



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 Ordinary Meeting of the Parish Council of Meppershall on 8th September 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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| 1191. APOLOGIES FOR ABSENCE | 7:00pm |
| 1192. 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. | |
| 1193. 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. | |
| 1194. 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. | |

1195. MINUTES

7:25pm

- a. To receive and approve distributed minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 21st July 2025.

1196. PROCEDURES, CONSULTATIONS & LEGAL

a. Invitations

7:28pm

- i. Attendance at celebrations of the restoration of the tower and major works to St. Mary the Virgin Church on Saturday 11th and Sunday 12th October.

b. Procedures

7:31pm

- i. Digital and data compliance actions update to include IT Policy, appointment of Data Protection Officer, data audits and training.
- ii. Digital safety
- iii. Lone Working

c. Health & Safety and Risk Management

7:34pm

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

d. Stocken House

7:37pm

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

e. IT and Communications

7:40pm

- i. Update from the Clerk

1197. FINANCE

a. Purchase Orders / Contracts

7:43pm

- i. Base covers for outdoor gym x 4 = £134.56+VAT
- ii. Pitch line marking machine
- iii. Wreath for Remembrance Day = £50.
- iv. RPII Routine Renewal training
- v. Christmas Tree and installation
- vi. Christmas Tree Light Switch on event – Santa outfit.
- vii. Bulbs and wildflower seeds.
- viii. To approve purchase order requests.

b. Parish Council Insurance

7:50pm

- i. To confirm renewal of Parish Council insurance with Clear Insurance (3rd year of 3-year LTA).

c. Grant Requests

7:53pm

- i. To consider grant request form Meppershall Munchkins for £500.

d. Document approval

7:56pm

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

e. Orders for the payment of money

8:00pm

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

1198. PLANNING AND HOUSING

a. Update on applications responded to under delegated powers.

8:05pm

- i. CB/25/02412/SECM - Land at Banland Nurseries - Modification of Section 106 Agreement attached to planning permission CB/21/02471/FULL. Amendment to clauses included at paragraph 3 of part 3 of The Schedule to the Section 106 Agreement, to replace the defective wording with the current agreed requirements.

b. Applications since last Council meeting for consideration.

8:08pm

i. None.

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.

1199. NEIGHBOURHOOD PLAN

a. Update from Clerk and Mr Pain.

8:08pm

1200. HIGHWAYS AND TRANSPORT

a. Update on Highways issues.

8:15pm

1201. ENVIRONMENT AND LEISURE

a. To consider issues with access to allotment via track and residents parking.

8:20pm

b. Update on allotments.

8:30pm

c. Christmas Tree light switch on event.

8:35pm

d. Update on all other environment and leisure issues.

8:40pm

1202. STAFF MATTERS

a. Allotment Co-ordinator update.

8:45pm

b. To receive update to NJC Pay Scales and agree actions.

8:50pm

1203. CLOSE OF THE MEETING

8:55pm

*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 13th October 2025 and 24th November 2025. The cut-off time for the receipt of papers for the October meeting agenda is 5 p.m. on 1st October 2025.