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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 a Statutory Meeting of the Parish Council of Meppershall on 11th May 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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| 1288. ELECTION OF CHAIRMAN | 7:00pm |
| a. Election of the Chairman for the year 2026-2027 | |
| b. Receipt of Chairman Declaration of Acceptance of Office | |
| 1289. ELECTION OF VICE - CHAIRMAN | 7:03pm |
| a. Election of the Vice - Chairman for the year 2029-2027 | |
| b. Receipt of Vice - Chairman Declaration of Acceptance of Office | |
| 1290. APOLOGIES FOR ABSENCE | 7:06pm |
| 1291. CHAIRMANS ANNOUNCEMENTS | 7:09pm |
| a. Notice regarding openness and transparency of meeting. | |
| b. To resolve to extend the meeting finish time beyond 2 hours. | |
| c. Update on Annual Parish Meeting. | |
| d. Other information. | |
| 1292. MEMBERS INTERESTS* | 7:14pm |
| 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. | |
| 1293. PUBLIC SESSION | 7:17pm |
| 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.

1294. MINUTES 7:47pm

- a. To receive and approve distributed minutes of the y Meeting of Meppershall Parish Council held on Monday 13th April 2026.

1295. DELEGATION ARRANGEMENTS 7:50pm

- a. To appoint members for the following Committees:
 - i. Personnel.
 - ii. Neighbourhood Planning Steering Group.
- b. To appoint members to the following Working Groups:
 - i. Village Life (covers planning, Neighbourhood Plan, environment & leisure, village history and highways).
 - ii. Community Engagement (covers events, volunteering, websites, social media and communication)
 - iii. Governance (covers personnel, finance, community safety, risk management, procedures).
- c. To confirm defibrillator Inspector(s).
 - i. To consider any other groups required.

1296. PROCEDURES, CONSULTATIONS & LEGAL

a. Procedures 7:55pm

- i. Update on next steps as part of digital and data compliance actions.
- ii. Code of Conduct v3.0 (no changes).
- iii. Committee Terms of Reference v1.0 (new replaces individual TORs)
- iv. Co-option Policy and Application Form v1.0 (no changes).
- v. Dispensation Guidance and Form v2.0 (no changes).
- vi. Engagement with Developers v1.1 (no changes).
- vii. Financial Regulations v5.0 (changes made).
- viii. Internal Audit v1.0 (new)
- ix. Standing Orders v7.0 (changes made)
- x. Working Group Terms of Reference v1.0 (new).

b. Consultations and meetings 8:00pm

- i. To confirm meeting date schedule and location for Working Groups.
- ii. Update on meeting with Clarion Housing Group regarding proposed development of land off Chapel Road.
- iii. Update on proposal of CBC General Purposes Committee Meeting regarding the previously proposed reduction in number of councillors for MPC from 10 to 9.
- iv. To agree on how and what to respond to the CBC Local Plan 2050 Scoping Consultation. Comments by 3rd June.

- c. **Stocken House** 8:12pm
 - i. Update on identified issues, risks, meetings and actions required regarding land transfer to include revised play area layout and standpipe alternative.
- d. **IT and Communications** 8:15pm
 - i. Update from the Clerk including input from councillors on new website designs.

1297. FINANCE

- a. **Purchase Orders / Contracts** 8:18pm
 - i. To approve cost of Chapman planning to assist with finalising Neighbourhood Plan.
 - ii. To approve pitch repair costs.
 - iii. To approve all purchase orders.
- b. **Grants** 8:21pm
 - i. To approve grant to CPRE for £600.
- c. **Budget v Actual** 8:24pm
 - i. To receive 2025-2026 budget v actual reports and consider any amendments required to 2026-2027 budget.
- d. **Asset Register** 8:27pm
 - i. Review of asset register.
- e. **Reserves** 8:30pm
 - i. Review and approval of adjustment to Earmarked Reserves.
- f. **Internal Auditor report** 8:33pm
 - i. To receive report and any associated action plan.
- g. **Annual Governance Statement 2025/2026** 8:36pm
 - i. To approve the Governance Statement for submission to the External Auditor.
- h. **Accounting Statements 2025/2026** 8:39pm
 - 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** 8:41pm
 - i. To receive details of the dates set for the exercise of public rights.
- j. **To approve banking mandate changes.** 8:44pm
- k. **To approve standing orders and direct debit list.** 8:47pm
- l. **Document approval** 8:50pm
 - i. To approve journal entries, bank reconciliations and bank statements.
- m. **Orders for the payment of money** 8:53pm
 - i. A schedule of payments will be distributed at the meeting for approval and authorisation.

1298. PLANNING AND HOUSING

- a. **Applications since last Council meeting for consideration.** 8:56pm
 - i. CB/TCA/26/00168 - The Manor House, Church Road, SG17 5NA - Works to trees within a Conservation Area: Sectionally fell close to ground level to Eucalyptus Tree (T1), the tree is in decline. *Comments by 12th May.*

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.

1299. NEIGHBOURHOOD PLAN

- a. **Update from Clerk and Mr Pain on:** 9:00pm
 - i. Green Infrastructure Plan draft.
 - ii. Extension to Conservation Area.
 - iii. Design Guide.
 - iv. Draft Plan.

1300. HIGHWAYS AND TRANSPORT

- a. **To confirm VAS locations.** 9:05pm
- b. **Update on Highways issues.** 9:10pm

1301. ENVIRONMENT AND LEISURE

- a. **To consider request to hire Centenary Field for dance / movement classes.** 9:13pm
- b. **Update on litter pick on 18th April.** 9:16pm
- c. **Update on Allotment Access Track Agreements.** 9:19pm
- d. **Update on allotments including any actions.** 9:21pm
- e. **Update on ORM including any actions.** 9:24pm
- f. **Update on all other environment and leisure issues.** 9:27pm

1302. STAFF MATTERS

- a. **Allotment Co-ordinator update.** 9:30pm

1303. PRIVATE AND CONFIDENTIAL

- a. Proposal to exclude the Press and/or the public from agenda item 1303.b. of the meeting in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as amended, as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted. 9:35pm
- b. Update on meeting with Poppy Hill MAT Trustees.

1304. CLOSE OF THE MEETING

9:40pm

*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 a Ordinary meetings on June 2026 and 20th July 2026. The cut-off time for the receipt of papers for the June meeting agenda is 5 p.m. on 27th May 2026.