

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Meeting held at the Village Hall on Monday 26th June 2023 at 7.00pm

PRESENT: Eric Benton, Rusell Adams, Jo Bampton, Marc Frost, Mark Brooks, Nigel Jacobs, Borough Councillors Graeme Coombes and Lizzie Barnicoat (Clerk) and one member 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 Simon Pickett, Richard Draycott and Borough Councillor Andrea Spice.

A second key to be cut for the village noticeboard. **Action 6.01: Clerk/EB**

2. DECLARATION OF INTEREST FOR THE MEETING:

There were no new declarations of interest received for the meeting.

3. OPEN FORUM:

Church Road parking concerns raised around highways safety along this road by the crossroads junction, Parish Council 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.

Action 6.02: Clerk

Borough Councillors to follow up the change of use application process and impact assessment carried out at the time of the application.

Action 6.03: GC/MF

NJ to follow up why such change of use applications are not formally consulted on by the local authority.

Action 6.04: NJ

4. PARISH COUNCILLORS ABILITY TO CO-OPT

It was noted that there are currently three Councillor vacancies

The Wilstead Endowed Charity membership Councillors agreed to approve Viv Riddle as the third Parish Council representative.

5. PLANNING AND DEVELOPMENT:

a) 23/00841/FUL First floor extension to existing single storey dwelling and two storey side extension at 6 Duck End Lane - the Working Group recommendation was to raise concern with amenity space being overlooked at rear of property, the full Council unanimously agreed, resolution passed.

Action 6.05: PWG

b) Update on Local Plan 2040 public hearing sessions – NJ had unfortunately experienced challenges with logging on to the Matter 5 session which had been held remotely due to the number of attendees. Summary of Block 1 sessions. Block 2 sessions start in early September with work to be done on the preparation of the written statements to be submitted for the specific sites nearby which will be heard. It was agreed that Sally Chapman support the hearings as well. Draft submission to be collated for next meeting.

Action 6.06: PWG

6. BOROUGH COUNCILLOR REPORT

Update provided on associated works at the railway, there has been a delay to the project delivery, two lines and one platform is being explored to be expanded. Work also remains ongoing on the local healthcare provision, the project is being reviewed in depth to see where the £800k shortfall can be found. Anti social behaviour from vehicles locally have been reported to the Police recently, as well as highways safety concerns. Councillors have raised the problems along the Wilstead roads, the VAS data to be shared by MF with Highways Officer to seek re-prioritisation of the village average speed cameras.

Action 6.07: GC/MF

Bus services with the new MK1 service has improved but some issues remain with the Grant Palmer service still. Real time information boards were discussed and it was agreed to explore this as a system for the village with a cost enquiry to be made with the Borough Council.

Action 6.08:MF/Clerk

GC took leave at this point of the meeting

A defibrillator has been sourced along with a box, free of charge, the installation will be covered from Borough Councillor Ward Fund, with Parish Council agreeing to fund the pads and battery replacement with Briar Bank providing a contact to do the regular checks.

There to be checks on 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.

Action 6.09:EB

7. FINANCE MATTERS

a) Quotes for consideration -

Jubilee MUGA shelter – this is in need of repair so it was agreed to seek quotations for the work.

Action 6.10:EB

Street lighting quotations – quotations circulated ahead of the meeting, Councillors agreed

Average speed cameras has been covered.

Allotments maintenance – **Action 5.04:RA** *To share some pictures of the current rubbish at the site for Councillors to discuss potential increase in budget* Pictures had been circulated

Action 5.04: Complete

MB and RA declared an interest in the item so took no part in the discussion or vote. The maintenance was discussed being mindful of the rent review due at the next meeting for plots, 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: RA

Street lighting contract – quotations had been shared from a broker, Clerk gave background to quotes, three year fixed rate agreed in principle, with Clerk to follow up with broker to seek clarity for a 12 or 24 month option. With the F&GP WG to review the final options before agreement.

Action 6.12:Clerk

Telephone and broadband – PlusNet service is being withdrawn, having reviewed the market, Zen appears to be best value and reliable, Council agreed to pursue with F&GP WG finalising the deal to ensure best value.

Action 6.13: F&GPWG

Overhanging vegetation in some areas of the village was raised as being an issue, the management of these was discussed.

Legal advice to be sought on the right of access off Jubilee Way in light of potential future development coming forwards.

Action 6.13:EB

The Dines Close grass cutting it was noted has been reported to bpha, Clerk asked to follow up after initialing reporting earlier in the month the exceptionally long grass, and note in Homewatch. **Action 6.14: Clerk**

£50 agreed to be reimbursed to EB following book voucher purchases in light of the recent entries to the village sign competitions. **Action 6.15: EB**

b) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. CPM Playgrounds Ltd	Play area inspection	£192.00
2. A R Worboys Ltd	Grass cutting SI1973	£708.00
3. A R Worboys Ltd	Grass cutting SI2005	£708.00
4. A R Worboys Ltd	Grass cutting compound SI2006	£36.00
5. A R Worboys Ltd	Grass cutting SI2042	£708.00
6. Backlight Ltd	Administration May	£978.84
7. Julie Betts	Internal audit	£150.00
8. St John Ambulance	Coronation event support	£126.72
9. South East Security	Maintenance support	£150.00

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:

Land Registry search fees direct debit £9.00

MF declared an interest as RFO, remaining Councillors unanimously agreed to approve the expenditure above.

c) Internal Audit feedback –

Report had been shared with Councillors, questions welcomed, it was noted documents had been published on Parish Council website.

d) Review and approve Annual Governance Accounts Return Section 1 and 2 for 2022/23 – circulated to all, full transaction information, bank reconciliation, copy of bank statements, completed Annual Return, receipt and payments analysis. It was agreed, resolution made to approve Section 1 and Section 2 of the Annual Return, form to be signed, Clerk to make external audit submission. **Action 6.16: Clerk**

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
Crime statistics - forwarded
ERTA Voluntary Transport email
Allotment tenant various communications
Burial ground and associated communications
Beds Police crime statistics – circulated
June Homewatch article submission reminder
EWR Local Representatives Group meeting information
Internal auditor communications
Copied into communications regarding water supply to Bowls Club
Local Representatives Group EWR various communication regarding update to route announcement
Programme Officer Local Plan 2040 public hearing session communications
Resident communication regarding village grass cutting – responded to
Copied into communications regarding Howard Close resident concerns
BATPC New Councillor Induction training – circulated
Resident communication regarding maintenance at Hamptons Close – responded and followed up
BBC communication regarding small section of land between 34 and 32 Bedford Road – responded to
BBC Rural Bulky Waste final scheme – published
Bedfordshire Police Alerts
Resident communication regarding the local authority great tulip giveaway
BBC communications regarding fly tipping in Duck End and by the bottle banks in Bedford Road – actioned
Wilstead Village Hall email verification – actioned
BBC Bike Recycling event to promote information
BBC Riseley Neighbourhood Plan communication
Wilstead speed data information circulated by a Councillor
Allotment constitution request – responded to
Dines Close grass cutting issue logged with BPHA
PlusNet changes to business service communications
Resident communication regarding overhanging trees on Carruage Drive – followed up
Longmeadow Drive site meeting arrangements copied into
Resident communication regarding burial ground maintenance – responded to
Resident communication regarding grass by Red Lion/bus stop – responded to
Play area bark enquiry from another Parish Clerk – responded to
Utility Supplier street lighting energy communications
Resident communication regarding horse chestnut on green and BBC Officer communication feedback – responded to
JACS (UK) Ltd promotional information

Building Back Better High Street information
Bedfordshire Police cluster meeting – circulated
Grass cutting communication by Long Thatch – followed up
Resident communication regarding dogs exercising – following up
Wilstead Charities nomination communication
Home Fire Safety visits information
BBC Great Denham Neighbourhood Plan development update communication
Councillor communications copied into regarding MUGA refurbishment at Jubilee
New Councillor paperwork communications
Better manage your energy cost and access greener electricity
CIL Parish Transfer June 2023 - circulated
BBC Agenda for Standards Committee, Wednesday, 28th June, 2023, 6.30 pm
Member of the public request to access CCTV footage – responded to
BBC Parish and Town council - 20th July 2023 – circulated
Vacancies in the Office of the Police and Crime Commissioner for Bedfordshire [#123457866]
Boundary Line - Wilstead Allotments to Your Property communication copied into
Mazaars AGAR approaching deadline - gentle reminder!
ERTA Voluntary Transport communication the battle for Tempsford - East-West Rail
Resident communication regarding Armstrong Close overhanging vegetation – followed up
Longmeadow Drive Public Open Spaces copied into communications following site meeting
Bedfordshire Police alerts

9. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 15th MAY:

All Councillors unanimously agreed approval of the Parish Council 15th May 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 9.20pm.

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:

23/00802/FUL Single storey flat roof parapet rear extension and Juliet balcony. Garage conversion. Alterations to front elevation. Four new roof lanterns. Rendered walls and natural slates to roof at 61 Whitworth Way – Permitted

23/00635/NMA 21/00008/FUL - Non-Material Minor Amendment to make changes to the site level and height of the bungalow at Land Adjacent To 17 Pollards Close - Permitted

23/00345/AOC 21/00008/FUL - Condition 5 - Energy Statement (Discharge of Conditions) at land Adjacent To 17 Pollards Close - – Refused

23/00190/LDP Certificate to confirm that the details submitted do not require planning permission (Use of the property for C3(b) care home for 2 children (ages 10-18) living together as a single household and non-residential staff) at 18 Bedford Road - Certificate 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 *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: Ongoing**

Action 3.06: PWG *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: 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 5.02:PWG *To submit Parish Council comments to applications*

Action 5.03: Complete

BOROUGH COUNCILLOR

No items to be reported.

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

Action 5.06: Clerk *To check the latest CPM Playgrounds maintenance inspection to see if the £30 repair invoice has been received.*

Action 5.06: Complete

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, awaiting invoice.*

Action 1.08: Ongoing

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: Ongoing

Action 7.13: 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.*

Action 7.13: Ongoing

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 2.08: Clerk *To arrange a site meeting to discuss the parked vehicles on the corner or on the pavement by the newly designed cross roads junction* there is serious concern over the danger being caused by the numerous parked cars. This had been followed up by the Clerk and EWG, with SP sharing further photographs and a site meeting with highway representatives had recently taken place with Andy Prigmore from the local authority. A number of Parish Councillors attended to look at items to address this area of concern.

Action 2.08: Ongoing

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

Action 5.03: Ongoing

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.*

Action 3.10: Ongoing

Action 9.13: Clerk *To add Memorial Bench £694.95 purchased to be added to Parish Council asset register*

Action 9.13: Ongoing

Action 9.14: Clerk *To add the new safety surface to the asset register*

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*

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.*

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 6.11: Clerk *To follow up with Bedford Borough Council regarding the Register of Interests on their website, Updates are needed to be made to the list available on the Borough Council website as it is outdated.*

Action 6.11: 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: Ongoing

Action 9.08: Clerk *To add to the Parish Council asset register, benches and defibrillator.*

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.*

Action 12.08: Ongoing

Action 2.07: Clerk *To commence VAT reclaim shortly* This had been commenced.

Action 2.07: Ongoing

Action 5.01: All Clerk *to circulate the forms electronically so all Councillors have a saved copy of the documents, Acceptance of Office forms completed and Register of Interest forms to be completed as soon as possible for returning to the Clerk*

Action 5.01: Ongoing

Action 5.05: EB *To arrange order of more medals to mark the coronation*

Action 5.05: EB

Action 5.07: Clerk *To set future meeting dates for September onwards.*

Action 5.07: Ongoing