

MEPPERSHALL PARISH COUNCIL



MINUTES OF AN ORDINARY MEETING OF THE COUNCIL

HELD IN THE VILLAGE HALL, MEPPERSHALL ON MONDAY 20TH NOVEMBER 2023

PRESENT: **Councillors:** Parsons (Chair), Addy, Avrili, Merryweather, Russell, Seaman and Wright.

The Clerk: A Marabese.

Others: 7 members of the public.

The Chairman declared the meeting open at 7:15pm.

969. **APOLOGIES FOR ABSENCE**

- a. Councillor Standbridge and Ward Councillor Stephenson provided apologies that were accepted.

970. **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.
Proposed Cllr Parsons/Seconded Cllr Seaman. Resolved to extend the meeting finish time beyond 2 hours. Carried.
- c. Other information
 - The Meeting of the Parish Council was preceded by a presentation to Mr Peter Chapman of the Freedom of the Village. The Chairman wished to thank all those who had attended.

971. **MEMBERS INTERESTS**

- a. To receive declarations of interest from Councillors on items on the agenda and requests for dispensations for disclosable pecuniary interests.
No declarations of interests or requests for dispensation received.

972. **PUBLIC SESSION**

At this point (7:20pm) the Chairman suspended Standing Orders to receive reports from our Ward Councillor, 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 Stephenson provided a report that was read by the Clerk in his absence:

- Policing - The Bedfordshire Police and Crime Panel sat on 24th October. At the last Parish Council, Councillors expressed concern about speeding and anti-social behaviour. The PCC was asked if the budget to support Speedwatch is greater now than in prior years and we are told that it is. The PCC believes that the funding to watch schemes overall has doubled. No commitment that more will be done. The Panel challenged the PCC about the progress in hiring community police officers. This was a condition of the Panel endorsing the council tax precept increase last year, so they are pushing for more officers for visibility in our villages. CBC is now setting up its own police and crime panel to focus on priorities for our towns and villages, of which Councillor Stephenson will be a member.
- Highways - Briefing with Highways Officers held on 23rd November. At the Sustainable Communities Oversight and Scrutiny Committee on 2nd November, recognising that so little was in the plan for Meppershall this year, it was asked what influence Ward Councillors will have on the highways priorities for 2024/25. Ward Members were told that the new administration is following a data led approach, using the data from e.g. Fix My Street and

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL

HELD IN THE VILLAGE HALL, MEPPERSHALL ON MONDAY 20TH NOVEMBER 2023

officer inspections, rather than information from Ward Councillors. Ward Councillors therefore need to manage expectations. In response, Councillor Stephenson has submitted a motion to the CBC Full Council this Thursday requiring the Council to consult with ALL ward members on the annual highways plans and to report on progress every quarter. An update will be provided on the voting for or against this. If successful, it should at least give us all more visibility into decision making and more transparency over the projects.

- Requirement to show ID to visit the Tidy Tips – Ward Councillor Stephenson has received several emails from residents about these new requirements. Some are concerned about having to show their ID at all (due to privacy concerns), and others, are concerned that it could lead to fly tipping along our country lanes. A question has been submitted to the CBC Full Council meeting this Thursday to probe the Executive Member about the assessment completed before the decision was made.
- Schools for the Future - The CBC administration issued a statement on SFF in our cluster. Councillors in our area remain concerned that our schools still have no certainty about their future.
- Ward Councillor Grant Scheme - Pleased to recently support the Meppershall Good Neighbours Group with a grant. The money will be used to purchase a fold up wheelchair which will be helpful getting residents to and from medical appointments and the like. I will attend their 10th birthday afternoon tea on 10th December. Other groups that would like to apply should contact Cllr Stephenson directly.

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

- Our Ward Councillor has missed 3 of our last 6 meetings and it is vital that we have his presence – *Chairman will discuss attendance with our Ward Councillor.*
- Polehanger Farms – Mr Foster addressed the Council with regards to agenda item 974.a.i. Polehanger Farms is requesting assistance from the Parish Council to further improve the 8 hectares of river woodland (including 1km of paths) that is accessible to local communities. In particular they are looking at letters of support to assist with funding applications for the river woodland. Projects that require funding include improvement of picnic areas, paths, bug hotels etc.
- A resident of Shefford Road requested assistance and guidance from the Parish Council. They have owned the property on Shefford Road since 1986 and subsequent to recent development in the village they have sewage seeping out of manhole covers in their garden. This has happened twice in October. Anglian Water have attended site to clear up and recommended the resident install a non-return valve at the residents cost. The resident raised concerns about the proposed development of 7 Shefford Road (as this would add the already overburdened sewage system) with Anglian Water but was advised that they cannot refuse the planning application. Another resident added that this homes between 14 and 20 Shefford Road are at the lowest point in the sewage system. *The Clerk was asked to include concerns about the overburdened sewage system in the MPC response to planning application 22/02723.*
- A resident of Doxhall Place who faces the Glebe green open space and proposed wildflower meadow raised concerns that the area has not been planted with the correct seed and that there were trees that needed replacing. *The Chairman and Clerk advised there is a contract in place that covers the green open space handover and that MPC have a consultant who is monitoring planting and that it meets the agreed standard. The Clerk will chase Davidsons*

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL

HELD IN THE VILLAGE HALL, MEPPERSHALL ON MONDAY 20TH NOVEMBER 2023

for an update on the open green space, play area, ROW connection and stock netting and fencing.

- A resident informed the Council of an unfortunate incident that occurred last week on the track at Centenary Field where an off leash large dog nearly knocked over his grandson. The owners of the dog were in the fenced cemetery area and had no control over their dog. Is it not a legal requirement that dogs are on a lead in certain areas such as Centenary Field. *The Clerk and Chairman confirmed that if you're walking a dog, you must keep it on a lead (it's an offence not to). This should be no longer than 2 metres, on land covered by a dog order (this includes cemeteries, marked sports pitches, parks, A and B roads, adjoining footpaths and verges). It is also an offence to allow your dog to enter an exclusion area. Exclusion areas include all enclosed children's play areas and closed multi-use games areas. The Parish Council requires all dogs on land owned by MPC to be on a lead. Clerk to issue an article on this.*
- A resident reported having seen children inside the locked fenced pitch. They had climbed over the fencing. What can be done to provide football facilities for them to use. *Football posts will be installed on the main Centenary Field area shortly for all to use.*
- When will bollards be installed outside the village stores? *Clerk to request update from CBC Highways team.*

Standing Orders were reinstated at 7:50pm.

973. MINUTES

- a. To receive and approve distributed minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday, 9th October 2023.
Proposed Cllr Seaman/Seconded Cllr Avrili. Resolved that the minutes of the Ordinary Meeting of Meppershall Parish Council held on Monday 9th October 2023 are an accurate record of the proceedings and that they be signed by the Chairman. Carried.

974. PROCEDURES, CONSULTATIONS & LEGAL

a. Request for support

- i. To consider request from Polehanger who would like written support from MPC to accompany their requests for funding to protect and enhance natural heritage of the farm to different organisations.

The Chairman wished it noted that the efforts of Polehanger Farms and Mr Foster in providing the river woodland are both appreciated and they should be commended for doing so. Councillors were in agreement and suggested that Polehanger Farms could also apply for funding from MPC.

Proposed Cllr Parsons/Seconded Cllr Addy. Resolved that MPC provide support for funding applications made by Polehanger Farms for the River Woodland and that Mr Foster liaise directly with the Clerk on this. Carried.

- ii. To consider request from Meppershall Pre-School to assist with finding a new Chair of their Committee.

Clerk advised 19/11/23 that issue of Chair for group now resolved. They further advised that on 29th November they have a meeting about changing the way the Pre-school is run from a Committee to a CIC. They will advise MPC of the outcome of this.

b. Invitations

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL

HELD IN THE VILLAGE HALL, MEPPERSHALL ON MONDAY 20TH NOVEMBER 2023

- i. To confirm attendance at Beds Police Priority Setting Meeting on 10th January between 6-8pm, Beds Police HQ, Kempston. (Subsequent meetings on 10th April, 10th July 2024, 9th October 2024).

It was agreed that the Clerk and Councillor Seaman would attend.

- ii. To provide update on PCC Annual Parish Conference – Councillor Addy
Councillor Addy reported that it was a good evening with the Deputy PCC in attendance. A common issue raised was of lack of police visibility and a lack of PCSO's recruited. Beds Police are currently experiencing an influx of new staff but this is putting pressure on a lack of experienced staff. There is currently a focus on agricultural crime. Organised crime remains a challenge for the Police, especially 'county lines'. The PCC is throwing weight behind 'watch' groups. The overarching focus was on more community engagement.

The Clerk was asked to invite the Deputy PCC to a future MPC meeting.

- iii. To provide update on BATPC AGM – Councillor Wright
The Clerk and Councillor Wright attended the AGM. In addition to the usual business of the AGM there were presentations from BRCC and the Deputy PCC. It was a great opportunity to network with other parish councillors.

c. Consultations

- i. To consider response to CBC Planning Obligations Supplementary Planning Document (SPD).

It was agreed that the Clerk would respond on behalf of MPC to this consultation including clarification on when CBC would look to introduce CIL and why the process for securing s106 does not include any consultation with parish councils.

d. Village Christmas Fayre

- i. To approve Village Christmas Fayre Risk Assessment and Event H&S Policy Statement to meet MPC insurance policy requirements.

Proposed Cllr Seaman/Seconded Cllr Parsons. Resolved to approve Village Christmas Fayre Risk Assessment and Event H&S Policy Statement with minor amendments. Carried.

e. Procedures

- i. To re-approve (no changes proposed):

1. MPC Investment Policy v2.0
2. MPC Reserves Policy v1.0
3. MPC Freedom of Information Policy v1.1
4. MPC Sustainability Policy v1.0

Proposed Cllr Avrili/Seconded Cllr Addy. Resolved that MPC Investment Policy v2.0, MPC Reserves Policy v1.0, MPC Freedom of Information Policy v1.1 and MPC Sustainability v1.0 are re-approved. Carried.

f. Centenary Field Toddler Play Area

- i. To review and approve proposed Centenary Field Toddler Play Area license agreement with MVH.

Deferred to next meeting pending MVHT feedback.

g. PC Stores

- i. To review and approve proposed PC Stores license agreement with MVH.

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL

HELD IN THE VILLAGE HALL, MEPPERSHALL ON MONDAY 20TH NOVEMBER 2023

The Clerk and MVHT's have prepared a draft PC Stores licence agreement for both organisations to review and sign. The draft agreement was circulated to councillors with meeting papers.

Proposed Cllr Merryweather/Seconded Cllr Addy. Resolved to approve the signing of the PC Stores license agreement with MVH and that Councillors Parsons and Seaman, together with the Clerk sign on behalf of MPC. Carried.

Councillors also asked the Clerk to create a Centenary Field toddler play area license agreement for review at the next meeting.

h. IT and Communications

i. Update from the Clerk.

A report on website usage was circulated to councillors at the beginning of the month. The Clerk advised all IT issues are up to date. The Clerk and Councillor Standbridge will be meeting at the end of November to update some parts of the website. The Clerk was asked to review the council membership page.

975. FINANCE

a. Purchase Orders.

i. To approve purchase order requests.

1. Upgrading of Clerk IT software.

The Clerk IT would like to upgrade software to MS 365 Business Standard 1 user – cost £123.60+VAT per annum.

Proposed Cllr Merryweather/Seconded Cllr Avrili. Resolved to approve purchase of MPC 365 Business Standard 1 user at cost of £123.60+VAT (Local Government Act 197 s.111). Carried.

2. D-Day 80 Lamp light of Peace (£55 each).

The Clerk was asked to contact the Church, School, Village Hall and Care Home to see if they would be interested in MPC funding purchase of a lamp for them to display and use.

3. Emptying of village hall bins with MPC bins.

MVHT have asked if MPC would consider emptying bins to the rear of social club when emptying our own. They will provide bin bags and organise waste disposal bins as they currently do. Cost to do this would be max £10 extra per week.

Proposed Cllr Merryweather/Seconded Cllr Avrili. Resolved to approve additional cost of up to £10 to empty MVH bins to rear of Village Hall when doing MPC bins. (Litter Act 1983 s.5). Carried.

4. BATPC Chairmanship training (£45 per session).

Proposed Cllr Parsons/Seconded Cllr Merryweather. Resolved to approve attendance at BATPC Chairmanship training of Councillors Avrili and Wright (Local Government Act 1972 s.111). Carried.

5. SLCC Practitioners Conference (£140).

Proposed Cllr Parsons/Seconded Cllr Seaman. Resolved to approve Clerk attendance at SLCC Practitioners Conference (Local Government Act 1972 s.111). Carried.

6. Post and Rail fence near ditch on footpath from Fildyke Road into Old Road Meadow.

The Clerk was asked to obtain additional quotes for this work for review at the next meeting.

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL

HELD IN THE VILLAGE HALL, MEPPERSHALL ON MONDAY 20TH NOVEMBER 2023

7. Fell sycamore tree at Old Road Meadow.

The Clerk was asked to obtain additional quotes for this work for review at the next meeting.

8. Flail boundary hedges at Old Road Meadow and clear out ditches with digger that are accessible.

The Clerk was asked to obtain additional quotes for this work for review at the next meeting.

9. All other purchase orders.

None

- ii. To review and approve new water contract for allotments and Centenary Field starting from 8th February 2024 (if available).

Deferred to next meeting.

b. Grant Requests

- i. To approve payment of £278.31 (remaining from £500 grant to Munchkins) to Meppershall Village Hall who are supporting the group financially.

Proposed Cllr Addy/Seconded Cllr Avrili. Resolved to approve payment of £278.31 to Meppershall Village Hall on behalf of Munchkins unspent grant. Carried.

- ii. To consider grant applications for inclusion in 2024/2025 budget:

1. Meppershall Messenger for 2024/2025 financial year - £750.

Proposed Cllr Parsons/Seconded Cllr Wright. Resolved to approve grant payment of £750 to Meppershall Messenger for 2024/25 financial year (Local Government Act 1972 s.137). Carried.

2. CPRE for 2024/2025 financial year - £500.

Proposed Cllr Parsons/Seconded Cllr Wright. Resolved to approve grant payment of £500 to CPRE Bedfordshire for 2024/25 financial year (Local Government Act 1972 s.137). Carried.

c. Draft 2024/2025 budget

- i. To review and provide input into draft 2024/2025 budget.

The Clerk and Councillor Wright confirmed that they had started work on the budget for 2024/2025 and provided council with a copy of the current draft budget. The Clerk was asked to forward a colour copy of the budget to all councillors for review and comment.

d. Bank Accounts

- i. The Clerk and Councillor Wright reported that they had reviewed the current method of funds management and deposit accounts and were investigating alternatives. A formal proposal will be made in January.

e. Document approval.

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

Proposed Cllr Avrili/Seconded Cllr Russell. Resolved to approve Bank Statements & Reconciliations Current Account 181, Savings Account 048 and MultiPay 29-08-23 and 26-09-23. Carried.

f. 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 two councillors present at the meeting.

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL

HELD IN THE VILLAGE HALL, MEPPERSHALL ON MONDAY 20TH NOVEMBER 2023

Proposed Cllr Parsons/Seconded Cllr Wright. Resolved that the schedules of payments as presented (excluding payment BACS821 and BACS 823 that are to be challenged) be approved and authorised for payment by Councillor Parsons. Carried.

| Payment No: | Payee | Purpose | Amount | MultiPay Card |
|---|--------------------------------|--|-----------|---------------|
| Payments made prior to meeting date including direct debits, standing orders, salaries etc | | | | |
| DD01-2310 | Standard Life | Clerk ER Pension Contribution (16/10/2023) | | |
| SO01-2310 | A Marabese | Monthly Salary (16/10/23) | | |
| SO01-2311 | A Marabese | Monthly Salary (21/11/23) | | |
| FA01-2310 | Mrs V Thorne | Salary (13/10/23) | | |
| FA02-2310 | NEST | EE Pension Contribution | | |
| FA03-2310 | NEST | ER Pension Contribution | | |
| FA01-2311 | Mrs V Thorne | Salary 21/11/23 | | |
| FA02-2311 | NEST | EE Pension Contribution | | |
| FA03-2311 | NEST | ER Pension Contribution | | |
| DD02-2311 | Everflow | Allotment Water 8/152/23-7/1/24 | -£317.18 | In credit |
| DD03-23 | ICO | Data Protection renewal fee | £35.00 | |
| DD06-2310 | Lloyds Bank | Multipay monthly charge (29/08/23) | £3.00 | Yes |
| DD04-2310 | Smarty Mobile | Clerk Monthly Mobile Plan (19/10/2023) | £7.20 | Yes |
| DD04-2311 | Smarty Mobile | Clerk Monthly Mobile Plan (19/11/2023) | £7.20 | Yes |
| DD07-2310 | Smarty Mobile | Env Officer Monthly Mobile Plan (28/10/23) | £5.40 | Yes |
| BACS817 | Amazon Services Europe S.a.r.L | Dod Poop Bags | £26.99 | Yes |
| Payment requests received before agenda published | | | | |
| BACS818 | Scotts Ground Maintenance | Add sand to play areas | £144.00 | |
| BACS819 | Meppershall Village Hall | October meeting hall hire | £39.00 | |
| BACS820 | SLCC | Clerk annual membership fee | £124.08 | |
| BACS822 | Scotts Ground Maintenance | Bin emptying | £120.00 | |
| BACS824 | Mrs V Thorne | Expenses - Petrol | £8.60 | |
| BACS825 | Scotts Ground Maintenance | Bench resetting on CF | £1,032.00 | |
| BACS826 | Royal British Legion | Poppy wreath donation | £50.00 | |
| BACS827 | JRB Enterprise Limited | Dog dispenser bags | £69.90 | |

976. PLANNING AND HOUSING

a. Applications since last Council meeting for consideration.

- i. CB/22/02723/FULL - Land at and to the rear of 7 Shefford Road, SG17 5LJ - Demolition of no.7 Shefford Road and associated outbuildings. Erection of 39 dwellings (including 30% affordable housing) with access, parking, open space, landscaping, drainage and associated infrastructure and 5.no serviced self-build plots. Comments by 22nd November.

Proposed Cllr Russell/Seconded Cllr Merryweather. Resolved that the Council objects to planning application 23/02723 as previously with the addition of sewage issues. Carried.

- ii. CB/21/04142/OUT - The Airman Hotel, Meppershall, SG17 5JF - Outline Application: extension to the existing hotel to provide an additional 30 en-suite bedrooms and the erection of 9 self-contained lodges. The existing car park to be expanded and remodelled to provide a total of 80 car parking spaces. A new point of access from the Hitchin Road to provide a delivery access with turning and unloading facilities and 15 staff car parking spaces. Landscaping and biodiversity enhancements. All matters reserved apart from access. Revised drawings received. Comments by 29th November.

Proposed Cllr Parsons /Seconded Cllr Wright. Resolved that the Council objects to planning application 23/04142 as previously with the addition of issues concerning traffic monitoring. Carried.

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL

HELD IN THE VILLAGE HALL, MEPPERSHALL ON MONDAY 20TH NOVEMBER 2023

- iii. CB/23/03095/FULL - Hoo Farm House, Chapel Road, SG17 5NQ - Removal of lean too elements to garage to create rear/side extension, 104 solar panels, new replacement vehicular driveway with change of use of highway grass verge amenity land to residential garden land. Comments due date to TBC.

Proposed Cllr Parsons/Seconded Cllr Merryweather. Resolved that the Council delegate response to this planning application to the Clerk once details of newly submitted drawings and details are received. Carried.

977. NEIGHBOURHOOD PLAN

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

The Clerk and Mr Pain met on 13th November to review next steps required to push the neighbourhood plan forward. It was a productive meeting where they resolved many outstanding issues and are now organising a meeting with the CBC Floods Officer to better understand comments and requests made by them.

978. HIGHWAYS AND TRANSPORT

a. Update on road safety improvements on new developments

Councillor Seaman is awaiting an update from Davidsons and CBC regarding the 20mph speed limit request at Woodlands Rest. The Clerk has chased Davidsons regarding this again today.

b. Resurfacing of footpaths at top of Hoo Road at junction with Shefford Road.

Councillors raised concerns about the state of the footpath at the top of the Hoo Road junction with Shefford Road. Some nearby elderly residents have fallen and others are hesitant to use the footpath due to its' poor state of repair. It was agreed that details should be added to Fix My Street and that the Council would chase up the issue with CBC Highways Officers / Ward Councillor.

979. ENVIRONMENT AND LEISURE

a. Update on dog fouling campaign and issues arising.

Councillor Avrili continues to replenish dog fouling bags as and when required. She reported that Centenary Field is better and Old Road Meadow is OK at present.

b. To review recommendations from Environment and Leisure Working Group:

- i. To approve allotment rent charges.

Proposed Cllr Merryweather/Seconded Cllr Avrili. Resolved that the Council approve allotment charges as the tables below. Carried.

| From 1 st October 2025 | | |
|-----------------------------------|--|---------------------------|
| Plot Size | Meppershall Residents and pre-October 2018 tenants irrespective of residency | Non Meppershall Residents |
| Category A < 120m ² | £16.20 | £18.00 |
| Category B 121-160m ² | £21.60 | £24.00 |
| Category C 161-200m ² | £27.00 | £30.00 |
| Category D 201-240m ² | £32.40 | £36.00 |
| Category E 241-280m ² | £38.70 | £43.00 |
| Category F 281-320m ² | £43.20 | £48.00 |
| Plot Deposit | £60.00 | £60.00 |

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL

HELD IN THE VILLAGE HALL, MEPPERSHALL ON MONDAY 20TH NOVEMBER 2023

| From 21 st November 2023 for all new tenants / From 1 st October 2024 for all current tenants | | |
|---|--|---------------------------|
| Plot Size | Meppershall Residents and pre-October 2018 tenants irrespective of residency | Non Meppershall Residents |
| Category A < 120m ² | £14.85 | £16.50 |
| Category B 121-160m ² | £19.80 | £22.00 |
| Category C 161-200m ² | £24.75 | £27.50 |
| Category D 201-240m ² | £29.70 | £33.00 |
| Category E 241-280m ² | £34.65 | £38.50 |
| Category F 281-320m ² | £39.60 | £44.00 |
| Plot Deposit | £55.00 | £55.00 |

- ii. To approve Grass Cutting and Grounds Maintenance Tender for 2024-2027.
Proposed Cllr Merryweather/Seconded Cllr Parsons. Resolved that the Council approve the publication of the Grass Cutting and Maintenance Tender for 2024-2027. Carried.
- iii. To create a Dog Walking area at Crackle Hill extension.
Councillors once again discussed the issues of dog fouling on Centenary Field. They covered issues including; the effect dog fouling has on residents using the area for numerous recreation activities, closure of the pitch to prevent dog walkers using it, requirement for dogs on leads, signage, cost of providing dog poop bags, responsible dog owners versus non responsible dog owners and how a future exclusion zone would be managed if dogs were not permitted access to Centenary Field. The Environment and Leisure working group proposal is to create a fenced dog walking area within the Crackle Hill extension, with MPC creating a Byelaw banning dogs from Centenary Field. It is also proposed that the area could be hired for dog agility classes etc. This would require the installation of fencing, a gate, signage and possibly securing cameras, and the creation of a byelaw.
The Clerk was asked to obtain quotations for items required to create the designated dog walking area and investigate the process for creating a byelaw. Signage is also to be altered to show that dogs must be on a lead when on MPC owned land.
- iv. To approve next litter pick event
The Clerk and Councillor Avrili would like to organise a litter pick event on Saturday 27th January.
Proposed Cllr Avrili/Seconded Cllr Merryweather. Resolved to approve litter pick event for 27th January (risk assessment already in place) and cost to provide refreshments for volunteers and bin bags. Carried.
- c. To approve response to CBC Recreational Open Space Strategy Survey.
Completion of ROSS survey delegated to Clerk.
- d. **To review Annual Play Area Inspection Reports.**
Deferred to next meeting.

980. NOMINATION OF MEPPERSHALL VILLAGE HALL TRUSTEE

a. To discuss and consider nomination of Meppershall Village Hall Trustee

The Clerk and Councillor Addy are working together on seeking nominations.

981. PERSONNEL

a. Community and Environment Officer update.

MEPPERSHALL PARISH COUNCIL

MINUTES OF AN ORDINARY MEETING OF THE COUNCIL

HELD IN THE VILLAGE HALL, MEPPERSHALL ON MONDAY 20TH NOVEMBER 2023

The Environment and Leisure Working Group have reviewed the job description as requested by full council and the Clerk has made changes and improvements. They have also made recommendations regarding the pay scale to be approved under the next agenda item. It was suggested that the Clerk advertise the role in January so that a new member of staff can be in place for April 2024.

b. To approve implementation of new national pay scales backdated to 1st April 2023.

Proposed Cllr Parsons/Seconded Cllr Avrili. Resolved to approve implementation of new national pay scales with Clerk salary backdated to 1st April 2023. Council noted that this will require standing order payments of the Clerks pension to Standard Life to be amended going forward and also an additional payment to cover pension back pay. Also resolved to set other staff pay scale at SCP 4 from 1st January 2024. Carried.

982. CLOSE OF THE MEETING

The Chairman closed the meeting at 9:55pm and wished all present a Merry Christmas. He reminded everyone that the next meeting would be the 8th January 2024, 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
- MPC = Meppershall Parish Council
- MVH = Meppershall Village Hall & MVHT = Meppershall Village Hall Trustees
- NP = Neighbourhood Plan
- ORM = Old Read Meadow Nature Reserve
- PCC = Bedfordshire Police Crime Commissioner
- VAS = Vehicle Activated Sign