



Parish Clerk – Miss A Marabese
c/o 30 Cherry Trees, Lower Stondon, Bedfordshire, SG16 6DT
T: 07480 251746
E: clerk@meppershall-pc.gov.uk
W: www.meppershall-pc.gov.uk

Councillors:

J Parsons (Chairman), W Addy, R Avrili, T Choksi, J Marsh, 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 March 2026 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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| 1262. APOLOGIES FOR ABSENCE | 7:00pm |
| 1263. CHAIRMANS ANNOUNCEMENTS | 7:03pm |
| a. Notice regarding openness and transparency of meeting. | |
| b. To resolve to extend the meeting finish time beyond 2 hours. | |
| c. Other information. | |
| 1264. MEMBERS INTERESTS* | 7:07pm |
| 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. | |
| 1265. PUBLIC SESSION | 7:10pm |
| The Chair 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. | |

1266. MINUTES

7:25pm

- a. To receive and approve distributed minutes of the Extraordinary Meeting of Meppershall Parish Council held on Tuesday, 9th February 2026.

1267. PROCEDURES, CONSULTATIONS & LEGAL

a. Strategy Focus

7:28pm

- i. Proposal for structure of working groups going forwards.

b. Procedures

7:31pm

- i. To approve signing CPRE Commemorative Oak Tree Landowner Agreement.
- ii. To approve data audit and next steps as part of digital and data compliance actions.
- iii. To re-approve
 1. Document Retention
 2. Hire of Open Spaces
 3. Schedule of Delegation

c. Health & Safety and Risk Management

7:37pm

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

d. Annual Parish Meeting 7:40pm

7:47pm

- i. To agree arrangements for Annual Parish Meeting on 27th April, 7pm.

e. Consultations and meetings

7:50pm

- i. To consider request from Poppy Hill CofE MAT Chair of Trustees to meet with the Parish Council.
- ii. To agree on MPC attendee at Meppershall Messenger AGM on 9th May 10:30am – Village Hall.

f. Stocken House

7:56pm

- i. Update on identified issues, risks, meetings and actions required regarding land transfer to include revised play area layout and standpipe alternative.

g. IT and Communications

8:00pm

- i. Update from the Clerk including input from councillors on new website designs.

1268. FINANCE

a. Purchase Orders / Contracts

8:05pm

- i. Three-day first aid training for Clerk and Cllr Avrili at cost of £275+VAT each.
- ii. Digitised versions of maps at Bedfordshire Archives:
 1. MA86B - 2 hours of working time/ £94.80.
 2. Award MA86 - 2.25 hours of working time/ £106.65.
 3. MAT33/1 - 6 hours of working time/ £284.40.
 4. MAT33/2 - 3 hours of working time/ £142.20.
 5. AT 33 (summary only) - 2.5 hours of working time/ £118.50.
- iii. Electrical works to Crackle Hill path and PC container £1,456.72 (inc. VAT).
- iv. To approve all other purchase order requests.
- v. To approve proposal to issue a 10-year grounds and village maintenance contract effective from April 2027.

b. Grants

8:15pm

- i. To approve grant request from Meppershall Messenger for current financial year for £750.

c. Document approval

8:18pm

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

- d. **Orders for the payment of money** 8:21pm
 i. A schedule of payments will be distributed at the meeting for approval and authorisation.

1269. PLANNING AND HOUSING

- a. **Applications since last Council meeting for consideration.** 8:24pm
 i. CB/26/00278/FULL - 78 High Street, SG17 5LZ - Demolition of existing garage and extensions of the existing bungalow, and erection of two chalet-style dwellings with detached car barns. *Comments by 20th March.*
 ii. CB/26/00412/VOC - 23 Hoo Road, SG17 5LP - VOC nos. 15 of planning permission CB/24/01325/FULL (Demolition of dwelling and erection of a replacement four bedroom detached self-build dwelling.) Variation sought retrospectively to replace the approved plans to allow for alterations to the fenestration layout. Additional detail provided to satisfy conditions 3, 7, 10 and 13. *Comments by 1st April.*
 iii. CB/26/00119/OUT - Land to the south of the former Henlow Greyhound Stadium, Bedford Road, Lower Stondon, SG16 6EA - Outline Application: development for a 10 pitch Traveller site. Reserved matters for appearance and landscaping. *Comments by 27th March.*
- b. **To confirm attendance at meeting with Clarion Housing Group regarding proposals for development of land between Chapel Rd and Hoo Road - Wednesday 29th April 5pm.** 8:34pm
- c. **Update on letter sent to CBC regarding what steps the local authority is taking to counter developer claims that the authority has no five-year land supply in place.** 8:37pm
- d. **Update on letter to Alastair Strathern MP to highlight concerns regarding sections within the proposed NPPF 2025 (sections H02, H03 and Annex D) that cover housing calculations and supply.** 8:40pm

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.

1270. NEIGHBOURHOOD PLAN

- a. **Update from Clerk and Mr Pain on:** 8:43pm
 i. Green Infrastructure Plan draft.
 ii. Extension to Conservation Area.
 iii. Design Guide.
 iv. Draft Plan.

1271. HIGHWAYS AND TRANSPORT

- a. **Update on Highways issues.** 8:53pm

1272. ENVIRONMENT AND LEISURE

- a. **Update on Allotment Access Track Agreements.** 8:56pm
 b. **Update on allotments.** 9:00pm
 c. **Update on works to ORM Community Orchard.** 9:03pm
 d. **Update on all other environment and leisure issues.** 9:06pm

1273. STAFF MATTERS

a. Allotment Co-ordinator update.

9:10pm

1274. CLOSE OF THE MEETING

9:15pm

*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 an Ordinary meeting on 13th April 2026 and a Statutory meeting on 11th May 2026. The cut-off time for the receipt of papers for the April meeting agenda is 5 p.m. on 1st April 2026.