

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Meeting held at the Village Hall on Monday 16th October 2023 at 7.00pm

PRESENT: Eric Benton, Nigel Jacobs, Russell Adams, Marc Frost, Mark Brooks, 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 Councillor Richard Draycott, Jo Bampton and Borough Councillor Graeme Coombes, Andrea Spice.

2. DECLARATION OF INTEREST FOR THE MEETING:

There were no new declarations of interest received for the meeting, though noted that MF under payments would have an interest as Responsible Finance Officer.

3. OPEN FORUM:

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: EB/Clerk

The H bar follow up to be checked, 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: EB

4. PARISH COUNCILLORS ABILITY TO CO-OPT

Action 9.02: Clerk/EB *To place a further role description in the next Homewatch to try and attract new Councillors* **Action 9.02: Complete**

The Parish Council still have four vacancies it was noted.

5. PLANNING AND DEVELOPMENT:

a) 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 - the Planning Working Group had reviewed the application and recommended the Parish Council response to include reference to car parking provision given it is limited in the local vicinity. There was a discussion on whether the proposal is to reduce or increase the size, with the Parish Council agreeing not to have concern if the footprint is reducing resolution passed.

Action 10.01: PWG

b) 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 - the Planning Working Group had reviewed the application and recommended the Parish Council respond highlighting the Council had no objection to the improvement in principle of the improvements to the listed building, however, are concerned that the property is left to be in such a state or repair that there becomes a danger of it falling down. The Parish Council are also concerned that if the building collapses during the work given the level of remedial items that are required so it is important suitable indemnity cover is in place to safeguard against this

given the importance of protecting this historic listed building, resolution passed.

Action 10.02: PWG

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 10.03: MF

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. Quotations to be sought for the hedge work initially.

Action 10.04:EB

c) 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 - the Planning Working Group had reviewed the application and recommended the Parish Council respond raising an objection with concern over the loss of the off road existing parking at this site. There would also be additional parking created from this extension so this will create more vehicles which have to be parked off site, resolution passed.

Action 10.05: PWG

d) Adjacent parish consultation letter regarding Wixams Retirement Village - the Planning Working Group had reviewed the application and recommended the Parish Council respond with no comments, resolution passed.

e) Bedford Road land transfer update and consideration following Internal Drainage Board feedback regarding balancing ponds -

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. **Action 7.13 (22): Ongoing**

Action 9.04: Clerk *To follow up seeking quotes for both balancing sites to be established regarding maintenance and Councillors having the ability to ask the Internal Drainage Board questions about the sites would be helpful to aid Councillor understanding* Communications had been made with the Internal Drainage Board who made clear the advice on email.

Action 9.04:

Complete

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: NJ**

EB has notified the local authority that the Parish Council are looking to take the land off Bedford Road minus the balancing pond in light of the professional Internal Drainage Board advice: *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 Parish Council could be liable for any damage to property as a consequence of insufficient maintenance or failing assets.*

6. BOROUGH COUNCILLOR REPORT

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. **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**
Reminder that Borough Councillor Ward Fund monies available.

7. FINANCE MATTERS

a) Allotment rents 2024/25 update and policy consideration - RA and MB *declared an interest as tenants and took no part in the consideration.*

Discussion on disposal BBQs at the allotments following this being requested by tenants, it was felt it would be helpful for there to be some benchmarking done on what other allotments do with draft wording to come to the next meeting. The benchmarking is ongoing so to be a future item.

Action 9.09: RA *To arrange a skip for the allotments on 15th October as it is a budgeted item*

Action 9.09: Complete

b) Quotes for consideration -

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.

Action 7.09: Ongoing

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, awaiting details.

Action 9.01: Ongoing

Costings relating to fire safety at Jubilee Centre had been shared with Councillors ahead of the meeting, it was unanimously agreed to ratify that Vanquish Fire be appointed to carry out this work at a cost of £342.00, resolution passed.

Costs for wifi for the community safety cameras Three coverage for the connectivity was outlined, has been confirmed as £5 per month per unit plus VAT for the next 24 months it was unanimously approved.

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.

Action 10.07: Clerk

Bedford Borough Council launches funding support for rural communities information had been shared with the Parish Council.

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.

Action 10.08: Clerk

The Working Group had considered the savings account options due to bond mature soon Cambridge Building Society communication it was unanimously agreed to go for the best rate for a 12 month bond, resolution passed.

Action 10.09: Clerk

c) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. Albion Trees	Maintenance work	£230.00
2. A R Worboys Ltd	Grass cutting SI2157	£708.00
3. CPM Playgrounds Ltd	Play area repairs	£220.80
4. Paramount Steelfence	Allotment fence materials	£4807.07
5. Vanquish Fire	Jubilee Centre fire safety inspection	£342.00

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:

Backlight Ltd Administration September £978.84

Reflections bus shelter cleaning £80.00

South East Security annual maintenance contract £150.00

CPM Playgrounds Ltd play area inspection £156.00

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

d) External audit report – report received, documents shared with all Councillors with the audit report completion letter and audited AGAR, the matter arising was noted regarding the timing of the posting of the electors period to exercise right to view the accounts.

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

Police crime statistics – circulated

Homewatch article submission reminder

Copied into communications regarding water supply contractor communications

Local Representatives Group EWR various communications

PlusNet changes to business service communications

Police and Crime Commissioners Annual Parish Council Meeting

Meeting with the Mayor communications – responded to

BBC Dates of Parish Meetings/ Local Events

BATPC Parkinsons Finance Training - Autumn/Winter

BBC Monthly elections email update

Rural Grant communications with BBC and Village Hall – responded accordingly

Open evening in Village Hall communications with the Police

Christmas lights Wilstead communications

2023 County Committee Elections - Opening of Nominations BATPC

Workplace Health Bulletin: September 2023

BBC Agenda for Standards Committee, Wednesday, 20th September, 2023, 6.30 pm

BBC Wilstead PC resignation communications

Bedfordshire Police Safer Streets competition - For your perusal
Crime Statistics 14th to 31st August 2023 – MB followed up removing Dane Lane from Wilstead parish statistics communications
Crime statistics for September 1st to 12th 2023 – shared
BBC Community Network: a conversation on health inequalities - Thursday 5 October
Resident communication regarding flagpole on Luton Road
Vegetation and Overhanging trees at Wilstead Crossroads copied into communications with Albion tree company
Press Release - Bedford Borough Council launches funding support for rural communities – shared
Bedford Borough Council Citizens' Survey
BATPC Communications, Data and Compliance Training Programme – Update – circulated
BATPC Communications, Data and Compliance Training Programme – Update
Update from Primary Care Supplies
BBC Shortstown Neighbourhood Area
Borough Councillor communication regarding litter spillage - A6/A421 junction
Neighbourhood Watch advert communication – responded to
Wootton Academy Trust: Consultation on Proposed Changes to Age Range Sept 2023 – circulated
Resident communication regarding a property in Bedford Road – responded to
Fire safety at Jubilee Centre communications – agenda item
Important information regarding changes to fire safety legislation from 1 October
Resident communication regarding overgrown vegetation between Pollards Close and Vicarage Lane Foot path
Adoption Of Persimmon Public Open Spaces Wilstead (LP/003815) communications copied into
BBC Great Denham Neighbourhood Development Plan
BACS remittance Bedford Borough Council – precept second half
Police communications regarding village meeting trying to be arranged
Wilshamstead Parish Council - Audited AGAR 2022_23 – circulated
Wilstead Primary School Planning for community liaison copied into communication
Wilstead/Wixams Community Woodland communications regarding S106 payments
Resident concern regarding flooding Subway Wilstead to Wixams – followed up
Family Hubs, your child and you - October 2023
Ward Fund defibrillator communications – payment being processed
PlusNet Important Information about your Business services
Crime Statistics for September 13th to 30th – circulated
Village Hall replacement battery for defibrillator
Willow Grove Primary School, Wixams - S10 Consultation – circulated
Family Hubs, your child and you - October 2023
EWR Co ground survey work and archaeological trial trenching – circulated
MK Illumination - Introducing Christmas 2023

Resident concern over bats in a property along Bedford Road – responded to
Your savings account is due to mature soon Cambridge Building Society communication – forwarded to WG

Potential new Councillors communications – application form shared

Resident communication regarding public footpath signs at The Stables – responded to

The Children's Air Ambulance promotional email

Allotment Tenancy Agreement Received by BATPC – responded to

Resident communication regarding road safety in Wilstead when crossing by the school – responded to

BBC Minutes for Standards Committee, Wednesday, 20th September, 2023, 6.30 pm

EWR Co Bedford Marston Vale Local Representatives Group – action tracker and reminder of the next meeting

Resident communication regarding CCTV – responded to

Parish Councillor apologies for the October meeting

Village Hall communication regarding 12th October booking

Charity Trustees communication

EWR Co Bedford Marston Vale LRG meeting - Wednesday 18 October meeting is now virtual

EB attended Annual Police Crime Commissioner Parish Conference, safer streets initiative outlined from the event, sharing this information in Homewatch, on website and social media signposting to Philip Eaton from Police.

Action 10.10: Clerk

Stewartby Parish Council presented at the event on how Wardens are used to improve the village through different ideas, EB has invited to a future meeting. 20mph limit request outside the school in the village, to be added to the highways list being collated with suggestion further along closer to the crossroads.

Action 10.11: Clerk

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

All Councillors unanimously agreed approval of the Parish Council 11th September meeting minutes. The Working Group items to be listed as an appendix to the meeting minutes.

Clerk to hyperlink the meeting documents going forwards for Councillors ease.

Action 10.12: Clerk

10. CLOSE OF MEETING:

Chair closed the meeting at 9.35pm.

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:

23/01700/LDP Certificate to confirm that the details submitted do not require planning permission (Use of former offices as hairdressing salon) at Dingle Dell Ltd Church Road – Withdrawn

23/01555/AOC 20/01981/REM - Condition 3 - Energy Statement (Discharge of Condition) at Land West Of 1 Hampton Close – Permitted

23/00841/FUL First floor extension to existing single storey dwelling and two storey side extension at 6 Duck End Lane - 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 9.03: Clerk *To follow up with the South of Bedford strategic placemaking consultants feedback that the Parish Council did wish to engage in the process Acknowledgement to feedback received, Clerk informed this would be discussed by those leading the policy process.*

Action 9.03:

Complete

Action 9.05: Clerk *To share information to residents on the flight movement changes noticed in the village including clarity on the London Luton airport movements and where more information can be found*

Action 9.05:

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 Musckett 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 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 professionally 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 initially, 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*

Action 7.05: Ongoing

Action 9.12: RA *To notify the relevant contractors of the tender outcome relating to the work at the allotments*

Action 9.12: 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 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.

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 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.

Action 6.09:Ongoing

Action 6.13: F&GPWG To follow up Telephone and broadband contract to move from PlusNet to Zen This had now happened. **Action 6.13: Complete**

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 6.13: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

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 9.10: Clerk To notify the contractor that the quotation had been accepted for the **Christmas village decorations** that the 46 rope lights be installed as had been done in previous years, with Andy Muskett Ltd quote of £2430.00 accepted for 2023 It was noted that next year the Parish Council would review this and test the market.

Action 9.10: Complete

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

Action 9.11: Ongoing

Action 9.12:EB To accept the quote from Albion trees received for £520 to clear up the area by the bin at the Luton Road green space, Councillors understood the need to clear the vegetation but did not wish for the conifers to be included as these are on private land so a revised figure to be sought then the work it was agreed to go ahead to tidy the area up

Action 9.12:Complete