



Parish Clerk – Miss A Marabese
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Councillors:

J Parsons (Chairman), W Addy, R Avrili, T Choksi, 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 13th October 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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| 1204. APOLOGIES FOR ABSENCE | 7:00pm |
| 1205. 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. | |
| 1206. 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. | |
| 1207. 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. | |

1208. MINUTES

7:25pm

- a. To receive and approve distributed minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 8th September 2025.

1209. PROCEDURES, CONSULTATIONS & LEGAL

a. Co-option

7:28pm

- i. To consider co-option requests for vacant councillor position.

b. Consultations

7:33pm

- i. To consider response to CBC Waste Strategy consultation. *Comments by 14th October.*

c. Procedures

7:37pm

- i. Digital and data compliance actions update to include IT Policy, appointment of Data Protection Officer, data audits and training.
- ii. Lone Working Policy v1.0.

d. Stocken House

7:43pm

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

e. IT and Communications

7:46pm

- i. Update from the Clerk

1210. FINANCE

a. Purchase Orders / Contracts

7:49pm

- i. Purchase and gifting of tables and chairs required for village hall £3,362.80+VAT.
- ii. Purchase and gifting of replacement seats for chairs in village hall £1,748.25+VAT.
- iii. Green Infrastructure Plan update £1,350+VAT.
- iv. Conservation Area Extension for inclusion in Neighbourhood Plan circa £1,960+VAT.
- v. Litter pick equipment – 10 x bag hoops £38.20, 12 x kids hi viz £28.87, 8 x kids pickers £44.8.
- vi. BATPC planning training 05/11 – Councillors Choksi and Zavacky £80.
- vii. Storage container cleaning and painting.
- viii. To approve all other purchase order requests.

b. Grants

8:00pm

- i. To consider grant request from Social Club for child gifts at Christmas Tree Lights Switch on event - £300.

c. MPC Insurance

8:03pm

- i. Confirmation of insurance renewal.
- ii. Requirement for motor excess insurance for employees when using own vehicle for MPC business.

d. Audit 2024-2025

8:09pm

- i. To receive External Auditor Report and Certificate regarding 2024-2025 accounts.

e. Budget 2026-2027

- i. To agree budget working group.

8:12pm

f. Village Escrow Fund

8:15pm

- i. Update on fund holding and potential projects.

g. Document approval

8:18pm

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

h. Orders for the payment of money

8:21pm

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

- ii. To approve payments between meetings.

1211. PLANNING AND HOUSING

- a. **Applications since last Council meeting for consideration.** 8:24pm
 - i. CB/25/02814/PIP - Grass Land to the West of Shillington Road - Permission in Principle: Development of up to 9 single storey Bungalows. *Comments by 15th October.*
 - ii. CB/25/01405/FULL - Land North of Fildyke Road - Erection of four dwellings (Use Class C3) including two bungalows with associated private drive and landscaping – Amendments to application. *Comments by 15th October.*
 - iii. CB/25/02867/FULL - 102 Shefford Road, SG17 5LL - Erection of a part single part two storey rear extension. Conversion of loft and raising the roof height. Front pitch and rear flat roof dormers. Rear Juliet balcony and rooflights. Removal of chimney and alterations to windows and doors. *Comments by 28th October.*

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.

1212. NEIGHBOURHOOD PLAN

- a. **Update from Clerk and Mr Pain.** 8:40pm

1213. HIGHWAYS AND TRANSPORT

- a. **Update on Highways issues.** 8:45pm

1214. ENVIRONMENT AND LEISURE

- a. **Update on issues with access to allotment via track and residents parking.** 8:48pm
- b. **Update on allotments.** 8:51pm
- c. **Update on Old Road Meadow list of works.** 8:54pm
- d. **Update on Christmas Tree Light Switch on event.** 8:57pm
- e. **Update on all other environment and leisure issues.** 9:00pm

1215. STAFF MATTERS

- a. **Allotment Co-ordinator update.** 9:05pm
- b. **Clerking cover during Clerk absence.** 9:08pm

1216. CLOSE OF THE MEETING

9:11pm

*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 24th November 2025 and 12th January. The cut-off time for the receipt of papers for the November meeting agenda is 5 p.m. on 12th November 2025.