



Parish Clerk – Miss A Marabese  
c/o 30 Cherry Trees, Lower Stondon, Bedfordshire, SG16 6DT  
T: 07480 251746  
E: [clerk@meppershall-pc.gov.uk](mailto:clerk@meppershall-pc.gov.uk)  
W: [www.meppershall-pc.gov.uk](http://www.meppershall-pc.gov.uk)

## Councillors:

J Parsons (Chairman), W Addy, R Avrili, T Choksi, D Litchfield, P Merryweather, P Russell, J Thompson, L Wright and R Zavacky

You are hereby summoned to attend an Ordinary Meeting of the Parish Council of Meppershall on 10<sup>th</sup> March 2025 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

- |  |        |
|--|--------|
| <b>1127. APOLOGIES FOR ABSENCE</b>   | 7:00pm |
| <b>1128. CHAIRMANS ANNOUNCEMENTS</b>   | 7:03pm |
| <ul style="list-style-type: none"><li>a. Notice regarding openness and transparency of meeting.</li><li>b. To resolve to extend the meeting finish time beyond 2 hours.</li><li>c. Other information.</li></ul>  |        |
| <b>1129. MEMBERS INTERESTS*</b>  | 7:06pm |
| <ul style="list-style-type: none"><li>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.</li><li>b. To receive written requests for dispensations for disclosable pecuniary interests (if any).</li><li>c. To grant any requests for dispensation as appropriate.</li></ul>   |        |
| <b>1130. PUBLIC SESSION</b>  | 7:10pm |
| <p>The Chairman will suspend Standing Orders for a period of up to 30 minutes to receive community reports from:</p> <ul style="list-style-type: none"><li>a. Ward Councillor.</li><li>b. Village organisations.</li><li>c. to receive questions from the public sent to the Clerk, and</li><li>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.</li></ul> |        |

### 1131. MINUTES

7:25pm

- a. To receive and approve distributed minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 13<sup>th</sup> January 2025.

### 1132. PROCEDURES, CONSULTATIONS & LEGAL

#### a. Policies

7:33pm

- i. To approve MPC Schedule of Delegation v2.0
- ii. To approve Cost Sharing Agreement with Gravenhurst Parish Council

#### b. Annual Parish Meeting

7:40pm

- i. To agree arrangements for Annual Parish Meeting on 28th April, 7pm.

#### c. Consultations

7:43pm

- i. To consider any actions required for the CBC conducted Community Governance Review that will start on 30<sup>th</sup> June 2025.

#### d. Stocken House

7:46pm

- i. Update on identified issues, risks, meetings and actions required regarding land transfer.

#### e. IT and Communications

7:50pm

- i. Update from the Clerk.

### 1133. FINANCE

#### a. Purchase Orders / Contracts

7:53pm

- i. Land drainage on Centenary Field near play area at cost of £1720+VAT.
- ii. Silent soldiers to celebrate VE Day.
- iii. BATPC New Councillor Induction Training - 23rd April at cost of £35.
- iv. BATPC responding to planning applications training for Clerk, JT and Mr Pain at cost of £120.
- v. NALC Planning for the Future: Navigating the new planning framework – 29<sup>th</sup> October 2025 12pm – 1.15pm at cost of £35+VAT.
- vi. Allotment track security fencing at cost of circa £6.5k.
- vii. NP survey printing.
- viii. NP surveys adding to website.
- ix. NP survey post boxes and accessories.
- x. NP banners.
- xi. Other purchases

#### b. Internal Auditor appointment

8:10pm

- i. To approve Auditing Solutions at MPC Internal Auditor.

#### c. Document approval

8:13pm

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

#### d. Orders for the payment of money

8:18pm

- i. A schedule of payments will be distributed at the meeting for approval and authorisation.
- ii. To approve payments to be made prior to 31st March 2024 (financial year end).

### 1134. PLANNING AND HOUSING

#### a. Applications since last Council meeting for consideration.

8:25pm

- i. CB/25/00510/FULL - Hoo Farm, Chapel Road, SG17 5NQ - Closing up of two existing accesses and the creation of a new singular access with new parking area. *Comments by 8<sup>th</sup> March.*

- ii. CB/25/00613/FULL - 86 Shefford Road, SG17 5LL - Front porch extension, single storey rear extension, external alterations. *Comments by 2<sup>nd</sup> April.*

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.

### 1135. NEIGHBOURHOOD PLAN

- a. Update from Clerk and Mr Pain. 8:35pm

### 1136. HIGHWAYS AND TRANSPORT

- a. Update on all Highways issues including Shefford Road repairs / re-surfacing and pedestrian footway on Fildyke Road. 8:40pm

### 1137. ENVIRONMENT AND LEISURE

- a. To consider request from village resident to supervise their child doing 1 hours litter picking in the village per week as part of the Duke of Edinburgh awards. 8:45pm
- b. Update on allotments. 8:50pm
- c. Update on new play equipment installations. 8:53pm
- d. To approve FOC hire to MAPTA of Centenary Field on 6<sup>th</sup> April for Easter Community Event. 8:56pm
- e. To consider request to install noticeboard at entrance to Walnut Tree Way. 8:59pm
- f. Update on all other environment and leisure issues. 9:05pm

### 1138. CLOSE OF THE MEETING

9:10pm

\*\*\*\*\*

\*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 an Ordinary meeting on 14<sup>th</sup> April 2025 and a Statutory meeting on 12<sup>th</sup> May 2025. The cut-off time for the receipt of papers for the April meeting agenda is 5 p.m. on 2<sup>nd</sup> April 2025.