

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Annual General Meeting held at the Village Hall on Monday 15th May 2023 at 7.00pm

PRESENT: Eric Benton, Marc Frost, Russell Adams, Jo Bampton, Mark Brooks, Simon Pickett, Nigel Jacobs, Borough Councillors Andrea Spice, Graeme Coombes and Lizzie Barnicoat (Clerk) and one member of the public.

1. ELECTION OF CHAIR, WELCOME AND APOLOGIES FOR ABSENCE:

It was proposed by MF, seconded by SP, that Eric Benton be Chair of the Parish Council for the coming year, unanimously agreed, resolution passed. EB signed the Declaration of Acceptance of Office form.

The Chair welcomed all attendees, there were apologies for absence received and accepted from Parish Councillor Richard Draycott. Congratulations were also made and welcome to Borough Councillors Andrea Spice, Marc Frost and Graeme Coombes with the workings of the Borough Councillor representatives detailed. Councillors also thanked Chris Purcell for his support during his time as a Councillor.

2. ACCEPTANCE OF OFFICE, REGISTER OF INTEREST FORMS AND DECLARATION OF INTEREST FOR THE MEETING:

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: All

There were no declarations of interest received for the meeting.

3. OPEN FORUM:

It was detailed by the Borough Councillors that there is a defibrillator which has been gifted and is available for installing in Briar Bank upon a suitable and agreeable location being found so this discussion is ongoing.

Resident raised comments about the recent coronation.

4. ELECTION OF VICE CHAIR, TO CONFIRM PARISH COUNCIL REPRESENTATIVES TO OUTSIDE ORGANISATIONS, APPROVAL OF WORKING GROUP STRUCTURE 2023/24:

It was proposed by EB, seconded by MF, that Mark Brooks be Vice Chair of the Parish Council for the coming year, unanimously agreed, resolution passed.

It was noted that there are currently three Councillor vacancies with the Clerk outlining there is no need for notices for election to be published given the recent May election.

The Councillors reviewed the proposed Working Group structure circulated in advance of the meeting, including appointments to outside organisations, such as MF to be the Parish Council Responsible Financial Officer, with NJ

continuing as the Footpath representative. JB to join Planning, Burial Ground and Emergency Response. These appointments and the Working Group structure were unanimously agreed, resolution passed.

The Wilstead Endowed Charity membership was also confirmed, with Councillors expressing their grateful thanks to Barry Huckle for all the work undertaken to support the Parish Council, the Charity as well as dedication to the village as a former Borough Councillor.

5. PLANNING AND DEVELOPMENT:

a) 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 - the Working Group recommendation was to have no objection as long as sufficient off-road parking at the property, the full Council unanimously agreed, resolution passed.

b) 23/00808/FUL Loft conversion with rooflights and new 2nd floor Juliet balcony to South gable end at Reid Court - the Working Group recommendation was to have no objection but the Officer to be asked to take into account any concerns from neighbours regarding overlooking, the full Council unanimously agreed, resolution passed. **Action 5.02: PWG**

c) Ratification of Local Plan 2040 public hearing written statements – the Planning Working Group had submitted written hearing statements for the forthcoming Local Plan public hearings, NJ thanked for the work on this. The full Council unanimously agreed that NJ be supported by Sally Chapman at these sessions to ensure strong representation on the important points highlighted by the Parish Council. It was noted that the local authority are seeking advice on the Local Plan process in light of the recent elections.

d) Feedback from Surveyor's report on Southern Boundary line for the Allotments – this information had been shared with Councillors, including the surveyor report, it was agreed by the Council that the boundary to be professionally marked with EB to liaise with the neighbouring landowner.

Action 5.03: EB

6. BOROUGH COUNCILLOR REPORT

Going forwards there would be a joint report issued by the Councillors to save duplication it was noted.

7. FINANCE MATTERS

a) Quotes for consideration -

Jubilee Way water pipework – MB declared an interest in this item as a member of the Bowls Club so took no part in the vote.

Action 4.04:MB MB to liaise with the Bowls Club and feedback at the next meeting an update on the water pipe upgrade project **Action 4.04:Complete**

MB had continued to follow up with this item, visiting the Bowls Club Committee, feeding back they have agreed to contribute £1,500 towards with project, which Councillors thanked MB for liaising with the Committee and were grateful for the contribution. Feedback had been given to the contractor on moving to a 32mm pipe which brings the project cost for the piping to just over £4k. The Council budget had been £7,500 including VAT so in light of the Bowls Club contribution the works would be completed under budget with the quotations

from Anglian Water and Parrotts, it was agreed by a majority vote to continue with these contractors, resolution passed.

Allotments maintenance – Councillors ratified the gate work at the allotments which had been carried out as per the quotation, resolution passed, *MB took no part in the vote*. It was discussed the ongoing maintenance needs at the allotments with the budget to be increased to £3k, RA to provide Councillors with pictures of the current rubbish at the site before Councillors approve the expenditure. **Action 5.04: RA**

Coronation event – it was outlined that £838 of the budget allocated to date had been spent so far, it was agreed by all Councillors that more medals to be purchased due to there popularity with it being noted this would not go over budget with this additional expenditure, resolution passed. **Action 5.05: EB**
Clerk to check the latest CPM Playgrounds maintenance inspection to see if the £30 repair invoice has been received. **Action 5.06: Clerk**

Councillors noted the newly installed defibrillator had been taken out twice having only recently been installed, new pads ratified at a cost of £70 plus VAT so spare readily available should they be needed.

b) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. BATPC	Membership renewal	£574.00
2. Eric Benton	Defib pads reimbursement	£84.00
3. Backlight Ltd	Administration April	£978.84
4. DBWB	Website hosting	£364.80
5. Robinson & Hall	Allotment boundary survey	£1558.74
6. Play Inspection Company	Play area inspections	£259.08
7. Webmate	Village website	£94.80
8. Jon Digweed	Coronation music	£100.00
9. Mark Brooks	Allotment gate work	£1086.00
10. Mark Brooks	Allotment pedestrian gate work	£287.20
11. Eric Benton	Coronation medals reimburse	£133.50

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:

Councillors resolved for all the above payments to be made. MF, MB and EB took no part in this vote. Councillors ratified the Backlight Ltd revised charges for 1st April onwards which had been budgeted for, resolution passed.

c) Internal Audit feedback –

Action 4/05: Clerk *To share documents online with Councillors and items ready to be sent to internal auditor Julie Betts* **Action 4.05:Complete**
It was noted that awaiting receipt of the report.

d) Review and approve Annual Governance Accounts Return Section 1 and 2 for 2022/23 – it was noted this would be a future agenda item.

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
CPRE May newsletter
Street Trading (new application), outside of town centre, ALL CONSENT
STREETS – Various community litter pick communications regarding event
May Homewatch article submission reminder
BATPC Finance Training Programme – circulated
BBC first half of precept received
Confirmation of Information Commissioner Renewal received
A R Worboys public liability certificate
EWR Local Representatives Group meeting information
Internal auditor communications
UK Community Renewal information for insurance for 2022/23 – shared
Defib training course information – circulated
Bedfordshire Police cluster meeting information – circulated
CPRE AGM information
BBC Officer communications regarding Howard Close complaints copied into
Charities Buying Group big switch off
GC Borough Councillor April report – circulated
Copied into communications regarding water supply to Bowls Club
Resident communication regarding dogs exercising in churchyard off lead – responded to and followed up
Fly tipping at Morgans Close garages resident communications – actioned
BBC Footway resurfacing in Dines Close communication – circulated and published
GC Section 106 communications update
GC Local Plan 2024 Levelling up and Regeneration Bill information – circulated
Resident communication regarding Bus route 44 – EB responded to

Public liability questions regarding the allotment communication
 BATPC AGAR members briefing regarding the audit
 Allotment newsletter communications
 BBC Rural Bulky Waste service – circulated and published
 CPM Playgrounds site meeting and inspections communications – report circulated
 Wixams Academy expansion consultation letter
 Resident communication regarding verges in Dines Close – responded to
 Local Representatives Group EWR various communication regarding update to route announcement
 BATPC is moving address
 BATPC VAT guidance on coronation celebrations
 Initial draft submission to Local Plan examination matter 5 communications copied into
 Wilstead Village sign enquiry – actioned
 Police and Crime Commissioner newsletter April
 Communication regarding future use of the former Methodist Church – responded to
 East Region Enquiries regarding A421 noise barrier replacement works
 Resident communication regarding Bus route 44 – responded to
 Resident communication regarding Bus route 44 – responded to
 BBC communications regarding Luton Road area of grass liaison on cutting going forwards
 Councillor reporting fallen tree along Dragons Wood footpath
 Produce and Garden Show constitution communications
 Resident thanks for the coronation event
 Armstrong Close hedge issue communications
 Resident communication regarding Bus route 44 – responded to
 Programme Officer communications regarding Local Plan public hearing sessions
 Resident concern with dogs in play park at Longmeadow Drive – responded to
 Insurance renewal confirmation
 Resident communication regarding grass cutting in Dines Close – followed up
 BBC invoice communications following incorrect charge for VAS pole installation – credit note issued
 Wilstead Hall AGM notice
 Defibrillator notifications regarding potential usage
 Resident communication regarding village improvements – responded to
 Resident communication regarding tree maintenance work between 19 Pollards Close and the footpath by Church – responded to
 Resident request for dog waste bin at Longmeadow Drive – responded to

9. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 11th APRIL:

All Councillors unanimously agreed approval of the Parish Council 17th April 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 8.50pm and future meeting dates to be set for September onwards.

Action 5.07: Clerk

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:

23/00774/AOC [19/00628/FUL - Condition 13 - Energy Statement \(discharge of condition\)](#) at Elms Mere 96 Cotton End Road – Permitted

23/00669/NMA [22/01197/FUL - Non-Material Minor Amendment to change external finish to brick from render, relocation of front door and alterations to internal layout, alteration of roof on the single storey front projection from hip to gable](#) at 10 Luton Road - Permitted

23/00579/FUL [Loft conversion with raised ridge height and front and rear dormers](#) at 25 Longmeadow Drive – Refused

23/00496/LDP [Certificate to confirm that the details submitted do not require planning permission \(Loft conversion with front, rear and side rooflights\)](#) at 2 Reid Court - Decided Certificate Issued

22/01335/FUL Demolition of existing dwelling, garage, workshops and other outbuildings. Erection of new 1.5 storey detached five bedroom replacement dwelling with garage and associated external works at East View 37 Ivy Lane - Permitted

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 4.01: PWG *To explore seeking support from Sally Chapman with the drafted response to ensure a robust representation along with exploring representation options at the forthcoming hearing sessions As detailed above this had been done*

Action 4.01: Complete

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

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

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 7.08: MB *To arrange a quote for replacement lockable gates at allotments as existing gates are at the end of their life and potentially dangerous. The fence on the east boundary not to be replaced, however, in need of repair* It was noted that MB declared an interest in this item going forwards.

Action 7.08: Complete

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 7.09: MB *To contact Anglian Water for a quotation to provide three separate feeds for the water supply to Bowls Club, Jubilee Centre and Allotment*

Action 7.09: Complete

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 12.10: Clerk/EB *To follow up that it would be useful to have appropriate wording to reflect the collection of a £50 deposit for the allotments, new terms*

and conditions to be issued for new tenants going forwards.

Action 12.10: Complete

Action 12.11: EB/MB *The allotment gate quotation of approximately £2,500 was agreed by Councillors with Parish Council to buy the gates directly, resolution passed. MB to specify and order gates to the correct size and then install*

Action 12.11: Complete

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 4.06:EB *To share information on the location of the current active defibrillators*

Action 4.06:Complete

Action 4.08: Clerk *To seek insurance clarity and information from Borough Council regarding a piece of land on Luton Road relating to inclusion in village grass cutting. This had been followed up, assurance given by the local authority this land is appropriate for grass cutting, Parish Council contractors notified area to be included in village cuts.*

Action 4.08: 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.*

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 11.12: Clerk *To place the Produce Show Committee as a future agenda item Not needed anymore*

Action 11.12: To be Deleted

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 2.03: EB *To establish a clear boundary line along the site is important to engage with a land surveyor to establish the clear line. The private road sign to be implemented as well it was agreed for Jubilee Way*

Action 2.03: Complete

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

Action 2.07: Ongoing

Action 4.07:MF *To arrange an li training session to be run to support all with logging onto SharePoint at the Village Hall in the near future*

Action 4.07:Complete