

MEPPERSHALL PARISH COUNCIL



MINUTES OF AN ORDINARY MEETING OF THE COUNCIL
HELD IN THE VILLAGE HALL, MEPPERSHALL ON MONDAY 13TH MARCH 2023

PRESENT: **Councillors:** Thompson (Chair), Addy, Chapman, Crossley,
Merryweather and Wright
 The Clerk: A Marabese.
 Others: Ward Councillor Liddiard, and 3 members of the public.

The Chairman declared the meeting open at 7:06pm.

875. APOLOGIES FOR ABSENCE

- a. Councillors Morgan, Parsons, Seaman and Standbridge and Ward Councillor Brown provided apologies for absence that were accepted by Council.

876. CHAIRMANS ANNOUNCEMENTS

- a. The Chairman read the Parish Council notice and announcement in relation to openness, transparency and respect during meetings.
- b. To resolve to extend the meeting finish time beyond 2 hours.
Councillors agreed that this would not be required.
- c. Other information
 - The crime statistic for Meppershall show 3 reported crimes for last month.
 - A grant request for assistance with coronation celebration funding from the Meppershall Social Club is pending.
 - The clerk is dealing with damage by UKPN to Old Road Meadow subsequent to installation of a new electricity pole for the hoes being built on the former site of the Mow.
 - The Defibrillator Seminar went well with 25+ attendees. Thanks was given to the Clerk and Mrs Sharon Tingey for giving up their time to help with refreshments. As a consequence of the seminar the Clerk has been asked to:
 - Look into the provision of a 'bleed kit' for the village.
 - Discuss with Councillor Parsons the procedure for checking the status of village defibrillators and to instruct Councillor Addy how to do this as a backup.

877. MEMBERS INTERESTS

- a. To receive declarations of interest from Councillors on items on the agenda and requests for dispensations for disclosable pecuniary interests.
Councillor Thompson declared an interest in agenda item 881.a.ii. Councillor Chapman was asked by councillors to chair this agenda item.
No requests for dispensation received.

878. PUBLIC SESSION

At this point (7:15pm) the Chairman suspended Standing Orders to receive reports from Ward Councillors, village organisations 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 Liddiard advised the meeting that:

- Brookmead and Brookside footpaths – Communication with the Highways Asset Team regarding resurfacing or patching continues. Ward Councillors have met with residents on site and are working with CBC Officers to see if work in these areas will be included in plans for 2023-2024.

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL

HELD IN THE VILLAGE HALL, MEPPERSHALL ON MONDAY 13TH MARCH 2023

- Shefford Road resurfacing – Councillor Liddiard has requested that CBC Highways consider the resurfacing of Shefford Road from Hoo Road up to 32 Shefford Road and that these works be added to a prioritisation plan.
- Mr Scott Terry, CBC Principal Highways Officer will be coming to the village next week to view potholes and the general state of the roads. It is recognised that pot holes have become worse over the last week due to weather conditions and their repair is a key priority for CBC.
- 100 High Street and removal of trees on site – No trees on this site (or on land near the Care Home) are protected by TPO's therefore CBC does not have jurisdiction to interfere with their removal. Hedgerows however are protected.
- CBC Officer Recruitment – CBC are experiencing challenges with the recruitment of Highways and Planning Officers. They are managing with agency staff at present. A recruitment strategy has been requested.
- Hoo Road Signage – Current CBC Officers are leaving / left however this will be requested when a new officer is in post.

The following questions were raised or comments made by members of the public:

- The state of Brookmead due to construction work and traffic is not good at the moment, can anything be done about this as it only gets cleaned once a week? *Unfortunately not much can be done.*

879. MINUTES

- a. To receive and approve distributed minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 13th February 2023.

Proposed Cllr Chapman/Seconded Cllr Crossley. Resolved that the minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday 13th February 2023 are an accurate record of the proceedings and that they be signed by the Chairman. Carried.

880. PROCEDURES, CONSULTATIONS & LEGAL

a. Procedures

- i. To approve MPC Schedule of Delegation.

Proposed Cllr Chapman/Seconded Cllr Merryweather. Resolved to approve MPC Schedule of Delegation v1.0. Carried.

b. Health & Safety and Risk Management

- i. To receive MPC Risk Review Assessment report for 2022-2023 (actions to March 2024).

The Clerk had previously circulated the MPC Risk Review Assessment report, Overall Risk Summary report and Actions plans to the Community Safety & Risk Management working group and then all councillors.

Proposed Cllr Thompson/Seconded Cllr Chapman. Resolved to approve the 2022-2023 Risk Review and Actions and that they be signed by the Chairman. Carried

- ii. To approve MPC Litter Pick Risk Assessment.

Proposed Cllr Thompson/Seconded Cllr Chapman. Resolved to approve the MPC Litter Pick Risk Assessment. Carried

c. Annual Parish Meeting

- i. To confirm arrangements for Annual Parish Meeting on Monday 24th April, 7:00pm.

Cllrs agreed to facilitate and hold the Annual Parish Meeting on 24th April, starting at

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL

HELD IN THE VILLAGE HALL, MEPPERSHALL ON MONDAY 13TH MARCH 2023

7:00pm in the Village Hall as per the approved meeting schedule and that the Clerk publicise the meeting as usual.

d. Beds Police

- i. To provide update on priorities for Beds Police as discussed with Area 5 parishes. The Clerk and Councillor Parsons attended a meeting of all Area 5 parishes on 7th March who agreed that the priority will be ASB with visible police presence. A follow up meeting is planned for 20th June 2023. A meeting is also planned on 16th May where Clerks and Chairs will be encouraged to share resources and work together on a number of projects. Both meetings will be held at the Shefford Town Council offices.

e. IT and Communications

- i. Update from the Clerk.
A report on website usage was circulated to councillors at the beginning of the month. The MPC allotment logo has been changed as requested by councillors so that wording reads as Meppershall Parish Council Allotments. Minor amendments have been made to the MPC website.

f. Stocken House Green Space

- i. Update from Clerk and Cllr Thompson on Agreement including formal request made to CBC regarding adoption.
Clerk has chased for an update but nothing received yet.

g. MPC Crackle Hill Track / Driveway

- i. To consider action required subsequent to Anglian Water installing water meters and attempting to pass utilities across MPC land without permission.
The Clerk and Councillor Thompson met with Anglian Water and their contractor on 13th March. Anglian Water are to confirm in writing the following:
 - Current stop cock and meters installed on MPC land to be removed and re-routed.
 - Water line for fire hydrant to be installed in location not on MPC land.
 - Anglian Water to re-instate / tarmac area of MPC driveway up to roadside.
 - Grass re-seeding to take place.

The MPC track / driveway will need to be closed for the works to be completed that will also require digging into the road. The Clerk advised that the driveway could be closed with appropriate warning and signage in place.

Proposed Cllr Addy/Seconded Cllr Chapman. Resolved that the Clerk continue to liaise with Anglian Water for the removal of their assets from MPC land and that if required a notice confirming closure of the permissive path (Crackle Hill Track / Driveway) is issued. Carried

881. FINANCE

a. Purchase Orders.

- i. To approve cost of litter pick equipment and refreshments for litter pick volunteers.
Proposed Cllr Chapman/Seconded Cllr Crossley. Resolved to purchase litter pick equipment (pickers, hoops and bags) and refreshments for litter pick volunteers (Open Spaces Act 1906, s.10).
- ii. To approve purchase and donation of tables for Meppershall Village Hall.

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL

HELD IN THE VILLAGE HALL, MEPPERSHALL ON MONDAY 13TH MARCH 2023

Proposed Cllr Merryweather/Seconded Cllr Wright. Resolved to purchase and donate tables at cost of £905.20+ VAT for use during meetings to Meppershall Village Hall (Local Government Act 1972, s.133).

- iii. To consider BATPC Breakthrough Communications training offer.
Councillors to contact the Clerk if they wish to attend any training.

- iv. To approve other purchase order requests.
 1. Replacement defibrillator battery.
 2. Stationery including paper and ink
 3. 19 meters of post and rail fencing with sheep netting at far end of cemetery.

Proposed Cllr Thompson/Seconded Cllr Chapman. Resolved to purchase replacement defibrillator battery, stationery and fencing in cemetery (Public Health Act 1936, s.234 / Local Government Act 1972, s.111 / Open Spaces Act 1906, s.10).

b. Document approval.

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

Proposed Cllr Thompson/Seconded Cllr Chapman. Resolved to approve Bank Statements & Reconciliations Current Account 170 and 171, Bank Statements and Reconciliations Savings Account 040 and MultiPay Card Statements and Reconciliations February 2023. Carried.

c. Orders for the payment of money.

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

Payments presented for payment were checked by a number of councillors present at the meeting.

Proposed Cllr Thompson/Seconded Cllr Chapman. Resolved that the schedule of payments as presented be approved and authorised for payment by Councillor Thompson and or Councillor Parsons. Carried.

Payment No:	Payee	Purpose	Amount
Payments made prior to meeting date including direct debits, standing orders, salaries etc			
DD01-2303	Standard Life	Clerk ER Pension Contribution (16/01/2023)	£129.35
DD02-2302	Everflow	Allotment Water 8/4/23-7/5/23 (16/3/23)	£13.78
FA01-2303	Mrs V Thorne	Salary (09/03/23)	
FA02-2303	NEST	EE Pension Contribution	
FA03-2303	NEST	ER Pension Contribution	
SO01-2303	A Marabese	Monthly Salary (15/03/23)	
DD04-2302	Smarty Mobile	Clerk Monthly Mobile Plan	£7.20
DD06-2302	Lloyds Bank	Monthly MultiPay Card Charge	£3.00
DD07-2302	Smarty Mobile	Env Officer Monthly Mobile Plan (28/02/23)	£5.40
UT-CHARGE	Unity Trust	Quarterly Banking Charge (31/03/2023)	£18.00
Payment requests received before agenda published			
BACS715	Meppershall Village Hall	Hall Hire - 13/02/23	£36.00
BACS716	Scotts Ground Maintenance Limited	Removal of dead tree at ORM	£96.00
BACS717	Scotts Ground Maintenance Limited	Clearing of Carne's copse on CP	£1,020.00
BACS718	HMRC	Qtr 4 ER NI, EE NI & PAYE	£457.28
BACS687(Repeat)	Standard Life	Clerk Pension payment (prev. returned income)	
BACS719	Austin Group Ltd t/a Bin Liners.co.uk	Bin bags	£30.00
BACS720	Derybyshire Services t/a Pickerz	Litter pickers and bin bag hoops	£137.88
BACS721	AJ Products (UK) Ltd	Mobile Container Truck	£130.80
BACS722	AJ Products (UK) Ltd	Mobile Container Truck Handle	£41.94
BACS723	Budgens Meppershall	Defib seminar refreshments	£5.14
BACS724	A Marabese	Expenses	£286.95
BACS725	Mr J Stirling	Reimbursement of mileage	£33.30
BACS726	ACM Business Services Ltd	Telecoms (internet and Landline)	£144.00

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL

HELD IN THE VILLAGE HALL, MEPPERSHALL ON MONDAY 13TH MARCH 2023

- ii. To delegate authority to the Clerk to arrange for the payment of any products or services prior to 31st March 2023.

Proposed Cllr Thompson/Seconded Cllr Merryweather. Resolved to delegate authority to the Clerk for the payment of any products or services where an invoice is received prior to 31st March 2023. Carried.

882. PLANNING AND HOUSING

a. Applications since last Council meeting for consideration.

- i. CB/23/00556/LB & CB/23/00555/FULL - The Hollies, 2 Shillington Road, SG17 5ND - Listed Building: Erection of part single and part two-storey rear extension and internal alterations.

Proposed Cllr Thompson/Seconded Cllr Chapman. Resolved that the Council has no objection to planning application 23/00556 & 23/00555. Carried.

- ii. CB/23/00469/FULL - 48 Orchard Close, SG17 5LW - Single storey front extension and infill of existing open porch.

Proposed Cllr Thompson/Seconded Cllr Chapman. Resolved that the Council has no objection to planning application 23/00469. Carried.

- iii. CB/TCA/23/00071 - The Old Coach House, 10-12 Rectory Road, SG17 5NB - Works to trees within a Conservation Area: remove Silver Birch Tree.

Proposed Cllr Thompson/Seconded Cllr Chapman. Resolved that the Council objects to tree planning application 23/00071 as no reason is given in the application as to why the tree in a conservation areas need to be removed. Carried.

b. Appeals

- i. APP/P0240/W/22/3307451 - CB/22/00799/FULL - The Pigling, SG17 5LL - Erection of two detached dwellings with associated garages and carport. – Amendments.

Proposed Cllr Thompson/Seconded Cllr Chapman. Resolved that the Council continues to object to application 22/00799. Carried.

883. NEIGHBOURHOOD PLAN

a. Report from the Chair of the Neighbourhood Plan Steering Group.

The Clerk has discussed with the Neighbourhood Plan consultant next steps and is progressing these.

b. To approve amended draft Neighbourhood Plan for submission to CBC for External Review and Regulation 16 referendum.

Proposed Cllr Thompson/Seconded Cllr Chapman. To approve the amended draft Neighbourhood Plan for submission to CBC for external Review and Regulation 16 referendum. Carried.

884. HIGHWAYS AND TRANSPORT

a. OPCC and RMF grant funding update.

The Clerk advised that no further work has been completed the gateway was installed in January. Installation of the VAS is still pending.

The Clerk was asked to continue to chase Highways on the installation of the VAS again.

b. Update on road safety improvements on new developments – Cllr Seaman.

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL

HELD IN THE VILLAGE HALL, MEPPERSHALL ON MONDAY 13TH MARCH 2023

Councillor Seaman is awaiting an update from Davidsons have responded but have requested approval from CBC for this initiative to move forward.

c. To consider actions due Hoo Road closure by Anglian Water in May – CBC 100730.

MPC has received details from CBC regarding the closure of Hoo Road opposite The Mow from 9th to 12th May. This complete road closure will affect residents whose homes are further down the bridleway. The Clerk was asked to write to CBC and requests details of provisions made for residents who live further down the bridleway and suggest that they carry out a letter drop to notify residents of the closure.

885. ENVIRONMENT AND LEISURE

a. Update on Allotments.

The Clerk advised that new plot holders continue to come forward.

b. Update on Dog Fouling campaign and consideration of any actions required.

The MPC dog fouling social media campaign is due to finish in April but continues to receive positive feedback. Unfortunately Mrs Thorne collected 5 bags full of dog mess from Old Road Meadow, councillors were extremely disappointed in uncaring dog owners for this. The Clerk was asked to organise signage stating that dogs should be on leads in MPC open spaces. They will review the situation later in the year and if dog fouling does not improve, they will consider not permitting dogs in MPC owned open spaces. *The Clerk was asked to make a Freedom of Information request to CBC regarding the number and location of fines given for dog fouling in the area. The Clerk and Councillor Standbridge were also asked to come up with a social media campaign aimed at nuisance dog barking.*

c. To approve A & B Gardening as 2023-2024 grass contractors.

Proposed Cllr Thompson/Seconded Cllr Merryweather. To approve the appointment of A & B Gardening Ltd as MPC 2023-2024 grass contractors. Carried.

886. CLOSE OF THE MEETING

The Chairman closed the meeting at 9:00pm and reminded everyone that the next meeting would be the 17th April 2023, starting at 7pm in the Village Hall.

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

Glossary

- CBC = Central Bedfordshire Council
- DMC = Development Management Committee
- GPC = Gravenhurst Parish Council
- MPC = Meppershall Parish Council
- MVH = Meppershall Village Hall & MVHT = Meppershall Village Hall Trustees
- NP = Neighbourhood Plan
- ORM = Old Read Meadow Nature Reserve
- VAS = Vehicle Activated Sign