



Parish Clerk – Miss A Marabese
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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 Statutory Meeting of the Parish Council of Meppershall on 12th April May staring 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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| 1151. ELECTION OF CHAIRMAN | 7:00pm |
| a. Election of the Chairman for the year 2025-2026 | |
| b. Receipt of Chairman Declaration of Acceptance of Office | |
| 1152. ELECTION OF VICE - CHAIRMAN | 7:03pm |
| a. Election of the Vice - Chairman for the year 2025-2026 | |
| b. Receipt of Vice - Chairman Declaration of Acceptance of Office | |
| 1153. APOLOGIES FOR ABSENCE | 7:06pm |
| 1154. CHAIRMANS ANNOUNCEMENTS | 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 | |
| d. Other information. | |
| 1155. MEMBERS INTERESTS* | 7:14pm |
| 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. | |
| 1156. PUBLIC SESSION | 7:17pm |
| The Chairman will suspend Standing Orders for a period of up to 30 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.

1157. MINUTES 7:47pm

- a. To receive and approve distributed minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 10th March 2025 and 14th April 2025.

1158. DELEGATION ARRANGEMENTS 7:50pm

- a. To appoint Personnel Committee members.
- b. To appoint Neighbourhood Planning Steering Group members.
- c. 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).
 - ix. To consider any other groups required.

1159. PROCEDURES, CONSULTATIONS & LEGAL

- a. **Procedures - Review and adoption of:** 8:00pm
 - i. Code of Conduct v3.0 (no changes)
 - ii. Dispensation Guidance and Form v2.0 (no changes)
 - iii. Engagement with Developers v1.1 (no changes)
 - iv. Financial Regulations v4.0 (changes made)
 - v. Standing Orders v7.0 (changes made)
 - vi. Personnel Committee Terms of Reference v1.1 (no changes)
 - vii. Neighbourhood Plan Steering Committee Terms of Reference v2.1 (no changes)
- b. **Health & Safety and Risk Management** 8:10pm
 - i. To receive MPC Risk Review Assessment report for 2024-2025 (actions to March 2026).
- c. **Stocken House** 8:15pm
 - i. Update on identified issues, risks, meetings and actions required regarding land transfer.
- d. **IT and Communications** 8:20pm
 - i. Update from the Clerk.

1160. FINANCE

- a. **Purchase Orders / Contracts** 8:23pm
 - i. To consider purchase of additional bin for Centenary Field (top end near play equipment).

- ii. To consider purchase and installation of additional benches at Old Road Meadow (play area for parents)
- iii. To approve any other purchase order requests.

- b. **Budget v Actual** 8:30pm
 - i. To receive 2024-2025 budget v actual reports and consider any amendments required to 2025-2026 budget.
- c. **Banking Mandate** 8:33pm
 - i. To approve banking mandate changes - removing old councillors, adding new and updating permissions accordingly.
- d. **Document approval** 8:36pm
 - i. To approve journal entries, bank reconciliations and bank statements.
- e. **Orders for the payment of money** 8:40pm
 - i. To approve direct debit, standing order and other regular monthly payments.
 - ii. A schedule of payments will be distributed at the meeting for approval and authorisation.

1161. PLANNING AND HOUSING

- a. **Applications since last Council meeting for consideration.** 8:45pm
 - i. CB/25/01405/FULL - Land North of Fildyke Road, Meppershall - Erection of four dwellings (Use Class C3) including two bungalows with associated private drive and landscaping. *Comments due by 31st May 2025.*
 - ii. CB/25/01102/FULL - 5 Church Road, SG17 5NA - Two storey part single rear and side extension, internal alterations and creation of Juliet balcony to front elevation. *Comments by 14th May 2025.*

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.

1162. NEIGHBOURHOOD PLAN

- a. **Update from Clerk and Mr Pain.** 8:51pm

1163. HIGHWAYS AND TRANSPORT

- a. **To consider how to address issue of some wheelchair users using the road instead of the footpaths on Shefford Road due to the poor state of the footpaths.** 8:55pm
- b. **Update on all other Highways issues including Shefford Road repairs / re-surfacing and pedestrian footway on Fildyke Road.** 9:00pm

1164. ENVIRONMENT AND LEISURE

- a. **Update on allotments.** 9:05pm
- b. **To consider request from Shefford Children's Centre to hold a free play in the park session in May Half term (Wednesday 28th May – morning) on Centenary Field.** 9:10pm
- c. **To consider request from Meppershall FC to use football pitch on Centenary Field on Sunday mornings next season.** 9:13pm
- d. **Update on all other environment and leisure issues.** 9:16pm

1165. CLOSE OF THE MEETING

9:20pm

***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 9th June 2025 and 21st July 2025. The cut-off time for the receipt of papers for the June meeting agenda is 5 p.m. on 28th May 2025.