



Parish Clerk – Miss A Marabese
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Councillors:

J Parsons (Chairman), W Addy, R Avrili, D Litchfield, P Merryweather, P Russell, A Seaman, L Standbridge J Thompson and L Wright.

You are hereby summoned to attend an Ordinary Meeting of the Parish Council of Meppershall on 20th November 2023 starting at 7:30pm 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

The Meeting of the Parish Council will be preceded by a presentation to Mr Peter Chapman of the Freedom of the Village starting at 7pm.

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| 969. APOLOGIES FOR ABSENCE | 7:30pm |
| 970. CHAIRMANS ANNOUNCEMENTS | 7:33pm |
| a. Notice regarding openness and transparency of meeting. | |
| b. To resolve to extend the meeting finish time beyond 2 hours. | |
| c. Other information. | |
| 971. MEMBERS INTERESTS* | 7:38pm |
| 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. | |
| 972. PUBLIC SESSION | 7:40pm |
| 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.

- 973. MINUTES** 7:55pm
- a. To receive and approve distributed minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 11th September 2023.
- 974. PROCEDURES, CONSULTATIONS & LEGAL**
- a. **Request for support** 7:58pm
- i. To consider request from Polehanger who would like written support from MPC to accompany their requests for funding to protect and enhance natural heritage of the farm to different organisations.
- ii. To consider request from Meppershall Pre-School to assist with finding a new Chair of their Committee.
- b. **Invitations** 8:08pm
- i. To confirm attendance at Beds Police Priority Setting Meeting on 10th January between 6-8pm, Beds Police HQ, Kempston. (Subsequent meeting on 10th April, 10th July 2024, 9th October 2024)
- ii. To provide update on PCC Annual Parish Conference – Councillor Addy
- iii. To provide update on BATPC AGM – Councillor Wright
- c. **Consultations** 8:17pm
- i. To consider response to CBC Planning Obligations Supplementary Planning Document (SPD). *Responses due by 11th December.*
- d. **Village Christmas Fayre** 8:22pm
- i. To approve Village Christmas Fayre Risk Assessment and Event Policy Statement to meet MPC insurance policy requirements.
- e. **Procedures** 8:27pm
- i. To re-approve (no changes proposed):
1. MPC Investment Policy v2.0
 2. MPC Reserves Policy v1.0
 3. MPC Freedom of Information v1.0
 4. MPC Sustainability v1.0
- f. **Centenary Field Toddler Play Area** 8:32pm
- i. To review and approve proposed Centenary Field Toddler Play Area license agreement with MVH.
- g. **IT and Communications** 8:35pm
- i. Update from Cllr Standbridge / the Clerk.
- 975. FINANCE**
- a. **Purchase Orders / Contracts** 8:38pm
- i. To approve purchase order requests.
1. Upgrading of Clerk IT software.
 2. D-Day 80 Lamp light of Peace (£55 each).
 3. Emptying of village hall bins with MPC bins.
 4. BATPC Chairmanship training (£45 per session).
 5. SLCC Practitioners Conference (£140).
 6. Post and Rail fence near ditch on footpath from Fildyke Road into Old Road Meadow.

7. Fell sycamore tree at Old Road Meadow.
8. Flail boundary hedges at Old Road Meadow and clear out ditches with digger that are accessible.
9. All other purchase orders.
- ii. To review and approve new water contract for allotments and Centenary Field starting from 8th February 2024 (if available).
- b. **Grant Requests** 8:50pm
 - i. To approve payment of £278.31 (remaining from £500 grant to Munchkins) to Meppershall Village Hall who are supporting the group financially.
 - ii. To consider grant applications for inclusion in 2024/2025 budget:
 1. Meppershall Messenger for 2024/2025 financial year - £750.
 2. CPRE for 2024/2025 financial year - £500.
- c. **Draft 2024/2025 budget** 9:00pm
 - i. To review and provide input into draft 2024/2025 budget.
- d. **Bank Accounts** 9:05pm
 - i. To approve new deposit account and management of funds between bank accounts.
- e. **Document approval** 9:10pm
 - i. To approve journal entries, bank reconciliations and bank statements.
- f. **Orders for the payment of money** 9:13pm
 - i. A schedule of payments will be distributed at the meeting for approval and authorisation.

976. PLANNING AND HOUSING

- a. **Applications since last Council meeting for consideration,** 9:16pm
 - i. CB/22/02723/FULL - Land at and to the rear of 7 Shefford Road, SG17 5LJ - Demolition of no.7 Shefford Road and associated outbuildings. Erection of 39 dwellings (including 30% affordable housing) with access, parking, open space, landscaping, drainage and associated infrastructure and 5.no serviced self-build plots. *Comments by 22nd November.*
 - ii. CB/21/04142/OUT - The Airman Hotel, Meppershall, 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. *Revised drawings received. Comments by 29th November.*
 - iii. CB/23/03095/FULL - Hoo Farm House, Chapel Road, SG17 5NQ - Removal of lean too elements to garage to create rear/side extension, 104 solar panels, new replacement vehicular driveway with change of use of highway grass verge amenity land to residential garden land. *Comments due date to TBC.*

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.

977. NEIGHBOURHOOD PLAN

- a. **Update from Clerk and Mr Pain, Steering Group Chairman and Clerk.** 9:25pm

978. HIGHWAYS AND TRANSPORT

- a. Update on road safety improvements for new developments – Cllr Seaman. 9:28pm
- b. Resurfacing of footpaths at top of Hoo Road at junction with Shefford Road. 9:31pm

979. ENVIRONMENT AND LEISURE

- a. Update on dog fouling campaign and issues arising. 9:34pm
- b. To review recommendations from Environment and Leisure Working Group: 9:37pm
 - i. To approve allotment rent charges from 1st October 2024.
 - ii. To approve Grass Cutting and Grounds Maintenance Tender for 2024-2027.
 - iii. To create a Dog Walking area at Crackle Hill extension.
 - iv. To approve next litter pick event.
- c. To approve response to CBC Recreational Open Space Strategy Survey. 9:47pm
- d. To review Annual Play Area Inspection Reports. 9:50pm

980. PERSONNEL

- a. Community and Environment Officer update. 9:55pm
- b. To approve implementation of new national pay scales backdated to 1st April 2023. 9:58pm

981. CLOSE OF THE MEETING

10:00pm

*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

TIMINGS – All timings are indicative only

NEXT PARISH COUNCIL MEETINGS - The next two Parish Council meetings will be Ordinary meetings on 8th January 2024 and 12th February 2024. The cut-off time for the receipt of papers for the January meeting agenda is 5 p.m. on Wednesday 27th December 2023.