on Wednesday 2nd November 2022.