

MEPPERSHALL PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL HELD IN THE VILLAGE HALL ON MONDAY 9TH OCTOBER 2017

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

The Clerk: A Marabese

Others: Ward Councillors Brown and Liddiard. 21 members of the public.

The Meeting commenced at 7.45pm

61. APOLOGIES FOR ABSENCE

None

62. CHAIRMANS ANNOUNCEMENTS

CBC invitation for two representatives to attend the Town and Parish Council Conference on Tuesday 21st November 2017, 6.00 – 9.00pm at Priory House, Chicksands. Cllr Parsons has agreed to attend.

63. MEMBERS INTERESTS

- a. No declarations of interest from Councillors advised.
- b. No requests for granting dispensation of disclosable pecuniary interest received.

64. MINUTES

Moved Cllr Smith R/Seconded Cllr Thompson. Resolved that the minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 11th September 2017 are an accurate record of the proceeding and that they be signed by the Chairman.

Carried unanimously

At this point (7.55pm) the Chairman suspended Standing Orders to receive reports from our Ward Councillors and 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.

Ward Councillor Brown advised the meeting that:

- The government has issued a consultative paper outlining their housing requirements called 'Planning for the Right Homes in the Right Places' and in doing so they have proposed a new method of calculating housing need in the central heartland area which includes Central Bedfordshire. Based upon the new method of calculation proposed CBC would be required to provide an annual figure of 2,500 new homes starting in April 2018. Over the last 5 years CBC have moved from delivery of 900 to 1,800 new homes per year and they estimate that they could achieve in year 10 circa 2,200. The immediate effect of this proposal if proceeded with is that CBC will not be able to show a 5-year land supply from April 2018. Developers will therefore, if refused an application, go to appeal and be granted planning by the Inspector. All parties at CBC have approved a motion highlighting their concerns stating the following:

'This significant increase is not credible, places an unfair burden on C.B. and is totally undeliverable. It undermines the council and our communities investment aspirations to plan growth effectively, including the necessary supporting infrastructure. We strongly urge government to review the calculation for C.B. and extend the transition period to enable C.B. to submit its Local Plan under the current numbers.'

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In addition, CBC will speed up the timetable of the Local Plan with an aim to submit before April 2018 as plans that are submitted will not be subjected to the new requirement from year 1. All 3 MP's for our area have been contacted and will support CBC position and lobby government for this to be overturned.

- Refreshed Empty Homes Strategy to be presented to the Executive in October.
- New online tool for reporting Highways Issues www.centralbedfordshire.gov.uk/reportit

Ward Councillor Liddiard advised the meeting that:

- CBC schools plan has now been published (places required for lower, middle and upper schools and school applications).
- Longer opening hours for libraries now publicised on CBC website.
- Gully cleaning plan ready to commence and includes mapping, inspection and cleaning.
- Jet patcher continues to be a useful resource.
- Beds Clinical Commissioning Group are asking for feedback on surgery and pharmacy opening hours.

Parishioners made the following comments and asked the following questions:

- How often do CBC Highways Inspectors inspect the roads?
- Cllr Liddiard was asked what was the result of the meeting with Paul Salmon regarding the A600 By-pass and the underpass. Cllr Liddiard advised that the meeting had been cancelled and needed re-scheduling however the underpass remains a long-term CBC priority when capital funds are available.
- Cllr Brown was asked to clarify the number of homes to be built per year based upon the new government proposals. Cllr Brown confirmed the maximum build at present is 1,800 and the government want 2,500 from April 2018.
- Due to CBC Planning portal website issues, Cllrs Brown and Liddiard were asked to request an extension to the comment submission deadline date for the Stocken House application to compensate for residents not being able to submit comments over the previous weekend.
- Can the Council in conjunction with CBC Highways review the road layout and parking situation at the top end of the high street as residents are now finding it difficult to park, there is illegal parking on pavements and the school bus was involved in a near miss this morning? Residents were reminded that illegal parking and speeding must be reported to the relevant authority as if unreported the issue cannot be dealt with.
- Has anything been done regarding speeding in Shefford Road?

Standing orders were reinstated at 8.35pm

65. REPORTS FROM WORKING GROUPS

a. PLANNING AND HOUSING

i. Planning Applications currently with planning officers

1. CB/17/00738/OUT – 100 High Street – Up to 38 dwellings.
Revised noise assessment and supporting statement received
2. CB/17/02186/LDCE - Arran Park Fishery, Meppershall - Lawful Development Certificate Existing for Use of land as recreational fishery and siting of 2 No. associated caravans

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3. CB/17/02528/FULL - 52 Fildyke Road - Erection of two detached dwellings
4. CB/17/03454/FULL– Standalone Farm House – Alterations to ground floor elevations and roof of ancillary residential building to enable conversion into two annexes for use incidental to the occupation of Standalone Farmhouse.
5. CB/17/03977/FULL– 79 Shefford Road – New build 3 bed detached single storey dwelling with integral garage and detached garage.
6. CB/17/03887/OUT– Stocken House, 59 Shefford Road – Demolition of 59 Shefford Road, and associated buildings and the erection of up to 145 dwellings with public open space, landscaping and sustainable drainage system (SuDS) and vehicle access point from Shefford Road. All matters reserved except for means of access.
7. CB/17/02409/FULL - New Close Nurseries, Fildyke Road - Demolition of existing glasshouses and redevelopment with 13 residential dwellings and all ancillary works

ii. Approvals/Refusals/Withdrawals received

1. None

iii. Appeals

1. CB/16/01012/OUT – 100 High Street – Demolition of existing dwelling and erection of up to 38 dwellings. *Appeal with Planning Inspectorate – Public Enquiry to be held 9th January 2018 for 4 days at The Rufus Centre, Steppingley Road, Flitwick, MK45 1AH*
The Clerk to request the basis of the appeal from CBC Planning Appeals and David Lamb.

iv. Applications since last Council meeting for consideration

1. None

v. Enforcement / Other Planning Matters

1. CB/EN/17/0277 - The Red House, 86 High Street, Meppershall - Alleged unauthorised development - erection of a climbing frame
Climbing frame reconfigured therefore now permitted development.
2. CB/EN/17/0326 – Land adjacent to 23 Shefford Road - Alleged breach of pre-commencement conditions attached to planning permission
Investigation underway
3. CB/16/04896/FULL - 4 High Street, Meppershall
The Clerk has emailed CBC Planning requesting clarification on the increased plot size but is awaiting a response.
4. Email correspondence from a developer regarding 81 Fildyke Road and request for the Councils pre-application views.
Proposed Cllr Parsons/Seconded Cllr Merryweather. Resolved that the Clerk email the developers stating that it is not MPC policy to engage with developers prior to the submission of a planning application to CBC.
Carried unanimously

vi. Meppershall Action Group (MAG)

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1. Cllr Thomason reported that the team have been working on raising awareness of the risks the village faces from overdevelopment. Activities included: new posters, flyers and banners, assisting with submitting objections to CB/17/03887/OUT and a yellow bus day.
2. Proposed Cllr Thomason/ Seconded Cllr Smith P. Resolved that the Clerk write to MP Nadine Dorries on behalf of the Parish Council requesting a meeting to seek support and guidance regarding current planning issues facing the Parish and Central Bedfordshire.

b. FINANCE

- i. **Document approval** – Clerk provided most recent bank reconciliation report and bank statement that were then signed by Cllr Foskett.
- ii. **Village Hall Hire outstanding payments** – Clerk advised that outstanding payments for the hire of the village hall had been made and that investigations had shown that invoice for hire of the village hall from April – June 2016 and July – September 2015 had not been received or paid.
- iii. **Village Hall Storage Building Licence** – Cllr Foskett advised a 8x3mtr timber building to be used as storage has been provided by Croudace. Croudace own the building but MPC have a license to use the building (MPC has given the Village Hall a licence to use the storage). The Clerk has signed the license agreement and when the interim village hall is replaced, ownership of the storage building will pass the Parish Council.

c. HIGHWAYS AND TRANSPORT

- i. **Cllr Smith R reported:**
 1. Highways issues reported online (gully cleaning team still to visit village / Footpath on bend High Street into Rectory Road to be fixed 10-12 October).
 2. RMF High Street traffic calming and parking scheme yellow lines now extended into Rectory Road. Issues with signage to be discussed with CBC.
Proposed Cllr Chapman/Seconded Cllr Bulley. Resolved that a site meeting request be made to Nick Shaw of CBC Highways to review the situation on the High Street during school drop off and pick up hours.
Carried unanimously
Proposed Cllr Thomason/Seconded Cllr Read. Resolved that the Council should submit an article into the next Messenger (written by Chairman) explaining why the scheme was proposed and supported by the Parish Council.
 3. Councils invited to bid for rural match funding 2018/2019.
Council agreed Clerk to request traffic calming in the village.
 4. Various roadworks in and around village.
- ii. **Hoo Road road safety** – Clerk is still awaiting a response from CBC. Request to be resent and Ward Councillors copied in on email.
- iii. **Shared ownership of speed cameras** – Cllr Thomason reported that residents have two main issues within the village; planning and speeding on Shefford Road. It would be worthwhile investigating the costs of shared ownership of speed camera. Clerk to investigate.
- iv. **Fildyke Road overgrown vegetation at entrance issues** - Clerk to discuss with Cllr Chapman possible course of action.

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Cllr Merryweather left the meeting

d. ENVIRONMENT AND LEISURE

- i. The Clerk reported that a meeting of the E&L Working Group and Mr Carne will be taking place on 18th October to discuss allotment pricing and plans, CBC Leisure strategy and goal post for Old Road Meadow. The clerk will also ask the Village Caretaker to remove all old posters on trees, posts etc and to clear rubbish from the footpath down Chapel Hill.
- ii. **CBC Leisure Strategy and Parish Schedule Update** – As above
- iii. **Goal posts for Old Road Meadow** – As above

e. HEALTH & SAFETY and RISK MANAGEMENT

Cllr Chapman presented the result and report of the Financial Risk Assessment.

Proposed Cllr Chapman/Seconded Cllr Smith P. Resolved that the Risk Assessment for year 2017 to 2018 and associated action plan be adopted by Council.

Carried unanimously

f. COMMUNITY ASSETS

Cllr Smith P reported that the promised refurbishment of the Sugarloaf ph remains unplanned.

g. NEIGHBOURHOOD PLAN

Cllr Thomason advised of the departure of Albane Lester from the group and wished to thank her for all her hard work. The Council requested that the Clerk write to her to express its thanks. This departure will require the group to seek support with data analysis, project co-ordination and admin / design. Next steps for the group will be a public presentation on 14th and 16th October that will provide an overview of the process, update on purpose and request for help from residents. Finally, a project plan will be required for the grant application deadline in December 2017.

h. PROCEDURES

- i. **Reform of Data Protection Legislation** – In progress
- ii. **Village Emergency Plan** – In progress
- iii. **Freedom of Information** – In progress
- iv. **Press and Media Relations** – In progress
- v. **Records Management** – In progress
- vi. **Data protection policy** – in progress
- vii. **Employment Handbook and Policies** - In progress
- viii. **Standing Orders** – Draft of amended version circulated to councillors
- ix. **Financial Regulations** – Draft of amended version circulated to councillors

66. OTHER MEETINGS

Annual Parish Council Forum – Held at Priory House on 20th September 2017 at 6pm. Cllrs Smith R and Thompson reported that speeding remains their top priority and that the PCC is setting up a Road Safety Board. Inspector Nick Masters (North Rural Community Team) advised that following ACPO guidance, a 20mph speed limit would be enforced only if it had the “look and feel” of a 20mph zone, with signage and “significant” traffic calming

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measures. Cllrs Smith R and Thompson have therefore requested that the 20mph speed limit in Meppershall be assessed for compliance. Juliet Donel (Watch Scheme Co-ordinator) suggested that if Meppershall's Speedwatch Team let her know when and where they were going to operate, she would try to arrange for a constable to join them (who could issue fines).

67. ALLOTMENTS

- a. **Meeting date** for Clerk, Mr Paul Carne, Cllr Thomason and Cllr Merryweather – mid October.
- b. **Allotment track combination lock code** – Code change to be advised to allotment holders in October.

68. HOO ROAD RESURFACING

One Hoo Road resident is withholding payment due to a complaint regarding surface water drainage. Both the Clerk and CBC have been monitoring the situation but no issues seem to have arisen. The Clerk will now write to the resident requesting payment.

69. COMMUNICATION

Facebook - Cllr Bulley proposes that the Council has its own Facebook page so that the council can reply to or counter questions or assertions that are made on the Meppershall Notice Board. Following a discussion, a decision was made not to progress with a Facebook page as the Council does not have the resources to manage it on a daily basis.

70. CLERKS REPORT & MATTER ARISING

- a. **Understanding Planning Course 1** – Date changed to 29th January 2018. Location will be the Interim Village Hall. Attendee details to be forwarded to Clerk.
- b. **Council Insurance** – Insurance will now be provided by Zurich
- c. **Council Assets** – The Clerk and Cllr Foscett have reviewed the Asset Register and found various anomalies and issues. The register has been amended and over the coming months the Clerk will amend the register to include location details, pictures etc.
- d. **Notice board relocation** – temporary notices in Village Stores as CBC investigating issues regarding erection of notice board on High Street. Notice board not yet purchased.
- e. **Old Road Meadow / Hoo Road play equipment update** – Snagging list works complete and post installation inspection complete. Invoice received.
- f. **Grass cutting update** - Clerk to meet with grass cutters to discuss invoicing issues and general grass cutting issues.
- g. **Complaint regarding RMF parking restrictions** – Clerk to provide a response to parishioner.
- h. **Nunswood** – Clerk reported that work on Nunswood is due to start soon and is being overseen by the Forestry Commission who are liaising with CBC. The wood is also showing some benefit from previous work carried out to the tree canopy.

71. ORDERS FOR THE PAYMENT OF MONEY

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Proposed Cllr Foskett/Seconded Cllr Parsons. Resolved that the schedule of standing order payments be approved and authorised for payment.

Authorised at Meeting Date: 9th October 2017

Payment No:	Payee	Purpose	Amount	Posted
SO01	Standard Life (25th every month)	Clerk Pension		
SO02	Kevin Crofts (15th month)	Monthly Salary		
SO03	Alessandra Marabese (15th month)	Monthly Salary		

Proposed Cllr Chapman/Seconded Cllr Thomason. Resolved that the schedule of payments made prior to the meeting be approved and authorised post payment.

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Payment No:	Payee	Purpose	Amount	Posted
BACS36	D Foscett	Village Hall Purchases - Various	£533.15	
BACS37	D Foscett	Village Hall Purchases - Telephone	£59.99	
BACS38	Sustainable Furniture	Village Hall Purchases - Picnic Bench	£700.00	
BACS39	Office Furniture Requirements Ltd	Village Hall Purchases - Screens	£1,372.80	
BACS40	D Foscett	Village Hall Purchases - Bottle Cooler	£345.53	
		TOTAL	£2,951.48	

Proposed Cllr Chapman/ Seconded Cllr Thompson. Resolved that the schedule of payments be approved and authorised for payment.

Meeting Date: 9th October 2017

Payment No:	Payee	Purpose	Amount	Posted
BACS41	Zurich Municipal	Parish Council Insurance	£1,061.40	
BACS42	Anglian Water	Allotment Water - High Street a/c	£60.01	
BACS43	Anglian Water	Allotment Water - Wry Close a/c	£273.28	
BACS44	Arena Business Supplies	Stationery & Printing	£258.96	
BACS45	D Foskett	Website expenses	£138.88	
SVCHG0917	Unity Trust Bank	Service Charge (statement 084)	£18.00	
BACS46	Simply Shredding	Document Shredding confidential office documents	£52.50	
BACS47	Standard Life (taken 25/09/17)	Clerk Pension August & September		
BACS48	Standard Life	Clerk Pension April to July (29.45+29.95+33.11+33.11)		
BACS49	HMRC	Ni Payments (Period 4 to 6)	£106.69	
BACS50	Paul Carne	Allotment Maintenance	£271.94	
BACS51	HAGS SMP	Cantilever Swing installed at Old Road Meadow	£8,884.56	
BACS52	A Marabese	Expenses	£99.31	
BACS53	Meppershall Village Hall	Room Hire April - June 2016	£120.00	
BACS54	Meppershall Village Hall	Room Hire July - September 2015	£90.00	
BACS55	K Crofts	Additional salary payment July to September		
		TOTAL	£11,631.54	

The Chairman declared the meeting closed at 10.00pm

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