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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 Ordinary Meeting of the Parish Council of Meppershall on 9th June 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

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| 1166. APOLOGIES FOR ABSENCE | 7:00pm |
| 1167. CHAIRMANS ANNOUNCEMENTS | 7:03pm |
| <ul style="list-style-type: none">a. Notice regarding openness and transparency of meeting.b. To resolve to extend the meeting finish time beyond 2 hours.c. Other information. | |
| 1168. MEMBERS INTERESTS* | 7:07pm |
| <ul style="list-style-type: none">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. | |
| 1169. PUBLIC SESSION | 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">a. Ward Councillor.b. Village organisations.c. to receive questions from the public sent to the Clerk, andd. 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. | |

1170. MINUTES

7:25pm

- a. To receive and approve distributed minutes of the Statutory Meeting of Meppershall Parish Council held on Monday, 12th May 2025.

1171. PROCEDURES, CONSULTATIONS & LEGAL

a. Procedures - Review and adoption of:

7:28pm

- i. Social Media Policy v1.1.

b. Health & Safety and Risk Management

7:31pm

- i. To receive MPC Risk Review Assessment report for 2024-2025 (actions to March 2026).

c. Stocken House

7:34pm

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

d. IT and Communications

7:37pm

- i. Update from the Clerk including provision of meppershall.org email addresses to village organisations.

1172. FINANCE

a. Purchase Orders / Contracts

7:40pm

- i. To approve purchase order requests.

b. Grants

7:43pm

- i. To consider gifting of PC Stores to Meppershall Village Hall.

c. Budget v Actual

7:46pm

- i. To receive 2024-2025 budget v actual reports and consider any amendments required to 2025-2026 budget.

d. Asset Register

7:50pm

- i. Review of asset register.

e. Reserves

7:53pm

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

f. Internal Auditor report

7:56pm

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

g. Annual Governance Statement 2024/2025

8:00pm

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

h. Accounting Statements 2024/2025

8:03pm

- i. To approve the Accounting Statements for submission to the External Auditor checking the bank reconciliation to accompany it.

i. Exercise of Public Rights to Inspect MPC Accounts

8:06pm

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

j. Document approval

8:09pm

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

k. Orders for the payment of money

8:14pm

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

1173. PLANNING AND HOUSING

a. Applications since last Council meeting for consideration.

8:19pm

- i. CB/25/01508/FULL - Hoo Farm, Chapel Road, SG17 5NQ - The closing up of two existing accesses and the creation of a new singular access. *Comments by 13th June 2025.*

- ii. CB/25/01407/FULL - 1 Orchard Close, SG17 5LW - Conversion of garage into a habitable space and the change to a pitch roof, with roof lights. *Comments by 12th June 2025.*
- iii. Pre-consultation request from WHP Telecoms Limited regarding Meppershall Water Tower, Stondon Road, Meppershall, SG17 5NG – Replacement Antenna and associated works.

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.

1174. NEIGHBOURHOOD PLAN

- a. Update from Clerk and Mr Pain. 8:30pm

1175. HIGHWAYS AND TRANSPORT

- a. Update on all other Highways issues including Shefford Road repairs / re-surfacing and pedestrian footway on Fildyke Road. 8:35pm

1176. ENVIRONMENT AND LEISURE

- a. To consider maintaining grounds, boundaries and hard spaces around the Village Hall. 8:45pm
- b. Update on allotments. 8:50pm
- c. Update on all other environment and leisure issues. 8:55pm

1177. CLOSE OF THE MEETING

9:00pm

*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 21st July 2025 and 8th September 2025. The cut-off time for the receipt of papers for the July meeting agenda is 5 p.m. on 9th July 2025.