

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Meeting held at the Village Hall on Monday 27th November 2023 at 7.00pm

PRESENT: Eric Benton, Nigel Jacobs, Richard Draycott, Russell Adams, Mark Brooks, Borough Councillor Graeme Coombes, Lizzie Barnicoat (Clerk) and two members of the public.

1. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all attendees, there were apologies for absence received and accepted from Parish Councillors Jo Bampton, Marc Frost and Borough Councillor Andrea Spice.

2. DECLARATION OF INTEREST FOR THE MEETING:

There were no new declarations of interest received for the meeting, EB item 5. b) declared it was noted.

3. OPEN FORUM:

Cllr Coombes reported on the Local Plan Inspector letter released today, awaiting Borough Councillor briefing the following day to include written feedback and circulation from that. The evangelical church move to the Methodist Church communications were outlined being mindful of the Neighbourhood Plan wording relating to places of worship in the parish, a planning application is expected shortly.

Elstow Lake dewatering application question was raised and clarified with the latest given on the site visit earlier that day from Cllr Coombes.

GC took leave at this point of the meeting

4. PARISH COUNCILLORS ABILITY TO CO-OPT

The Parish Council had received two completed application forms for new Councillors. It was unanimously agreed to co-opt, Annaliza Singleton, resolution passed. Clerk to issue new Councillor paperwork, including Register of Interest form and Declaration of Acceptance of Office. MF to set up new Councillor email address.

Action 11.01: Clerk/MF

5. PLANNING AND DEVELOPMENT:

a) 23/02451/MAF Change of use of agricultural land to equand the construction of an American-style Barn and Arena/Manege at Vicarage Farm 53 Bedford Road - the Planning Working Group had reviewed the application and recommended the Parish Council respond highlighting the Council have no objection, however, to seek clarity on the reference to personal use of the equestrian facility and the safe management of the waste discharge from the site, resolution passed.

Action 11.02: PWG

b) 23/02437/FUL One and two storey rear extension, raise side roof to existing single storey to create room in roof with dormer windows at 127 Cotton End Road - *EB declared an interest in this application so took no part in the discussion or vote*, the Planning Working Group had reviewed the application and recommended the Parish Council respond highlighting the Council have no objection on the application, resolution passed.

Action 11.03: PWG

c) 23/02355/FUL [Single storey rear extension at 13 Pollards Close](#) - the Planning Working Group had reviewed the application and recommended the Parish Council respond highlighting the Council have no objection, resolution passed.

Action 11.04: PWG

d) 23/02299/LBC and 23/02298/FUL [Repair, alterations and extensions to existing building, including reconfiguration of residential units, single storey and two storey rear extensions, creation of natural swimming pool, associated parking, hard and soft landscaping at Cottage Retreat 5 - 7 Bedford Road](#) - the Planning Working Group had reviewed the application and recommended the Parish Council respond highlighting the Council have no objection, The Parish Council are supportive that suitable repairs are undertaken to ensure the immediate safety of this listed building and its long term survival. This is an important building within the village. It is an important part of its history and it should not lose any of its visibility from those public open spaces that surround it (i.e. Allotments, Burial Ground, Jubilee Way). It would appear that it is proposed to put in fencing along the allotment boundary that would prevent such views of the listed property.

The Parish Council has concerns regarding access off Jubilee Way especially for large vehicles. There are services to the Allotments, Bowls Club and Football Pavilion down the edge of Jubilee Way and these would be crossed by any vehicles gaining access to the application site off Jubilee Way. Historically this access has been rarely used and was given as the then resident only had a car which he used infrequently and he usually used the access off the track behind the Red Lion.

The Parish Council would want this access off Jubilee Way to be restricted to emergency vehicles and only if they couldn't the properties via the track in front of 5-7 Bedford Rd..

Any maintenance vehicles should be small enough to use the access off the track behind the Red Lion. Any damage to these services alongside Jubilee Way should be repaired at the applicants cost. It should be noted that there is no current or planned hard surface to access this gate from the application site.

The Parish Council's other comments are.

Garden Area. Whilst the rear garden immediately next to the properties is shown as 'shared courtyard' there is no indication of how the remaining land within the boundary is split between the properties. Is this also shared or are specific parts allocated to both properties? This is relevant to commenting on access to both properties.

Access. Will both properties have access off Jubilee Way? i.e. will there be a right of access to no 5 across no7 land?

The Parish Council would want all construction traffic (heavier traffic) to use the access off the track at the back of the Red Lion. This is in order to avoid any damage to the services which run along the edge of Jubilee Way.

Internal Layout. Whilst the division of the building on the ground floor stays as it is ,with the connecting door removed, the division on the first floor is shown as proposed to be changed i.e. what is currently bedroom 5 in No7 Bedford Rd is proposed to be Bedroom 1 in no 5. Is the line dividing the two properties in the correct position or is it the intention to add a bedroom to No5 and take one away from No7?

Fencing. It is noted that it is proposed to have fencing along the site edge bordering the allotments. This would remove the current views of this listed property from the public track through the allotments. This is the better view of this listed property and its setting as the area to the front of the property is very narrow and therefore you can't see the property that well as you are stood right next to it.

Parking. The space shown for on site open air i.e. not in the garage, parking at No 5 would appear to be small and awkward to enter / exit one of these open air parking bays if the other one is occupied. Does it meet the Council's required space to safely enter or exit these bays?

As the track in front of the house is narrow there should be restrictions put in place banning the parking of vehicles along it.

The Parish Council accepts that re-configuring the internal layout makes sense if they are to be two separate dwellings, either of which could be sold separately from each other.

The proposed reconfiguration would avoid the current access to bedroom 2 being via 3 other bedrooms i.e. in turn via bedroom 3, then bedroom 4 and finally bedroom 5. Concern about viability of the structure with such level of work.

Councillors unanimously agreed the above comments to be submitted to the application, resolution passed.

Action 11.05: PWG

e) 23/02165/FUL Changes to front elevation to include doors, windows, roof, wall cladding material, sign board, new door at the front and reduced the footprint of the building. (development already commenced) at Unit 1, 1 Cotton End Road – amended plans - the Planning Working Group had reviewed the application and recommended the Parish Council respond highlighting the Council have no objection on the basis the use of the building is solely for the use of motor trading, resolution passed.

Action 11.06: PWG

f) South of Bedford strategic placemaking planning policy meeting with consultants feedback – meeting had taken place with representatives from Elstow and Wilstead Parish Councils who had met with the Borough Council Planning Policy Officers and independent consultant working on developing the policy document. NJ and EB attended along with the Clerk, copy of the presentation shared with all Councillors, a range of work is taking place ahead of the early engagement with stakeholders expected to take place in February before a full consultation in spring time. It was noted that this work will now possibly be in jeopardy in light of the Inspector letter regarding the Local Plan.
g) Bedford Road and Longmeadow Drive land transfer update -

Action 7.13 (22): EB/SP *To pursue acquisition of land off Bedford Road, EB to forward contact and Land Registry details to SP who volunteered to contact the local authority urgently* SP had completed community asset transfer form, progress of this has been chased in October and November. Form had had to be resubmitted to a different department at the local authority, this has been done, chased again January and more recently. Officer reply received in July and amended plan to exclude the balancing pond has been requested. Communications with the Officer had remained ongoing, with the Councillors considering whether the balancing bond should or should not be included. Currently the Internal Drainage Board manage the balancing pond, it was agreed that a yearly cost to be established and confirmed along with the

management plan going forwards. The IDB had sent clear advice on the management to the Parish Council in October 2023. Communications remain ongoing with the Bedford Road adoption earmarked for early next year transfer, with the balancing pond excluded, the Parish Council need to agree a legal representative to manage the transfer, it was unanimously agreed to use as Sharmans Law as the Parish Council as the legal representative.

Action 7.13 (22): Ongoing

Action 10.06: NJ *To contact Persimmon to alert them to the Parish Council unable to take the balancing bond in light of the professional Internal Drainage Board advice but happy to take the remaining open space land*

Action 10.06: Complete

The Longmeadow Drive transfer negotiations remain ongoing in light of the Parish Council not wishing to take on the balancing pond given the Internal Drainage Board feedback. This was noted by Councillors with the Clerk reading the Officer communication: *In regards to the other pond, the Board have had very little to do with it. You mention that it has not received any maintenance in quite some time. I have had a look at the original planning application for the site and the pond receives all of the surface water from the development and it discharges in to the highways ditch along the A6 via an orifice plate. This is something the Board would not take on without a significant financial contribution and the developer would have to reinstate the assets to original condition. I would exercise caution if Wilstead Parish Council were to take ownership of these. Depending on the agreement, the PC may be responsible not just for the physical land but also the assets which run through it. This could also be the flood risk and civil engineered assets in the area and the PC could be liable for any damage to property as a consequence of insufficient maintenance or failing assets*

It was noted the Council is awaiting response from Persimmon currently.

Action 11.07: EB/NJ

h) Consideration of any planning applications received after the publication of the agenda – none received.

6. BOROUGH COUNCILLOR REPORT

MF report had been shared ahead of the meeting.

Action 6.07: GC/MF *To seek prioritisation of the village average speed cameras* A communication with MF, GC, Clerk and EB to collate and revisit this with Allan Burls. A summary had been collated for this to be followed up then by MF alongside the recent resident petition for improved highways safety in the parish. The petition had been due to go to the October full Borough Council meeting, however, because of the bi-election it was deferred to the November meeting. It appears that it is promising for the average speed cameras with the scheme progressing to being started in Cotton End Road in the near future.

MF updated the latest, that the Cotton End Road cameras to go in this financial year with a further agreement that the Luton Road average speed camera will be moved to the cross road in the next financial year 24/25. The revised location of the Cotton End Road camera was discussed. The Parish Council confirmed that £30,000 be allocated as previously agreed funding to enable both projects to go forwards. With Councillors mindful that there will need to be a redeployment of the Speed Indicator Devices in the parish

currently. MF was thanked for the support with this. This is going to full Council shortly for approval it was noted.

Action 6.07: Ongoing

Action 6.08:MF/GC/Clerk *To explore real time information boards for the village with a cost enquiry to be made with the Borough Council.*

Action 6.08:Ongoing

Action 7.04: GC *To share a letter from the local authority to the Planning Inspectorate seeking legal advice on the Local Plan* **Action 7.04: Ongoing**

7. FINANCE MATTERS

a) Quotes for consideration -

Action 9.01: Clerk *To follow up clearer signage for Jubilee Way when approaching from Luton Road as it is not clear where the road is, signage options looked at* A site meeting had taken place with a Borough Officer recently meeting MB and EB, options were detailed, quotation had been circulated. Further quotation sought for some additional items, it was agreed to authorise up to £1300 excluding VAT for the signage to enable the signage to be ordered and installed between meetings, resolution passed

Action 9.01: Ongoing

It was asked to seek a quotation for the highways humps to be painted in yellow along Jubilee Way.

Action 11.08: Clerk

Village Footpath group meeting hire of the hall for quarterly meetings request received, *NJ declared an interest in this item and took no part in the vote.* It was unanimously agreed to place in the 2024/25 budget a provision for hall hire to cover these meetings bi-monthly, resolution passed.

Grass cutting contract – had requested a quotation for the 2024 season from the current contractor, awaiting feedback.

Fire safety equipment at Jubilee Centre – following the recent fire safety inspection a quotation was considered for work costing £398.92 excluding VAT, it was unanimously agreed to pay for these changes, resolution passed by the Parish Council.

At the October meeting discussions were as follows regarding legal advice:

In light of the likelihood for there to be a further planning application at this site for new dwellings at the rear of this site Councillors discussed it. The deed of agreement language it was felt needs to be established with legal advice to be sought for the right of access. It was unanimously agreed to proceed with seeking legal advice, on the legal wording to understand the implication for Jubilee Way with concerns on the road surface suitability and associated utility works as well. It was agreed to allocate a budget of up to £5,000 for the associated legal advice being sought, resolution passed. MF to follow up initially.

Action 6.14:EB *To seek legal advice on the right of access off Jubilee Way in light of potential future development coming forwards* **Action 6.14: Complete**

Action 10.03: MF *To follow up appointment of legal advice to support with land boundary matter* This had been actioned and Sharman Law had fed back to the Parish Council request.

Action 10.03: Complete

Action 10.04:EB *To seek quotations and considerations for the hedge work to be laid*

Action 10.04: Ongoing

The boundary of the site was walked with the new site owner and some Parish Councillors present in light of the survey work done. The fencing is

now up it was noted, marking the boundary. Filling the ditch was discussed, it was felt it would be good to have it levelled but filling the ditch with unknown building waste materials would not be appropriate. Hard coring the area to improve the parking area Councillors supported in principle, with the hedge being laid over the winter time to bring a more aesthetic finish to the area.

It was noted that Action 10.03 and Action 6.14 had been completed as Sharman Law had provided some feedback to the Council's questions relating to the right of access. In regards to Action 10.04 there had been a further more recent site meeting with the landowner of 5-7 Bedford Road to discuss the boundary. A survey had previously been done to try and establish a clear boundary with it being agreed to hold an extraordinary Parish Council meeting on 6th December at 7.30pm to discuss further how best to determine the establishment of the boundary line .

Action 11.09: Clerk

b) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. Eric Benton	Reimbursement of book vouchers for school competition	£50.00
2. Bedford Borough Council	installation of two bins	£1954.21
3. Bedford Borough Council	election recharges	£45.73
4. Andy Muskett Ltd	Christmas lights	£1104.00
5. A R Worboys Ltd	Grass cutting SI2180	£708.00
6. A R Worboys Ltd	Hedge maintenance SI12204	£2088.00
7. CPM Playgrounds Ltd	Play area inspection	£156.00
8. Defib Store Ltd	Replacement battery VH unit	£342.00
9. Neville Funeral Directros	Burial payment received in error	£300.00
10. Paul Riches Skips	Allotment skip	£360.00
11. Sharmans Law	Legal advice re boundary	£648.00
12. Vanquish Fire Ltd	Jubilee Centre fire safety work	£478.70

Accompanying invoices filed ahead of this meeting in the Invoices and Quotations folder of Parish Council documents held online within the folder for this meeting in Office 365 SharePoint As minuted in March 2020 the F&GP WG is delegated to approve and pay urgent items electronically (with retrospective approval at the next PC meeting). However, these items are yet to be paid, so it is proposed that payment of the above be made.

Payments made as per direct debit agreements:

Plus Net Telephone and broadband	£29.74 direct debit
Swalec Street lighting energy	£117.50 direct debit
3G CCTV Wifi	£12.00 direct debit

Payments made between meetings to be ratified:

Backlight Ltd Administration October £978.84

Paramount Steel Fence allotment fence £4807.07

MB declared an interest in the above payment so took no part in the vote.

Councillors unanimously agreed to approve the expenditure above.

c) Asset register recommendation from Working Group – a detailed review of the register is being undertaken, it is proposed that a full inventory is

done with assets allocated being separated out to align with Parish Council Working Groups. The Working Group Spokespersons are kindly asked to review the list of assets to confirm if they are or are not in situ. Assets to be included on the list going forwards with a value of £500 or above and play area surfaces not to be included as an asset. It was unanimously agreed to move forwards with this approach.

Action 11.10: Clerk

An updated schedule will be a future agenda item. **Action 11.11: Clerk**

d) Initial budget and precept calculations – as is usual at this time of the year, work had already commenced on the Parish Council budget for 2023/24, with council tax base information expected closer to Christmas from the local authority. Spokespersons were asked to look through their budgets for this year as well as planning forwards to next year ahead of the next meeting.

Action 11.12: All

8. CORRESPONDENCE AND INFORMATION RECEIVED:

NALC Events Bulletin emails

Age Partnership email promoting services

BBC Planning weekly list email

Homewatch newsletter copy

Homewatch article submitted

Online playgrounds promotional information

CPRE update emails

Bank statements

ERTA Voluntary Transport email

Allotment tenant various communications

Burial ground and associated communications

Copied into communications regarding water supply contractor communications for new supply at Jubilee Way

Local Representatives Group EWR various communications

BBC Dates of Parish Meetings/ Local Events

BBC Monthly elections email update

Rural Grant communications with BBC and Village Hall – responded accordingly

Workplace Health Bulletin: October and November 2023

Wilstead Parish Council expression of interest and completed application form – actioned

Wilstead Parish Council expression of interest and completed application form – actioned

Wilstead Primary School letter from Wilstead Childrens Parliament regarding highways safety by the school – EB to respond

Wilstead/Wixams Community Woodland communications regarding S106 payments with BBC

Village Hall defibrillator battery replacement communications – payment being processed

Cambridge Building Society communication confirming renewal of bond

Cambridge Building Society communication confirming renewal of bond

Eastern Power Networks payment of wayleave received £68.57

Wave Business bill showing £135.21 credit

SSE Energy Solutions letter detailing eligibility for business support fund – up to £500 off will be automatically credited to the account

Parish Councillor apologies for the November meeting MF running late

Jubilee Way Bowls Club light repair site meeting communications

Read our Community Matters newsletter

Resident communication regarding overflowing litter bin at Longmeadow Drive – responded to and signposted to Persimmon

ARW LTD WILSTEAD PC INV S12180 10.10.23 – agenda item

National Highways A421 Skid resistant resurfacing

Christmas lights contractor communications and invoice – agenda item

Crime Statistics for 1st to 15th October 2023 – circulated

CPM Playgrounds Ltd play area inspection – circulated

CPRE Hedgerow Project - Expressions of interest – circulated

Update from OPCC CEO Following Mid-Bedfordshire By Election

Please get in touch - we need to speak to you about the information you've provided 4615

Public Meeting - Pedestrian safety at Wilstead crossroads communication from resident highlighting safety concerns – items within the list for the Borough Council

Jubilee Centre Fire Risk Assessment

BBC BACS remittance £150 Ward Fund for defibrillator installation

South of Bedford Strategic Placemaking meeting communications

£9m capital for healthcare across BBC communications from Wixams Parish Council copied into

Final Reminder: Last chance to Order for Remembrance 2023

East West Rail: Keeping You Connected - Edition 11

Bedfordshire Police Culture Media and Sport Funding Opportunity

BATPC Update - Stewartby & Kempston Hardwick PC Named Star Council Finalists, County Committee Elections, Finance Training in November – circulated

Wilstead Village Hall Management Committee Parish Council representative attendance – MB attended

Borough Councillor GC communication regarding Wixams GP Facility copied into

Resident communication regarding building breach – responded to and signposted to local authority, also contacted Borough Council directly

Marston Vale Line - East West Rail Community Conversations communication via the village website

Borough Councillor MF The Department for Health £1 million Defibrillator Fund Now Open

EWR Co Bedford Marston Vale Local Representatives Group – Meeting summary for review – shared by NJ

Request from Foothpath group to have meeting venue hire funded by Parish Council – agenda item

Playground Equipment & Surfacing for Wilshamstead Parish Council promotional information

Crime Statistics October 16th to 31st 2023 – circulated

Resident communication regarding parking of vans from Briar Bank along Longmeadow Drive – resident responded to, followed up with Borough Councillor MF who is supporting with the matter

BBC Elections Monthly NOA

Copied into Persimmon communications regarding the land transfer
Grounds maintenance promotional information from Lloyds Ground Maintenance

Resident communication requesting larger bin to be located at Whitworth Way play area – responded to

Resident communication regarding Whitworth Way play area piece of equipment – responded to, followed up and actioned

BBC Greyfriars Bedford Development Brief Consultation

Village Hall internet password communications

BBC Rural Grant communications with Village Hall – followed up

Burial Ground charges comparisons considerations

Wilstead highways items list communicated to Borough Councillors

Bedfordshire Police Annual Parish Conference Minutes 2023 – circulated

Defibrillator pads delivery communications

BATPC Update - Pay Award Agreed, Free Christmas Comms Resources, Chairmanship Training Reminder

Bedfordshire Police VERU Annual Report 2022/2023

BATPC Local Government Services Pay Agreement 2023 - New Payscale

BBC Publication of Register of Electors

Resident communication regarding road drainage responsibility – responded to and signposted to local authority

Bedfordshire Police new OPCC funding opportunities 2023/24 – Cameras, Tickets and Collisions, Road Safety Fund – circulated

Parish Councillor vacancy expression of interest and completed application form – responded to, followed up

BBC noticeboards and newsletters information requested – responded to

EWR Co Community Conversations November/December 2023 – circulated

Asset register reworking communications with the Finance and GP Working Group – agenda item

Wilstead Primary School Ofsted report received

Borough Councillor GC shared Updated Five Year Supply of Deliverable Housing Sites statement – circulated

Parish Councillor vacancy expression of interest and completed application form – responded to, followed up

BBC Officer communications regarding road signage quotation for Jubilee Way and facilities off the road

Resident communication regarding missing dog exclusion signage at Whitworth Way play area – responded to, followed up

CIL Parish Transfer November 2023 letter – circulated

Diversity and Inclusion Training at Wilshamstead Parish Council promotional information

Hiscox Risk Academy: access to documents, templates, and training at your fingertips

Crime Statistics Nov. 1st to 14th 2023 – circulated

National Highways Important roadwork information: A421 Noise barrier replacement

Advice about Jubilee Way, 1987 Deed and 5-7 Bedford Road copied into communication

Fee estimate - Purchase of land at Bedford Road from Sharman Law – circulated
 Borough Councillor MF report – circulated
 BATPC New Councillor Induction Sessions - Booking Now Open – circulated
 Bedfordshire Police Safer Streets 5 - full details of approved projects
 Copied into resident communication to Mayor of Bedford regarding Flooding
 Drains & Dreadful 'Emergency Support'
 ARW LTD WILSTEAD PC INV S12204 17.11.23 – agenda item
 Bedfordshire Police OPCC Rural Crime Events_December 2023 – circulated
 Contractor quotation for Bowls Club light repair
 BBC Officer communication Wilstead/Wixams Community Woodland money transfer update received
 BBC Monitoring Officer communication
 BBC Officer communication regarding having gullies cleared around Elms Lane following resident communication and report to Highways Helpdesk
 EWR Co Bedford Marston Vale Local Representatives Group – materials for meeting now available
 Rural England Prosperity Fund - Grant information for Parish Councils – circulated
 Village survey of dog exclusion signage communications
 JB apologies for the November meetings
 BBC Officer communication regarding planning breach matter
 Bedfordshire Police Inspiring change, transforming lives, delivering safer communities - new Chrysalis Centre
 Borough Councillor MF flooding in underpass communication copied into for information
 RSPCA - netting on Jubilee Playing Field communication – responded to, circulated, actioned and fed back
 Bedford Borough Councillor MF tree removals in Dines Close, Wilstead copied into
 Borough Councillor MF communication regarding the planning latest for Elstow Lakes site
 Launch of A428 Legacy Funding: Social Value and Community Funds - circulated

Planning Working Group membership it was unanimously agreed to add Russell Adams to the Group.

Action 11.13: Clerk

9. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 16th OCTOBER:

All Councillors unanimously agreed approval of the Parish Council 16th October meeting minutes. The Working Group items to be listed as an appendix to the meeting minutes.

10. CLOSE OF MEETING:

Chair closed the meeting at 8.40pm

The following items are a collation of the latest reports from Parish Council Working Groups and, whilst they represent the latest status, they were not

discussed at the meeting as none required a decision to be made and no further explanation was necessary.

PLANNING

DECISIONS TO BE NOTED:

23/02113/AOC 22/01335/FUL - Condition 10 Construction Management Plan (discharge of condition) at East View 37 Ivy Lane – Refused

23/02116/AOC 22/01335/FUL - Condition 3 Materials (discharge of condition) at East View 37 Ivy Lane – Permitted

23/02115/AOC 22/01335/FUL - Condition 7 Landscaping (discharge of condition) at East View 37 Ivy Lane – Permitted

23/01989/FUL Single storey side and rear extension to existing post office and shop; first floor side extension to existing flat at Wilstead Post Office 33 Cotton End Road - Refused

ANY OTHER PLANNING MATTERS:

Action 4.02: PWG (21) *To action contacting planning enforcement regarding 166 Cotton End Road The fencing remains in situ, to be reported.*

Action 4.02 (21): PWG

Action 2.04: Clerk (22) *To follow up with the Borough Council Officer to investigate what could be done to improve cycling facilities in the village as well as the link along the A6 to be safer for users. Yo Highton and Melanie MacLoed at the Officers who will give an update on this, all that is known is that the local authority are just about to start work on the preparation of a Local Cycling and Walking Improvement Plan for the Borough. This document is expected to be ready in the autumn time.*

Action 2.04 (22): Ongoing

Action 3.06: PWG (22) *To follow up the 'call in' for the Elstow South application as it is an application of significant concern to the Council*

Action 3.06 (22): PWG

Action 4.02:PWG *To follow up at end of Hampton Close moving forwards with making a public right of way application to the local authority on this matter given it has been walked by residents for over thirty years.*

Action 4.02:Ongoing

Action 4.03:PWG *To follow up if the wildlife habitats being reported as a wildlife crime can be followed up with the local Police as well, contact with resident to be made to see if this has been done.* **Action 4.03:Ongoing**

Action 6.02: Clerk *To write to dwelling around parking safety as well as a request to be made for H bars to be added to safeguard resident driveways Planning enforcement feedback received the issue had improved, though noted that awaiting H bar feedback so follow up can be actioned accordingly.*

Action 6.02: Ongoing

Action 6.03: GC/MF *To follow up the change of use application process and impact assessment carried out at the time of the application.*

Action 6.03: Ongoing

Action 6.04: NJ *To follow up why such change of use applications are not formally consulted on by the local authority.*

Action 6.04: Ongoing

Action 10.01: EB/Clerk *To follow up with the Neighbourhood Plan reference to the impact assessment from a resident raised previously along Church*

Road, this to be followed up in relation to the Neighbourhood Plan.

Action 10.01: Ongoing

Action 10.02: EB *To follow up the H bar matter, along with the license and conditioning relating to the property as per the previous assigned actions. The change of use planning enforcement had been made with feedback detailing there is no need for a change of use it was noted. EB to follow up with a local business owner and speak to them.*

Action 10.02: Ongoing

Action 10.03: PWG *To submit comments regarding 23/02165/FUL Changes to front elevation to include doors, windows, roof, wall cladding material, sign board, new door at the front and reduced the footprint of the building at Unit 1 1 Cotton End Road*

Action 10.03: Complete

Action 10.04: PWG *To submit comments regarding 23/02083/LBC Urgent structural repair works to grade II listed building at Cottage Retreat 5 - 7 Bedford Road including right of passage along Jubilee Way to rear of 5 – 7 Bedford Road*

Action 10.04: Complete

Action 10.05: PWG *To submit comments regarding 23/01989/FUL Single storey side and rear extension to existing post office and shop; first floor side extension to existing flat at Wilstead Post Office 33 Cotton End Road*

Action 10.05: Complete

BOROUGH COUNCILLOR

Items covered during meeting.

PLAY AREA

Action 7.17 (21): Clerk *To follow up with CPM Playgrounds to review and advise next steps accordingly, regarding the mixing bolt that needs replacing on the Playdale spinner, and the locomotive needs taking apart and reviewing more closely Contractor had been asked to undertake review of locomotive, site meeting arranged on 1st February to look at the spinner with Playdale representative.*

Action 7.17 (21): Ongoing

Action 7.05: PAWG *To explore options with funding opportunities, and it was agreed to consult the village at a later stage when there is more information available for residents to understand the proposals MB had made contact with the local authority and school to discuss the proposed location of the play area improvements which it is intended will have limited encroachment on the area the school use. A further site meeting with a potential contractor has been arranged. Funding opportunities information had been shared with MB. It was noted that the Council agreed once all proposals are finalised total cost will need to be developed and means of funding pursued. It was felt that the £60k in the Reserves budget plus £25k from outstanding CIL payment would be inadequate, the above costs do not include major earthworks or surfacing.*

Action 7.05: Ongoing

ENVIRONMENT

Action 9.10: EWG *To follow up at Crossroads; extensions to yellow line parking restrictions, marking of pedestrian crossing access and cutting back of undergrowth on south side of Cotton End Road approach. RD has been following up on all actions and these are complete with the exception of a definitive answer from the Borough regarding the re-installation of a*

pedestrian safety island at the entrance to Cotton End Road. Still awaiting feedback on this, to be followed up again.

Action 9.10: Ongoing

Action 11.09 (21): MB *Some repairs are needed to the gates into churchyard to refresh the gates* MB to explore quotes for this with a local contractor.

Action 11.09 (21): Ongoing

Action 2.09 (22): RD/EB *To discuss overgrown hedges on the forthcoming highways site meeting looking at VAS locations, Councillors to establish with the Officer the severity of the hedges and possible action the local authority can take on this issue.*

Action 2.09 (22): Ongoing

Action 2.10 (22): MB *To look at the area by the Pollards Close ditch where it has been cut back as it was felt this could be improved* Work is planned in and included in budget plan for 2023/24.

Action 2.10: Ongoing

Action 1.08: Clerk *To ask Andy Muskett to be the contractor to manage the installation of the defibrillator with expenditure of up to £100 agreed* Installed, invoice paid

Action 1.08: Complete

Action 4.04 (22): EWG *To follow up Security patrols at Jubilee Way to take place one visit for a seven day period at a cost of £13.33 per visit including warning them* The services of Arena Security Ltd for one visit for a seven day period had been followed up.

Action 4.04 (22): Ongoing

Action 7.11: EWG *To obtain a "Private Road" sign for Jubilee Way to deter contractors and others*

Action 7.11: Complete

Action 11.07: EB *To follow up the feedback from the last Parish Council meeting with Borough Council Officers to encourage the location down the far end of Cotton End Road to have the maximum coverage possible of this area along with the village centre camera to be located at the Whitworth Way splays* Following the site meeting which had taken place on 1st December to look at the exact locations with Councillors and Borough Officer and fed back to the December Council meeting. It was noted a number of locations proposed were an issue due to location of utilities, or overhead cables, or the ownership of the land, or vegetation hindering. Four locations at the crossroad end were preferred and one at Littleworth (all others having been ruled out for technical reasons). There were reported at the December Council meeting with three areas being investigated still at the village centre area still, with the fourth one being ruled out due to being on private land. The one area identified at Littleworth also is on private land so is having to be revisited to find a suitable area. Given the complexities and to ensure the work is not delayed any further it was unanimously agreed to delegate the positioning to MB and EB along with the Borough Council Highways Engineer. Then one of the VAS units from Cotton End Road to be relocated to Littleworth so they receive some coverage as well.

After the December Parish Council meeting EB had continued to be in regular communications with Allan Burls, Highways Officer to ensure the project moves forward and other sites in the Borough do not move ahead of Wilstead's. Also since the last meeting, the VAS speed data collection information had been shared with Councillors.

Councillors went on to discuss the potential scheme options in considerable detail with three scenarios focused on:

1. Have the camera at the western end of Cotton End Road as close to the crossroads as possible and deter people from speeding past the

school and Post Office but “catch” fewer people speeding because the number of parked cars slows people down automatically

2. Have that camera east of the entrance to Whitworth Way in order to catch the majority of people who speed along Cotton End Road in both directions. However, the Borough engineer has yet to report on the feasibility of any sites in this area.

3. Locate the cameras along Bedford Road

Further Councillor discussion continued, with comments such as, Cotton End Road is narrower than Bedford Road, with more pedestrian movements, plus traffic movements, more properties, so highways safety a greater risk along Cotton End Road. Councillors therefore agreed unanimously the cameras are to be located in Cotton End Road.

The Council then considered the most suitable location along Cotton End Road, taking on board Officer feedback, resident input and Councillor views. It was agreed unanimously that the location of the camera to be prior to the Whitworth Way entrance outside Harry Newman House and at the end of the long straight to capture the maximum number of offenders given the traffic naturally reduces speed outside the village centre as traffic slows down outside Dines Close. It was also noted that the length of Cotton End Road was walked during the recent site visit with the Highways Officer to find a suitable location with only one location deemed suitable in this area.

Discussion then moved to ensuring maximum coverage to the village to improve highways safety, reducing vehicle speeds in light of the VAS unit speed data. The priority the Council agreed to be new cameras in Cotton End Road and then moving a VAS unit outside Dines Close to act as a visual deterrent was discussed. The unit could be placed around the Dines Close splay, with it being suggested to explore if the redundant bus stop area could be utilised for further parking to reduce the congestion around the Post Office area. The Chapel Lane VAS unit to be moved to Dines Close with rotation of the VAS unit possible also to be taken forwards, then the VAS currently on the Ivy Lane side of the road to go to Littleworth. Councillors agreed this would give maximum coverage to the full length of the road using a number of different strategies.

Looking to have new cameras on Cotton End Road would then also allow the existing camera scheme to remain in situ in Bedford Road and Luton Road. With forward planning that a scheme for Bedford Road to be followed up in the next financial year to move the Luton Road camera to closer to the roundabout.

Being mindful a new average camera scheme costs with new cameras costs £83k with £20k committed by the Parish Council, Councillors agreed that there to be liaison with the Officer to establish the shortfall of funds remaining funds of £63k and how this can be reduced. With Councillors unanimously in agreement that some additional Parish Council funds be allocated to the scheme to enable a new set on Cotton End Road. **Action 11.07:EB Ongoing**
Action 11.08: EB *To follow up with Council to know what else they would advise for suitable highways safety measures along the Littleworth area* This had been done at the recent site meeting, it was noted Clerk to request highways pole installation at Littleworth with interim measure proposed that the VAS is placed on existing street furniture if local authority highways agree.

With Councillors agreeing the expenditure for the VAS unit to be moved by Andy Muskett along with the yellow warning plate. **Action 11.08: Ongoing**

Action 1.05: EWG *To monitor the VAS unit displaying kmph not mph being updated* MF confirmed and the VAS located by Ivy Lane has again been reported to the manufacturer for reviewing, March latest manufacturer has been asked to replace faulty unit. **Action 1.05: Ongoing**

Action 2.04: CP *To consider the village cross roads quotations reviewed by Councillors, three looked at with all given the same specification, It was unanimously agreed to award the work to Phil Woskett noting the Parish Council do not own the land but have the landowners permission, this is on hold.* **Action 2.04: Ongoing**

Action 2.05: EB *A new village sign to be made and commissioned for being centrepiece of the work, a design competition to be arranged.* **Action 2.05: Ongoing**

Action 5.03: EB *To liaise with the neighbouring landowner regarding getting the boundary professional marked* **Action 5.03: Ongoing**

Action 6.10: EB *To arrange for a quotation for the Jubilee MUGA shelter* **Action 6.10: Ongoing**

Action 6.11: RA *To arrange a working party to help clear the site initial, it was agreed to allocate up to £2,000 for the maintenance work.* **Action 6.11: Ongoing**

Action 7.01: JB *To liaise with resident on the suggestion of having an H bar fitted in Church Road to assist with the parking issue* It was noted the planning enforcement feedback had determined that no planning breach had occurred **Action 7.01: Ongoing**

Action 7.05: Clerk *To collate a full list of items in the parish that require highways consultation to ensure the expected cost of £4k for lineage A* full list of items relating to highways had been collated and shared with Borough Councillors in November 2023. **Action 7.05: Ongoing**

Action 7.09: Clerk *To follow up the purchasing of replacement bin at Bedford Road and cross roads but the Luton Road and Duck End bins not to be followed up. To arrange dog fouling signs through Paul Pace* Bin item actioned signage ongoing. New bins have been delivered, and installed. **Action 7.09: Complete**

FINANCE AND GENERAL PURPOSES

Action 4.10 (18): F & GP WG *To update and sign the Jubilee Centre lease given the length of time that has now passed and the lack of response from the solicitors and to be registered with the Land Registry.* License to operate the building on behalf of the Parish Council to be followed up, MF to follow up with an annual renewal. **Action 4.10 (18): Ongoing**

Action 2.10: Clerk *To issue Bedford Borough Council with an invoice for part reimbursement of external audit fee* **Action 2.10: Ongoing**

Action 3.10: F&GP WG *To review the Standing Orders and Financial Regulations of the Parish Council to ensure they reflect the employer changes* Clerk collating a policy list for Council to review. **Action 3.10: Ongoing**

Action 9.13: Clerk *To add Memorial Bench £694.95 purchased to be added to Parish Council asset register* Asset register in depth review commenced November 2023 **Action 9.13: Ongoing**

Action 9.14: Clerk To add the new safety surface to the asset register Asset register in depth review commenced November 2023 **Action 9.14: Ongoing**

Action 9.18: Clerk To dispose of some outdated electronic equipment from the Parish Office, as well remove from asset register Equipment disposed of, asset register update to be made, asset register in depth review commenced November 2023 **Action 9.18: Ongoing**

Action 10.23: AC To raise with Village Hall Management Committee through AC electrical charging rapid point suggestion **Action 10.23: Ongoing**

Agreed 11.12: F&GP WG To arrange for the Clerk to have read only access to view the accounts online Clerk to be added to the mandate to save the cost of proceeding with online access as it is £50 a month service.

Agreed 11.12: Ongoing

Action 1.15: Clerk To arrange production of accounting information relating to Wilstead CIL funds separately **Action 1.15: Ongoing**

Action 2.08: Clerk To add J&A Display Boards new noticeboards £3901.20 to the asset register. Asset register in depth review commenced November 2023 **Action 2.08: Ongoing**

Action 3.02: All To come forward if interested in the Parish Council representative vacancy on the Village Hall Management Committee All in attendance encouraged to consider the role. **Action 3.02: Ongoing**

Action 7.01: Clerk To ensure the Google contact details are updated as currently they are out of date MB has been supporting with this.

Action 7.01: Ongoing

Action 9.01: All All Councillors to consider vacancy has arisen on the Wilstead Endowed Charities Trustee which is nominated by the Parish Council, Councillors asked to consider if they would like to come forward.

Action 9.01 (22): Ongoing

Action 9.08: Clerk To add to the Parish Council asset register, benches and defibrillator. Asset register in depth review commenced November 2023

Action 9.08: Ongoing

Action 12.07: MB/EB To receive feedback from MB and EB who will look in more detail at the potential options including phasing. **Action 12.07: MB/EB**

Action 12.08: Clerk To make a Ward Fund application for a village project Clerk had followed up and the Parish Council had secured £1,500 towards play area improvements, this had been actioned between meetings, awaiting confirmation funds have been released, these were received March 2023.

Action 12.08: Complete

Action 6.01: Clerk/EB To arrange for a second key to be cut for the village noticeboard.

Action 6.01: Ongoing

Action 6.09:EB To check the registration of the defibrillator at the Village Hall to ensure it is on the Circuit and who is receiving any associated notifications for the device The device is registered but is currently offline due to battery replacement needed, awaiting delivery of battery November 2023.

Action 6.09:Ongoing

Action 6.16: EB To reimburse £50 to EB following book voucher purchases in light of the recent entries to the village sign competitions November agenda item.

Action 6.16: Ongoing

Action 7.03: Clerk/EB To arrange a standalone event, with refreshments, to meet the Councillor alongside some local representatives from organisations such as Police, and Borough Council including Mayor, so a date in early

October to be looked at including availability It had been challenging to find a date agreeable for the Police, the Police have no availability in November.

Action 7.03: Ongoing

Action 9.11: EB To follow up to check who is paying for the Christmas tree, the Parish Council happy to pay for the tree directly. **Action 9.11: Ongoing**

Action 10.07: Clerk To arrange Bowls Club security light repair needed, it was unanimously agreed to arrange and pay for the repair, with the Parish Council to repair. Andy Muskett to be asked for a quote for the work and how to make the light brighter. Awaiting invoice **Action 10.07: Ongoing**

Action 10.08: Clerk To order Village Hall replacement battery for defibrillator it was unanimously agreed to approve that the Parish Council purchase a new battery for this unit up to £300 excluding VAT, resolution passed. Pro forma received, payment sent, awaiting delivery.

Action 10.08: Ongoing

Action 10.09: Clerk To arrange a 12 month bond with Cambridge Building Society **Action 10.09: Complete**

Action 10.10: Clerk To signpost safer street initiative information in next Homewatch, on website and social media signposting to Philip Eaton from Police. **Action 10.10: Ongoing**

Action 10.11: Clerk To add 20mph limit request outside the school in the village, to the highways list being collated with suggestion further along closer to the crossroads. **Action 10.11: Complete**

Action 10.12: Clerk To hyperlink the meeting documents going forwards for Councillors ease **Action 10.12: Complete**