

# MEPPERSHALL PARISH COUNCIL

## MINUTES OF THE ANNUAL STATUTORY MEETING OF THE COUNCIL HELD IN THE VILLAGE HALL ON MONDAY 8<sup>TH</sup> MAY 2017

**PRESENT:**      **Councillors:** Chapman (in the Chair), Bulley, Foscett, Merryweather, Parsons, Read, Smith P, Smith R and Thompson

**The Clerk:** A Marabese

**Also present:** Ward Councillor Brown and 20 members of the public

The Meeting commenced at 7.45pm

### 13. STATUTORY ANNUAL MEETING ITEMS

a. Election of Chairman for the Year 2017 – 2018

Moved Cllr Read/Seconded Cllr Foscett. Resolved that Cllr Chapman be elected as Chairman.

*Carried unanimously*

b. Receipt of Chairman Declaration of Office

Cllr Chapman signed the Declaration of Acceptance of Office with the Clerk as witness.

c. Election of Vice-Chairman

Moved Cllr Chapman/Seconded Cllr Merryweather. Resolved that Cllr Parson be elected as Vice-Chairman

*Carried unanimously*

d. Appointment of Governor to Meppershall Academy

Moved Cllr Chapman/Seconded Cllr Bulley. Resolved that Cllr Thompson be elected as Governor of Meppershall Academy.

*Carried unanimously*

e. Appointment of Representative to Village Hall Management Committee

Moved Cllr Chapman/Seconded Cllr Thompson. Resolved that Cllr Foscett be elected as Representative to the Village Hall Management Committee.

*Carried unanimously*

f. Appointment of Working Group Spokesmen

i. Moved Cllr Chapman/Seconded Cllr Thompson. Resolved that Cllr Merryweather be elected as spokesman for Environment & Leisure

*Carried unanimously*

ii. Moved Cllr Chapman/Seconded Cllr Read. Resolved that Cllr Smith P be elected as spokesman for Planning & Housing

*Carried unanimously*

iii. Moved Cllr Chapman/Seconded Cllr Bulley. Resolved that Cllr Smith R be elected as spokesman for Highways & Lighting

*Carried unanimously*

iv. Moved Cllr Chapman/Seconded Cllr Read. Resolved that Cllr Foscett be elected as spokesman for Finance

*Carried unanimously*

v. Moved Cllr Foscett/Seconded Cllr Thompson. Resolved that Cllr Chapman be elected as spokesman for Health & Safety and Risk Management

*Carried unanimously*

vi. Moved Cllr Chapman/Seconded Cllr Thompson. Resolved that Cllr Smith P be elected as spokesman for Community Assets

*Carried unanimously*

vii. Neighbourhood Plan Review Working Group (Village Plan previous year Cllr Bulley)

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Item deferred to next meeting

- viii. Moved Cllr Chapman/Seconded Cllr Smith R. Resolved that Cllr Thompson be elected as spokesman for Procedures

*Carried unanimously*

g. The following appointments were made to Working Groups

- |   |  |
|---|--|
| i. Environments & Leisure                     | - Cllrs Thomason and Thompson              |
| ii. Planning & Housing                        | - Cllrs Read, Smith P, Chapman and Smith R |
| iii. Highways & Lighting                      | - Cllr Bulley                              |
| iv. Finance                                   | - Cllrs Chapman, Parsons and Smith P       |
| v. Health & Safety and Risk Management- Clerk |  |
| vi. Community Assets                          | - None                                     |
| vii. Neighbourhood Plan                       | - Cllrs Bulley and Parsons                 |
| viii. Procedures                              | - Clerk                                    |

### 14. APOLOGIES FOR ABSENCE

The reason for Councillor Thomason's' absence was accepted.

### 15. CHAIRMANS ANNOUNCEMENTS

- a. CPRE AGM on 15<sup>th</sup> May 2017. Cllr Parsons will try to attend.
- b. Invitation to Stevington: The Natural History of a Bedfordshire Parish on 12<sup>th</sup> May 2017.
- c. Invitation to attend Community Priority Setting Meeting on 15<sup>th</sup> May 2017 at Bedfordshire Police HQ. The Clerk to attend.

### 16. MEMBERS INTERESTS

There were none notified.

### 17. MINUTES

- a. Moved Cllr Chapman/Seconded Cllr Foscett. Resolved that the minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 10<sup>th</sup> April 2017 are an accurate record of the proceedings and that they be signed by the Chairman.

*Carried unanimously*

At this point the Chairman suspended the meeting to receive reports from Ward Councillors and to allow members of the public to address the Council in relation to items on the agenda, raise concerns or request matters to be discussed at a subsequent meeting.

Unitary Councillor Tony Brown advised the meeting that:

- The Development Management Committee had on the 26<sup>th</sup> April refused the Sugar Loaf planning application. He thanked all those who had attended the meeting.
- CBC had issued a statement regarding demonstrating 5.88 years supply of deliverable housing sites from 1<sup>st</sup> April 2017.
- The Local Plan is on target for a June 2017 delivery of the draft plan.
- Campton are starting work on a Neighbourhood Plan and on 5<sup>th</sup> June they have a meeting with Siobhan Vincent from CBC. Meppershall representatives are invited to attend.

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- The Draft Community Plan that includes Meppershall has been published and feedback is required by 22<sup>nd</sup> May 2017.
- A petition regarding traffic calming measures in Meppershall (High Street and Shefford Road) was discussed at the CBC Traffic Management Meeting on 3<sup>rd</sup> May 2017. A decision was made that no funding for this would be allocated. Cllr Brown therefore suggested that Meppershall PC consider alternative solutions e.g.: current funding for the High Street could be put towards issues in Shefford Road. Report provided to Clerk.
- Cllr Mark Liddiard appointed as Ward Councillor for Shefford following recent elections.

Parishioners asked the following questions and expressed comments as follows:

- Will the Community Plan be included in the Local Plan?
- How can speeding in Shefford Road be addressed following failure to secure funding at the CBC Traffic Management meeting? And why are traffic calming measures being put into place in other areas of Meppershall but not Shefford Road?
- How long will the Village Hall site be under development?
- Can the Parish Council ask Croudace to stop HGV's accessing building site between 8.00am – 9.00am when children are traveling to schools?
- Can the Parish Council make enquiries regarding vehicle restrictions to the various village building sites so that roads are not blocked by waiting vehicles?
- Can the Parish Council investigate moving school bus pick up points to avoid the entrance to the Village Hall development site?
- Will there be any goal posts or additional play equipment be installed at the Old Road meadow play area?
- Can the Stocken House (Gladman) planning application be taken to the DMC?

## 18. REPORTS FROM WORKING GROUPS

### a. PLANNING AND HOUSING

#### i. Planning Applications pending

1. CB/17/00738/OUT – 100 High Street – Up to 38 dwellings.  
*Objection sent - Currently with planning officers - This case has not yet been decided*
2. CB/17/01041/OUT – Stocken House, 59 Shefford Road – demolition of dwelling and erection of 150 dwellings. All matters reserved except for means of access.  
*Objection sent - Currently with planning officers - This case has not yet been decided*
3. CB/17/01147/FULL – Sandy View Lane – construction of hard standing with gate and fence.  
*Objection sent - Currently with planning officers - This case has not yet been decided*

#### ii. Approvals/Refusals/Withdrawals received

1. CB/17/00063/FULL – 79 Shefford Road – demolition of existing chalet/bungalow and erection of two 4 bedroom dwellings.  
*Full Application – Granted*
2. CB/17/00478/FULL – The Sugar Loaf ph, 25 High Street – site development.  
*Full Application - Refused*

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### iii. Appeals Pending

1. CB/16/05715/FULL – Woodview Nurseries – Change of use from vacant plant nursery to residential with detached dwelling.  
*Currently with planning officers - No appeal decision has been made*
2. CB/16/02868/FULL (APP/P0240/W/17/3167837). The Sugar Loaf ph - Change of use of public house (Use Class A4) to convenience store (Use Class A1).  
*Currently with planning inspectorate - No appeal decision has been made*

### iv. Applications since last Council meeting for consideration

1. CB/17/01410/FULL – 79A Shefford Road - Conversion and extension to detached double garage at the rear of the house for purposes of an annexe.  
*No objections to this application.*

### v. Enforcement / Other Planning Matters

1. There were no enforcement issues.

### vi. North Hertfordshire Homes

1. Remove this item from the agenda in future

### vii. Meppershall Action Group (MAG)

1. Cllr Smith P read a report prepared by Cllr Thomason.  
Focus of group currently on:
  - Planning application CB/17/00738/OUT – 100 High Street. A new flyer has been distributed to residents concerning the application and how to make comments.
  - Planned meeting with Nadine Dorries to discuss how she can support the group's activities.
  - How the group can support the creation of the Neighbourhood Plan.

## b. FINANCE

### i. Internal Audit Action Plan

Moved Cllr Parsons/Seconded Cllr Chapman. Resolved to approve the proposed Action Plan as submitted to Councillors with regards to recommendations suggested by the Internal Auditors' Annual Report 2016/17 signed by John Watson.  
*Carried unanimously*

### ii. 2017/18 Precept

Moved Cllr Foscett/Seconded Cllr Chapman. Resolved that the approval of the 2017/18 precept of £37,000 should be retrospectively minuted.  
*Carried unanimously*

### iii. 2017/18 Budget and Earmarked Reserves

Moved Cllr Foscett/Seconded Cllr Read. Resolved that the approval of 2017/18 budget and earmarked reserves should be retrospectively minuted.  
*Carried unanimously*

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### **iv. Accounts 2016/17 – Review and approve Annual Audit Section 1**

Moved Cllr Parsons/Seconded Cllr Thompson. Resolved that the Annual Return, as required by the Audit Commission, Section 1 – The Annual Governance Statement are to be approved and signed for forwarding to the External Auditor (BDO).

*Carried unanimously*

### **v. Accounts 2016/17 – Review and approve Annual Audit Section 2**

Moved Cllr Parsons/Seconded Cllr Foskett. Resolved that the Annual Return, as required by The Audit Commission, Section 2 – The Accounting Statements for 2016/2017 are to be approved and signed for forwarding to the External Auditor (BDO).

*Carried (8 in favour, 1 abstention)*

### **vi. Grant / Donation Requests**

1. Moved Cllr Foskett/Seconded Cllr Smith P. Resolved that the Meppershall Summer Fair request for a cash grant of £1000 be approved.

*Carried unanimously (Power – Grants to voluntary bodies)*

2. Moved Cllr Foskett/Seconded Cllr Chapman. Resolved that the Wanderbus request for a cash grant of £1000 be approved. This application was first made during the 2015/16 financial year for 2 years but payment was not made during 2016/17.

*Carried unanimously (Power - Grants for bus services)*

## **c. HIGHWAYS**

### **i. Cllr Smith R reported on the following:**

- Potholes reported to CBC
- Road Closures – Chapel Road from 30/05/17 – 2/06/17
- Concerns regarding vehicles accessing the Croudace / Village Hall site

It was requested by Council that the Clerk investigate limitations placed on traffic accessing the site and deal with concerns raised accordingly.

- Lighting in Orchard Close
- Traffic Calming measures

It was requested by Council that the Clerk write to the Police and CBC regarding development on traffic cameras as per North Herts plan.

### **ii. Working Group name change request made by Cllr Smith R**

Moved Cllr Smith R/Seconded Cllr Bulley. Resolved to change the name of the Highways and Lighting Working Group to Highways and Transport.

*Carried unanimously*

### **iii. Roadworks and Highways Bulletin – should the Council publish this on our website page**

Moved Cllr Smith P/Seconded Cllr Foskett. Resolved that the Roadworks and Highways Bulletin section that covers Meppershall be published on the Council website on a trial basis. The Clerk is to provide information in a PDF copy.

*Carried unanimously*

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## **d. ENVIRONMENT AND LEISURE**

### **i. Cllr Merryweather reported on the following:**

1. Additional play equipment quotations
2. Ditch in Coneygate. Requested that the Clerk write to CBC regarding the ditch cutting and replacement of fence.

### **ii. Additional play equipment for Hoo Road / Old Road Meadow play area.**

1. Cllr Merryweather and the Clerk are in the process of receiving quotations for a Cantilever Swing and goal posts. It may be possible to fund part of the cost with s106 monies not yet spent.

Moved Cllr Foskett/Seconded Cllr Thompson. Resolved that due to timescales involved the decision to purchase this additional play equipment be delegated to the Finance Working Group.

*Carried unanimously*

## **e. HEALTH & SAFETY and RISK MANAGEMENT**

### **i. Cllr Chapman reported on the following:**

1. The Risk Management review would be completed in the next 4 weeks with the assistance of the Clerk.

## **f. COMMUNITY ASSETS**

### **i. Cllr Smith P reported on the following:**

1. The Sugar Loaf ph – Thanks to Graham Jones, Mick Ridley, Cllr Brown and parishioners for DMC meeting preparation, assistance and attendance. This second application was refused by the DMC however the first application appeal is still in progress with the Planning Inspectorate. It was requested that the Clerk write to the Planning Inspectorate to make them aware that the second application has been refused planning permission by CBC's DMC.

### **ii. Cllr Thompson reported on the following:**

1. Nunswood – Research has shown that Nunswood cannot be registered as an Asset of Community Value. Contact with the Forestry Commission regarding whether work carried out has been completed as per the license granted has been made but the Forestry Commission is yet to send him a copy of the license granted.

## **g. NEIGHBOURHOOD PLAN**

- i. Proposed - The Council provide a mandate for a group to carry the Village Plan forward and develop a Neighbourhood Plan. Item deferred to next meeting*
- ii. Cllr Bulley to attend Neighbourhood Planning meeting at Campton on 5<sup>th</sup> June 2017*

## **h. PROCEDURES**

### **i. Cllr Thompson reported on the following:**

1. Powers and Functions of the Parish Council draft document to be present at the next meeting.



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### 19. OTHER MEETINGS

- a. **The Annual Parish Meeting** took place on 24<sup>th</sup> April 2017 – Cllr Chapman reported that matters raised included: planning, grass cutting, speeding and parking.
- b. **Village Hall Trustees Meeting** – Cllr Foskett reported that the Trustees had met with various users of the Village Hall to finalise internal specifications for the new development. Note: The defibrillator will be moved to the Meppershall Village Store prior to demolition of the current Village Hall.

### 20. ALLOTMENTS

- a. **New Tenant contracts** – The Clerk reported that these were in progress.

### 21. HOO ROAD RESURFACING

- a. **Outstanding contributions and complaint** – The Clerk advised councillors of a complaint received regarding non-installation of linear drainage and a gully across the road and that this was the reason for some outstanding contributions. It was requested that the Clerk write to CBC Highways regarding resolution of the complaint.

### 22. WEBSITE ALTERATIONS

- a. **Amendments to the content of the Parish Council pages of the Meppershall.org website** – Item deferred to next meeting.

### 23. CLERKS REPORT & MATTER ARISING

- a. **Meeting Schedule for 2017/18** – Copy provided to councillors
- b. **Document sorting and retention** – Large task ahead. Cllr Read has offered assistance. Moved Cllr Parson/Seconded Cllr Smith P. Resolved that the Clerk is authorised to work additional hours, as required to complete task of clearing the backlog of document sorting.  
*Carried unanimously*
- c. **Emailing of agenda and minutes** – The Clerk requested that each councillor (including Cllr Brown) give their permission to receive meeting agendas and minutes via email. The Clerk will provide printed copies at meetings for distribution. Cllr Read requested that she continue to receive a paper copy but all others agreed. The Clerk also agreed to trial the emailing of draft minutes in Word format.
- d. **Agenda and minutes numbering reset** – The Clerk advised of new numbering system to comply with minute taking best practice.

### 24. ORDERS FOR THE PAYMENT OF MONEY

A schedule of payments was distributed at the meeting for approval and was authorised.

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Payment No:	Payee	Purpose	Amount
BACS04	K Crofts	Basic net monthly wage - May	£180.00
BACS05	Meppershall Village Hall	Village Hall Use Jan - Mar 2017	£90.00
300526	David Foscett	Expenses	£25.93
300527	Broome Signs	Old Road Meadow Signs	£313.20
300528	Paul Carne	Allotment Maintenance	£236.50
300529	The Meppershall Messenger	Village Plan Printing	£28.20
300530	Mount Pleasant Golf Club	Room Hire for Village Plan Presentation	£91.20
300531	Richard Bulley	Expenses (Village Plan Distribution)	£84.73
300532	Auditing Solutions Ltd	Provision of Internal Audit 2016-2017	£426.00
300533	Chris Waghorn	Consultative work (Year End accounts and Hoo road letters)	£370.50
300534	Mark Thomason	Expenses (MAG printing costs)	£220.00
300535	K Crofts	Additional Hours Salary (Feb - Mar 2017)	£40.50
300536	Mrs Albane Lester	Printing (Village Plan leaflets and labels)	£293.00
300537	Meppershall Village Hall	Meppershall Summer Fayre	£1,000.00
300538	Wanderbus	Wanderbus Grant	£1,000.00
		<b>TOTAL</b>	<b>£4,399.76</b>

### 25. CLOSE OF MEETING

The Chairman declared the meeting closed at 10.15pm

*Where no signature exists in this electronic version, a hard copy version is available for inspection from the Clerk.*

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