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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 14th September 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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| 1332. APOLOGIES FOR ABSENCE | 7:00pm |
| 1333. 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. | |
| 1334. MEMBERS INTERESTS* | 7:06pm |
| <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. | |
| 1335. PUBLIC SESSION | 7:10pm |
| <p>The Chair will suspend Standing Orders for a period of up to 15 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. | |

1336. MINUTES

7:25pm

- a. To receive and approve distributed minutes of the Meeting of Meppershall Parish Council held on Monday 20th July 2026.

1337. PROCEDURES, CONSULTATIONS & LEGAL

a. Working Group meeting updates

7:28pm

- i. To receive minutes and proposals from Village Life Working Group.

b. Procedures

7:33pm

- i. To confirm compliance with the updated NALC Parish Council's Basic Governance checklist.

c. Legal

7:36pm

- i. To discuss allotment and nature reserve boundaries and any actions required to resolve potential issues.

d. Stocken House

7:41pm

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

e. IT and Communications

7:44pm

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

1338. FINANCE

a. Purchase Orders / Contracts

7:47pm

- i. Wreath for Remembrance Day.
- ii. Christmas Tree and Installation.
- iii. Christmas Tree Light Switch on event banner.
- iv. Christmas Lunch for pensioners – food, crockery etc.
- v. To approve insurance renewal with Clear Insurance (pending update to documentation issued).
- vi. To approve all other purchase orders.

b. Grants

7:57pm

- i. To consider grant request of £2,540 from Meppershall Village Hall for replacement benches.
- ii. To consider grant request of £460 from Meppershall Brownies for leader uniforms and unit neckties.
- iii. To consider grant request of £300 from Meppershall Social Club for child gifts at Christmas Tree Lights Switch on event.

c. Accounts and Audit

8:07pm

- i. To appoint Auditing Solutions Ltd as MPC Internal Auditor and sign Letter of Engagement.
- ii. To confirm receipt of email from External Auditor regarding AGAR completion.

d. Document approval

8:13pm

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

e. Orders for the payment of money

8:18pm

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

1339. PLANNING AND HOUSING

a. Update on applications responded to under delegated powers.

8:23pm

- i. CB/26/01903/FULL - 20 High Street, SG17 5LX - Demolition of rear extensions and erection of single storey rear extension with rooflight.

b. Applications since last Council meeting for consideration. 8:26pm.

- i. CB/26/02470/FULL - 78 High Street, SG17 5LZ - Demolition of existing garage and alterations to existing bungalow and erection of two chalet style dwellings with detached car barns. *Comments by 17th September.*

c. Planning appeals responded to under delegated powers. 8:29pm

- i. App Ref: 6011001 - CB/26/00905/VOC - Land North of Fildyke Road - Removal of condition number 4 and 5 of planning permission CB/25/01405/FULL (Erection of four dwellings (Use Class C3) including two bungalows with associated private drive and landscaping). Variation sought that a financial contribution via S106 be more appropriate.

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.

1340. NEIGHBOURHOOD PLAN

a. Update from Clerk and Mr Pain on: 8:32pm

- i. Extension to Conservation Area.
- ii. Design Guide.
- iii. Draft Plan.

1341. HIGHWAYS AND TRANSPORT

a. VAS installation update. 8:37pm

b. To agree who will monitor footpath installation from Poppy Gardens to Crackle Hill (works start 28th September). 8:40pm

c. Update on all other highways issues. 8:43pm

1342. ENVIRONMENT AND LEISURE

a. Update on Events held since last meeting and plans for upcoming events including any actions. 8:46pm

b. Update on Allotment Access Track Agreements. 8:55pm

c. Update on Allotments including any actions. 8:58pm

- i. Approval of allotment charges from October 2027.

d. Update on ORM including any actions. 9:04pm

- i. Approval of creation and installation of bug hotels.

e. Update on Centenary Field including any actions. 9:10pm

f. Update on all other environment and leisure issues. 9:13pm

1343. STAFF MATTERS

a. Allotment Co-ordinator update. 9:16pm

b. To approve recruitment of Community Engagement Officer. 9:19pm

c. To confirm update of pay scales as per NJC 2026-27 pay scale notification. 9:22pm

1344. CLOSE OF THE MEETING

9:25pm

***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 19th October 2026 and 23rd November 2026. The cut-off time for the receipt of papers for the October meeting agenda is 5 p.m. on 5th October 2026.