



Parish Clerk – Miss A Marabese  
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## Councillors:

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

You are hereby summoned to attend a Statutory Meeting of the Parish Council of Meppershall on 15<sup>th</sup> May 2023 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

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## MEETING AGENDA

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| <b>899. ELECTION OF CHAIRMAN / VICE-CHAIRMAN</b>  | 7:00pm |
| a. Election of the Chairman for the year 2023-2024  |        |
| b. Receipt of Chairman Declaration of Acceptance of Office  |        |
|   |        |
| <b>900. ELECTION OF VICE - CHAIRMAN</b>   | 7:03pm |
| a. Election of the Vice - Chairman for the year 2023-2024   |        |
| b. Receipt of Vice - Chairman Declaration of Acceptance of Office   |        |
|   |        |
| <b>901. APOLOGIES FOR ABSENCE</b>   | 7:06pm |
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| <b>902. CHAIRMANS ANNOUNCEMENTS</b>   | 7:09pm |
| a. Notice regarding openness and transparency of meeting.   |        |
| b. To resolve to extend the meeting finish time beyond 2 hours.   |        |
| c. Update on Annual Parish Meeting held on 24th April 2023.   |        |
| d. Other information.   |        |
|   |        |
| <b>903. MEMBERS INTERESTS*</b>  | 7:15pm |
| 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>904. PUBLIC SESSION</b>  | 7:18pm |
| The Chairman will suspend Standing Orders for a period of up to 15 minutes to receive community reports from:   |        |

- a. Ward Councillor;
- 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.

**905. MINUTES** 7:33pm

- a. To receive and approve distributed minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 17<sup>th</sup> April 2023.

**906. CO-OPTION** 7:36pm

- a. To consider co-option requests received

**907. DELEGATION ARRANGEMENTS** 7:40pm

- 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(s).

**908. PROCEDURES, CONSULTATIONS & LEGAL**

**a. Procedures - Review and adoption of:** 7:50pm

- i. Code of Conduct
- ii. Dispensation Guidance and Form
- iii. Co-option Policy and Form
- iv. Engagement with Developers
- v. Financial Regulations
- vi. Standing Orders
- vii. Personnel Committee Terms of Reference
- viii. Neighbourhood Plan Steering Committee Terms of Reference

**b. Honorary Freeman (or Honorary Freewoman) of the Parish** 8:00pm

- i. To consider nomination received.

**c. Invitations** 8:03pm

- i. Attendance at Area 5 Community Policing - Parishes Working Together Meeting - Tuesday 16th May - 11am

**d. IT and Communications** 8:06pm

- i. Update from Cllr Standbridge / the Clerk.

**e. Stocken House Green Space** 8:09pm

- i. Approval of Agreement with Davidson Homes for future handover of Green Open Space at Stocken House / woodland Rest.

f. **MPC Crackle Hill Track / Driveway** 8:012pm

- i. To receive update on works carried out by Anglian Water to remove non-authorised utilities from MPC land and agree on any actions required.

## 909. FINANCE

a. **Purchase Orders** 8:15pm

- i. To approve purchase order requests.

b. **Budget v Actual** 8:18pm

- i. To receive 2022-2023 budget v actual reports and consider any amendments required to 2023-2024 budget.

c. **Asset Register** 8:21pm

- i. Review of asset register.

d. **Reserves** 8:24pm

- i. Review and approval of adjustment to Earmarked Reserves.

e. **Internal Auditor report** 8:27pm

- i. To receive report and any associated action plan.

f. **Annual Governance Statement 2022/2023** 8:30pm

- i. To approve the Governance Statement for submission to the External Auditor.

g. **Accounting Statements 2022/2023** 8:33pm

- i. To approve the Accounting Statements for submission to the External Auditor.

h. **Exercise of Public Rights to Inspect MPC Accounts** 8:36pm

- i. To receive details of the dates set for the exercise of public rights.

i. **Banking Mandate** 8:39pm

- i. To approve banking mandate changes - removing old councillors, adding new and updating permissions accordingly.

j. **Document approval** 8:42pm

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

k. **Orders for the payment of money** 8:45pm

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

## 910. PLANNING AND HOUSING

a. **Applications since last Council meeting for consideration** 8:50pm

- i. CB/23/00761/FULL - Sandy View, Shefford Road, SG17 5LL - Erection of 3no dwellings following demolition of 1 existing dwelling. *Comments by 24<sup>th</sup> May.*
- ii. CB/23/01183/VOC - Former site of New Close Nurseries, Fildyke Road - Variation (or removal) of condition number 12 of planning permission CB/17/02409/FULL (Demolition of existing glasshouses and redevelopment with 10 residential dwellings and all ancillary works). Variation sought to remove the condition to build the footpath. *Comments by 24<sup>th</sup> May.*
- iii. CB/23/01180/VOC - Former site of Tower View Nurseries, Fildyke Road - Variation (or removal) of condition number 5 of planning permission CB/18/04569/FULL (Demolition of existing greenhouses and redevelopment with 9 residential dwellings including new access and all ancillary works.) Variation sought to remove the condition to build the footpath. *Comments by 16<sup>th</sup> May.*

b. **Appeals** 9:05pm

- i. APP/P0240/D/23/3314857 - CB/22/02025/FULL - Standalone House – Meppershall Airfield, SG17 5PB - Two storey side extension to form an annexe in connection with the existing dwelling. Information only as this appeal is proceeding under the Householder Appeals Service and there is no opportunity for MPC to submit further comments.

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.

### **911. NEIGHBOURHOOD PLAN**

- a. Update from Clerk and Mr Pain, Steering Group Chairman and Clerk. 9:10pm

### **912. HIGHWAYS AND TRANSPORT**

9:15pm

- a. OPCC and RMF grant funding and works update including dispute raised with CBC regarding invoice received for part of the works.  
b. Update on road safety improvements for new developments – Cllr Seaman.  
c. Update of Fix My Street reports – Cllr Seaman.

### **913. ENVIRONMENT AND LEISURE**

- a. Update on maintenance works. 9:30pm

### **914. CLOSE OF THE MEETING**

9:35pm

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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 Ordinary meetings on 12<sup>th</sup> June 2023 and 24<sup>th</sup> July 2023. The cut-off time for the receipt of papers for the June meeting agenda is 5 p.m. on Wednesday 31<sup>st</sup> May 2023.