



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 21<sup>st</sup> July 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

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## MEETING AGENDA

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| <b>1178. APOLOGIES FOR ABSENCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 7:00pm |
| <b>1179. 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>1180. MEMBERS INTERESTS*</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 7:07pm |
| <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>1181. 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> |        |

### 1182. MINUTES

7:25pm

- a. To receive and approve distributed minutes of the Statutory Meeting of Meppershall Parish Council held on Monday, 9<sup>th</sup> June 2025.

### 1183. PROCEDURES, CONSULTATIONS & LEGAL

#### a. Procedures

7:28pm

- i. To consider implications of changes to the Practitioners Guide 2025 and actions to be taken.

#### b. Parish Council Strategy

7:31pm

- i. To consider brainstorming session to formulate parish council future focus and strategy.

#### c. Health & Safety and Risk Management

7:34pm

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

#### d. Village Hall

7:37pm

- i. Update from working party on meeting with members of MVH.

#### e. Stocken House

7:40pm

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

#### f. IT and Communications

7:43pm

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

### 1184. FINANCE

#### a. Purchase Orders / Contracts

7:46pm

- i. Salt bin for MVH / MPC carpark £132.72.
- ii. Parking post for Centenary Field.
- iii. Replacement fence section for Centenary Field pitch.
- iv. Variety of tools and equipment required for environmental village maintenance.
- v. To approve NP Green Infrastructure Plan refresh costs.
- vi. To approve use of grounds maintenance contractor to assist with clearance of overgrown allotment plots.
- vii. To approve addition to grounds maintenance contractor contract to include cutting of Community Orchard and allotments.
- viii. To approve purchase order requests.

#### b. Grant requests

7:56pm

- i. To consider grant request from Wanderbus for £1000.
- ii. To consider grant request from Meppershall FC for £500.

#### c. Document approval

8:02pm

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

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

8:07pm

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

### 1185. PLANNING AND HOUSING

#### a. Update on applications responded to under delegated powers.

8:12pm

- i. CB/25/01849/VOC - Sandy View, SG17 5LL - Variation of condition number 13 of planning permission CB/25/01134/VOC (Variation of Condition 13 of planning permission CB/24/03119/VOC (Variation of condition numbers 2, 3, and 13 of planning

permission CB/24/00929/FULL (Erection of one four bed dwelling and detached garage): Amendment sought to relocate dwelling 1m closer to eastern boundary and alterations to the design and siting of the garage). Variation sought to approved drawings for minor design changes.

- ii. CB/25/01102/FULL - 5 Church Road, SG17 5NA - Part two storey part single storey rear extension, internal alterations, fenestration changes and creation of Juliet balcony to front elevation

**b. Applications since last Council meeting for consideration. 8:17pm**

- i. CB/25/02062/FULL - 38 Fildyke Road, SG17 5LT - Single storey rear/side extension.  
*Comments by 29<sup>th</sup> July.*

**c. To consider request for extension / addition to conservation area. 8:20pm**

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.

**1186. NEIGHBOURHOOD PLAN**

- a. Update from Clerk and Mr Pain. 8:25pm

**1187. HIGHWAYS AND TRANSPORT**

- a. Update on all other Highways issues including Shefford Road repairs / re-surfacing and pedestrian footway on Fildyke Road and Shefford Road. 8:30pm

**1188. ENVIRONMENT AND LEISURE**

- a. Update on allotments. 8:35pm
- b. Storage container painting. 8:40pm
- c. Update on all other environment and leisure issues. 8:45pm

**1189. STAFF MATTERS**

- a. To consider appointment of Allotment Co-ordinator and interim arrangements. 8:50pm
- b. Request from Stondon Parish Council for assistance with play area inspections. 8:55pm
- c. Sexual harassment training. 9:00pm

**1190. CLOSE OF THE MEETING 9:05pm**

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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

**TIMINGS** – All timings are indicative only

**NEXT PARISH COUNCIL MEETINGS** - The next two Parish Council meetings will be Ordinary meetings on 8<sup>th</sup> September 2025 and 13<sup>th</sup> October 2025. The cut-off time for the receipt of papers for the September meeting agenda is 5 p.m. on 27<sup>th</sup> August 2025.