



Parish Clerk – Miss A Marabese
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Councillors:

L Wright (Chairman), W Addy, R Avrili, T Choksi, J Marsh, P Merryweather, J Parsons, P Russell, J Thompson, and R Zavacky

You are hereby summoned to attend an Ordinary Meeting of the Parish Council of Meppershall on 8th June 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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| 1305. ELECTION OF CHAIR FOR THE MEETING | 7:00pm |
| 1306. APOLOGIES FOR ABSENCE | 7:03pm |
| 1307. CHAIRMANS ANNOUNCEMENTS | 7:06pm |
| a. Notice regarding openness and transparency of meeting. | |
| b. To resolve to extend the meeting finish time beyond 2 hours. | |
| c. Other information. | |
| 1308. MEMBERS INTERESTS* | 7:09pm |
| 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. | |
| 1309. PUBLIC SESSION | 7:12pm |
| 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.

- 1310. MINUTES** 7:42pm
- a. To receive and approve distributed minutes of the Meeting of Meppershall Parish Council held on Monday 11th May 2026.
- 1311. PROCEDURES, CONSULTATIONS & LEGAL**
- a. **Procedures** 7:45pm
- i. Working Group Terms of Reference v1.0 (new).
- ii. Meeting Recording and Filming v3.0 (changes to announcement).
- iii. Protocol for Marking the Death of a Senior National Figure v3.0 (changes to 1.2).
- iv. Volunteer Policy and Agreement v1.0 (new).
- b. **Consultations and meetings** 8:00pm
- i. None
- 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.
- 1312. FINANCE**
- a. **Purchase Orders / Contracts** 8:18pm
- i. To approve all purchase orders.
- b. **Document approval** 8:23pm
- i. To approve journal entries, bank reconciliations and bank statements.
- c. **Orders for the payment of money** 8:28pm
- i. A schedule of payments will be distributed at the meeting for approval and authorisation.
- 1313. PLANNING AND HOUSING**
- a. **Applications since last Council meeting for consideration.** 8:33pm
- i. CB/26/01134/FULL - 31 Gravenhurst Road, Campton, SG17 5NY - Single storey side and rear extensions and rooflight with the erection of a detached single garage. *Comments by 9th June.*
- ii. CB/26/01196/ADV - Roundabout at the junction of Chapel Road, Henlow Bypass, Hitchin Road and Shefford Bypass - Advertisement: 4 non-illuminated, post mounted, advertising signs. *Comments by 23rd June.*
- 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.
- 1314. 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.

1315. HIGHWAYS AND TRANSPORT

- a. To confirm VAS locations an update on installation. 8:53pm
- b. Update on Highways issues. 8:56pm

1316. ENVIRONMENT AND LEISURE

- a. Update on Allotment Access Track Agreements. 9:00pm
- b. Update on allotments including any actions. 9:03pm
- c. Update on ORM including any actions. 9:06pm
- d. Update on Centenary Field including any actions. 9:10pm
- e. To consider response to reports of ASB in Carne’s Copse in Centenary Field. 9:13pm
- f. Update on all other environment and leisure issues. 9:18pm

1317. STAFF MATTERS

- a. Allotment Co-ordinator update. 9:21pm

1318. CLOSE OF THE MEETING

9:30pm

*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 20th July 2026 and 14th September 2026. The cut-off time for the receipt of papers for the July meeting agenda is 5 p.m. on 6th July 2026.