

## WILSHAMSTEAD PARISH COUNCIL

### Minutes of the Full Council Meeting held at the Village Hall on Monday 6th January 2025 at 7.00pm

**PRESENT:** Richard Draycott, Eric Benton (Chair), Mark Brooks, Marc Frost, Nikki Williams, Russell Adams, Lizzie Barnicoat (Clerk), Bedford Borough Councillor Spice, and three members of the public.

#### 1. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all attendees, there were apologies for absence received and accepted from Parish Councillor Karen Hollands, Chris Carberry. Borough Councillor Graeme Coombes had also sent apologies it was noted.

Jo Bampton had recently stood down from the Parish Council, notification of resignation had been sent to local authority, Councillors wished Jo well and thanked her for her support.

#### 2. DECLARATION OF INTEREST FOR THE MEETING:

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

#### 3. OPEN FORUM:

Whitworth Way road signage to have added that it leads to Wooding Way as well, Councillor Spice to follow up. **Action 1.01: AS**

Congestion around the Whitworth Way road junction which is dangerous relating to highways safety, asking the school to remind parents about considerate parking was suggested.

#### 4. PLANNING AND DEVELOPMENT:

a) 24/01788/FUL Installation of disabled access platform lift at 8 Maple Close - the Working Group recommendation was to make no comments on the application, unanimously agreed.

b) 24/02254/TPO T1 - ASH - Sectionally fell and grind stump due to Ash dieback at 8 Oak Avenue - the Working Group recommendation was to make no comments on the application, unanimously agreed.

c) Ratification of comments submitted for 24/02231/MAO Outline application for the demolition of existing buildings and erection of up to 95 residential dwellings (including affordable housing), public open space (including play space) and associated drainage, landscaping, internal roads, utilities and other service infrastructure. All matters are reserved except means of access at Land At Village Farm 85 Cotton End Road –

**Action 11.02: Clerk** To arrange collation and submission of planning comments for 24/02231/MAO **Action 11.02: Complete**

The following comments were unanimously agreed as having been ratified by the full Council, resolution passed.

Wilshamstead Parish Council wish to object to this application and will set out below the supporting planning policy reasons for this, alongside wishing to also highlight the previous comments sent to the local authority for the planning application that was made for housing development on this site in 2018. The application reference details at the time were: *Application Number 18/00433/MAO – Land to the Rear of 85 Cotton End Road, Wilstead*

Application 18/00483/MAO was refused by the local authority, as such Bedford Borough Council should be mindful of the associated planning policy reasons for refusal, all of

which remain current and valid reasons for refusal now as well in 2018. The reasons for objection and seeking a refusal to this more recent application 24/02231/MAO are:

- The planning application site is totally outside of the Settlement Policy Area for Wilshamstead.
- The application proposes residential development on land identified as open countryside and especially important to the make-up of the village which is well known for its mixture of development and open countryside. The site in question is an important example of countryside brought right into the heart of the village.
- It would mean that if the local authority were mindful to approve this application it would set a precedent for the parish and local area, throughout Bedford Borough, which is a real concern for the Parish Council.
- This site is not a preferred site in the recent draft public consultation document for the Local Plan 2040 which was taken to public examination, therefore this is evidence that it is not meeting the criteria as defined by the Borough Council to be a suitable site for development.
- This area is an important key local green space for retaining a gap in Wilstead, and is needed to retain the village characteristics. Cotton End Road is a distinctive linear settlement area. Creating an in-depth development in this area will be out of keeping, which is why it is important that the characteristics of this part of the Wilstead community is retained. This proposals would be back-fill development which is not a local authority planning policy approach. The development would also impact on the street scene from Cotton End Road
- The Wilstead Neighbourhood Plan (WNP) refers to the Landscape Character Assessment (2020) for this part of Bedfordshire. Paragraph 7.6 of the WNP specifically outlines the need to “conserve the dispersed pattern of settlements – preventing ... infill of villages in order to prevent further settlement coalescence and loss of individual village identity – this is particularly the case for the dispersed, loose settlements and ‘Ends’ such as Duck End. This application, if allowed, would close the gap between Duck End and the remainder of the village.
- This planning application is speculative given the site is not allocated in either the Bedford Borough Council development strategy framework document, the Local Plan, and nor is it allocated in the Wilstead Neighbourhood Plan for housing development.
- Housing development of this scale would in turn have a detrimental impact on the local infrastructure which does not have sufficient capacity to support such a development. The village school is currently over subscribed for example, and there is insufficient local healthcare provision with no local GP surgery facilities. These issues are well documented and are indicative of the challenges they bring to the local community if no infrastructure is added with proposed development.
- A development of this size, represents a 8.3% increase in the number of houses in the village. Such a large development with high density housing would dominate the village in terms of landscape impact which would be severely hindered given Wilstead is a rural community. This proposal would severely impact the important views of countryside to the north from Cotton End Road.
- As the proposed development is situated on the edge of a rural community, with the lack of adequate public transport and a GP surgery would mean all inhabitants would be reliant on travelling by car to access key services, which is not environmentally friendly, or promoting active sustainable methods of transport.
- The Council would also like to point out that this development would not be inline with the sustainability requirements of the local authority. It is actually several hundred metres from any local facilities and sadly there is no public transport that services the feeder road, Cotton End Road, which has no public bus service. Therefore the walk for a bus would be in excess of 400 metres

- The development of this site would have a negative impact on the strategic housing commitment at Wixams.
- There is concern over the proposed highways access, for such a large development which would have sizeable vehicle movements, what is proposed would be an inadequate access. The Council are against the access given the impact it would have on the immediate area by the proposed junction. It is in close proximity to a bus stop which is serviced by a number of school buses, this means at peak times there are not only a lot of parked vehicles in this vicinity, but there is also an increased number of pedestrians, many of whom are children. This has not been considered by the applicant.
- The Parish Council is concerned to read about the proposed displacement of the bus stop along Cotton End Road to construct the proposed site access, the existing bus stop in that location is to be moved further east. This bus stop is serviced by school buses as detailed above and it is very important to have the retention of a safe area for school children to access the school buses. It is important therefore, that any changes are fully outlined at this stage to enable bus operators and local authority Officers in the transport team to be consulted on this element.
- As would be expected with an application of this size, given the rural transport challenges set out above by the Parish Council, there will be a large number of additional vehicle movements generated from this proposed development. The village roads are already an established 'rat run' with highways safety a local issue for the Parish Council and residents. Therefore, there would be highways safety concerns with this development as it will bring increased traffic movements not only along Cotton End Road but also around the centre of the village.
- There is also no consideration in the supporting documents for the large natural burial ground site which is also located along Cotton End Road and has full planning permission.
- There is concern regarding this site and its proximity to the flood plain, as this land does flood and is an identified area. Given this it is also going to potentially cause issues if the land were to be built on as this will mean high insurance premiums which would not be accessible for all occupiers.
- There still remains a concern over the future intentions of this development site if it were to be granted permission, there are clearly aspirations for the site to become larger, this is well documented in the submission by prospective developers for even more houses as part of the Local Plan 2040 call for sites process. In addition there is clearly opportunity built into the outline design for this development that roads have an open access route on the northern edge of the proposed plan. Should a farmer or new development require access to further land to the North of the proposed site the proposed layout of the roads might allow driving right through this planned development. Access for large agricultural farm machinery to service agricultural land at the rear of the development would have to be via Duck End Lane as it is difficult to envisage the roads being able to accommodate such equipment. The machinery would simply not fit on the roads and certainly it would impact on the viability of a site if the developer would have to regularly maintain a highways access and length of road that was to a suitable standard for large farm machinery movements (which might cause long term damage). The Parish Council feel it is important to highlight this point.

The Parish Council also note the Archaeological Officer feedback to this application already raises concerns over the previous reason for refusal not having been fully addressed to the Officer's satisfaction. So, the Parish Council wish to raise this non-compliance to NPPF policy remains relating to: *The proposed development would result in the total loss of three non-designated heritage assets located within the site and result in minor, less than substantial harm to the significance of the adjacent grade II listed buildings Manor Farmhouse and the Granary at Manor Farm. The identified harms are not considered to be outweighed by any public benefits of the proposed development. The*

*development is therefore contrary to Policy 41S of the Bedford Borough Local 2030 and paragraphs 196 and 197 of the NPPF. 03.*

In summary, the Parish Council see no changes in local or national planning policies that mean this site that was refused in 2018, should be determined in any other way in 2024, than again with a refusal. It remains a proposal that would result in residential development inappropriately located in open countryside contrary to the sustainable development objectives of the National Planning Policy Framework. Given it also remains that this application is a proposed development that would result in built development within an area of open countryside, thereby eroding the open, rural character of this area and which would be out of character with the existing grain of development in the immediate locality. The development would therefore be harmful to the character and appearance of the rural area contrary to saved local policies.

The Council wish to add, without prejudice, that if the Officer is minded to approve this application then they ask that the Parish Council be involved in any discussions relating to Community Infrastructure Levy that would be applicable for such a development

d) 24/02452/FUL Single storey side extension, loft conversion with dormer windows and increase roof height at 106 Cotton End Road - the Working Group recommendation was to review the application in more detail ahead of submitting comments. **Action 1.02: WG**

e) East West Rail non-statutory consultation

**Action 11.01: Clerk** *East West Rail consultation to be future agenda item*

**Action 11.01: Complete**

Councillors agreed that concern to be raised with the impact from the proposed works on Bedford Hospital parking facilities which are already limited with the challenges in particular around congestion to be referenced. Also to highlight the concern over the barrier down times, given the barrier down times will be extended with the proposals, the Council wish was that keeping the crossing open and not having bridges over the railway would be better. Clerk to submit.

**Action 1.03: Clerk**

d) Consideration of any planning applications received after the publication of the agenda – 24/02463/MAO Outline application for a residential development of up to 375 dwellings at land at Bedford Road, Wixmas. The application had been shared with the Working Group members. It was unanimously agreed that meeting to be arranged for Parish Councillors and members of the Neighbourhood Plan to discuss the submission of comments.

**Action 1.04: Clerk**

## **5. BOROUGH COUNCILLOR REPORT**

**Action 11.03:MF** *To circulate Borough Councillor report.* **Action 11.03: Complete**

**Action 11.04: Clerk** *To share details of potential bollard option with Borough Councillor MF*

**Action 11.04: Complete**

Local authority Highways Officer feedback noted with regards to the school pupil bollards, reservations about permanent features such as these. As they are permanent, they would need to be visible, particularly at night and anyone who wants to install would have to ensure that they are properly insured. A cheaper solution and one that it used at a number of schools in the Borough are portable signs.

The highways safety challenges throughout the parish, Borough Officer feedback noted that forthcoming highways safety site meeting being arranged to look at village safety in the centre of the village, with Parish and Borough Councillors expected in attendance with the Officer(s). Other items to be looked at include: 20mph zone which local authority support in principle, plus review of safety following the removal of the bus stop lineage. The Parish Council were supportive in principle of funding the cost of the public consultations for the Wilstead highways safety improvements in order to secure work going forwards. AS to take on the communication trail from March 2023 and follow up with the Borough Officer.

**Action 1.05: B Cllrs**

**Action 6.08(23): 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 (23):Ongoing**

**Action 1.04:GC** To see what options there are regarding the Elstow Lake site regarding the investigations being looked into for the type of waste and where the waste will be coming from, GC had been taking this up with Paul Pace at Bedford Borough Council to see what options there are, awaiting feedback from GC. **Action 1.04 (24):Ongoing**

**Action 1.08:AS** To support with the school path maintenance improvements support is still needed as there are steps in the paved footpath which still remain an issue it was noted. AS added that this has been followed up, the feedback was not as positive as hoped but it is being monitored. MF had followed up recently after the July meeting.

**Action 1.08 (24):Ongoing**

**Action 6.01:AS** To follow up 3 Cotton End Road planning concern raised by member of the public **Action 6.01: Ongoing**

## **6. LAND TRANSFER AND COMMUNITY PROJECT UPDATES TO INCLUDE LONGMEADOW DRIVE, HUCKLE'S MEADOW AND COMMUNITY WOODLAND:-**

**Action 11.07 (23): EB/NJ** To await response from Persimmon regarding the Longmeadow Drive transfer negotiations in light of the Parish Council not wishing to take on the balancing pond given the Internal Drainage Board feedback Assurance in regards to the liability if the balancing pond has been maintained the flooding liability elsewhere is not yours, from local authority feedback. Persimmon contact made, they have cut down all the bushes and area around the pond, with a number of Councillors having seen this. During the visit they did not look at the current status of the pond, it appears not to be clearing, AgriPlant have visited the pond who do some work for the local authority to understand how to get the water flow moving again as well as understanding the annual maintenance needs of the ponds in this area. Forecast costs over the next thirty years with inflation to understand how much is needed to be invested over the coming years having run the model with volumes detailed to Councillors. The level of maintenance needed was talked through, the risk of liability has been asked with the contractor as well to understand the responsibility.

Understanding the play equipment costs as well the open space costs as per the balancing ponds calculations to ensure full awareness was discussed by the Council, however, it was felt by many that it was important to move forwards with the land transfer at a risk of losing the site to a management company or the local authority control where the Parish Council would have no say. The Council took a vote on whether to proceed with the transfer of the whole site including balancing pond, there was a Council majority vote for the full transfer to proceed, Cllr. Jacobs voted against, resolution passed.

The latest update for the May meeting was following on the practical completion certificate that Persimmon are chasing the local authority for which had previously caused confusion, it appears does not exist. The local authority are being asked to assist with issuing this certificate on behalf of the authority or Parish Council, as this document is needed for the transfer. The Parish Council continue to monitor, pursue to keep this progressing. Communications remain ongoing with documents being shared between Persimmon and the local authority. The small play area surface is cracking it was noted in the development.

The Practical Completion certificate has been issued, there is now a challenge with waiting a year after the certificate issued under normal circumstances, so there was agreement by the Councillors that this one year to be waived was a suggested approach potentially to enable the transfer to be processed in a more timely manner. A Councillor raised the wooden fence between the boundary of the site by the play area should be checked to ensure it is secure enough.

Some concerns raised regarding the balancing pond lack of maintenance, and the ability of the water to drain from the pond, until it empties properly, it was agreed transfer on hold until this area has been satisfactorily cleared after the recent rainfall and localised flooding. Also reports of the path cracking up from silver birch roots with details of this to be shared as well so this could be followed up with Persimmon. November meeting update is that camera awaiting to be placed still in the balancing pond, no further update since.

**Action 11.07(23): Ongoing**

**Action 2.04: GC/AS/MF** *To support with community woodland transfer which remains outstanding* The latest communication from the local authority in November that resulted as a follow up after the last Local Plan hearings, Borough Councillors had been sent a copy of the latest transfer communications. Teams meeting held with local authority, Parish Council representative, and Forest Centre representative who had raised some items of concern. Current status is awaiting Forest Centre representative to put in writing those items to the local authority. Borough Councillor Frost to help follow up on this.

**Action 2.04(24): Ongoing**

**Action 4.06: EWG** *To consider having signage on site was felt best to be explored and entrance option also to be looked at* Huckle's Meadow work continues, MB declared an interest in this item, it was agreeable by all present for MB to have digger access, other clearance work being undertaken as agreed by A R Worboys. Jo Roberts from Marston Forest Centre to be contacted for looking at additional vegetation coverage in some areas by the WG as well as ongoing liaison with the local authority to establish securing a safe access to the site. Forest Centre have advised on potential contractor for a path on site, also able to plant hedging in the gaps. Site meeting with local authority prior to Christmas to look at the highways access had taken place and work arranged to secure site access.

**Action 4.06: Ongoing**

Public Spaces Protection Order, Dog Control new locations considered, following local authority communication, Councillor discussion, no action to be taken it was agreed.

## **7. FINANCE AND POLICY MATTERS**

**a) Quotes for consideration** – none for consideration.

**Grass cutting contract** – quotation to be sought for the 2025 season. **Action 1.06: EWG**

**Office Holder pay award** – the NALC pay award for 1<sup>st</sup> April 2024 had been received between meetings, consideration by Finance and General Purposes Working Group carried out as part of the budget working considerations. Agreed to award inline with NALC agreement, resolution passed.

**b) Invoices to be paid –**

**Payment of accounts:**

<b>Payee</b>	<b>Service</b>	<b>Amount</b>
1. Go Daddy	Website renewal reimbursement to Marc Frost	£19.82
2. Jubilee Centre	Retainer	£250.00

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:

Zen Telephone and broadband	£40.80 direct debit
Swalec Street lighting energy	£110.27 direct debit
3G CCTV Wifi	£12.53 direct debit

Payments made between meetings to be ratified:

Wilstead Endowed Charities £100 towards ten raffle prizes donated

Reflections bus shelter cleaning £80.00

A R Worboys SI12443 Huckle's Meadow clearance work £3600.00

Councillors unanimously agreed to approve the expenditure above being mindful of MF being RFO declaring an interest, so took no part in the vote, resolution passed.

**c) Finance and General Purposes Working Group budget considerations** - input had been provided into the financial spreadsheet for the forthcoming financial year being mindful of the commitments made to projects supporting village improvements such as the works due to take place prior to the end of this current financial year. It was discussed and unanimously agreed to set the budget by those present with proposed expenditure for 25/26 as £68,827 and the income £11,819 with Council reserve levels covering the Parish Council for any unexpected expenditure in addition to the number of projects with ringfenced and earmarked funds allocated to as displayed on the Reserves tab of the spreadsheet. Resolution passed.

**d) Finance and General Purposes Working Group parish precept considerations for 2025/26** - the local authority supporting information had been shared with all Councillors ahead of the meeting. There was discussion, last year the Band D charge for 2024/25 was £55.01 with the increased number of Band D properties in the village (now 1016) it was proposed to move to £56.10 the Council would then receive £57,000 this year, this was unanimously agreed, resolution passed.

Clerk to submit precept request to the local authority.

**Action 1.07: Clerk**

## **8. CORRESPONDENCE AND INFORMATION RECEIVED**

NALC Events Bulletin emails

Age Partnership email promoting services

BBC Planning weekly list email

Homewatch article submitted

Online playgrounds promotional information

CPRE update emails

Bank statements

ERTA Voluntary Transport email

Allotment tenant various communications

Burial ground and associated communications

Communications from land owner regarding boundary line – followed up

BBC Planning Parish Consultation letter for 24/02231/MAO – agenda, circulated

BBC Officer communications regarding pedestrian refuge bin misuse at Bedford – chased

Resident communication regarding overflowing dog bin – followed up

BBC Decision sheet for Rural Affairs Committee, Monday, 25th November, 2024, 6.30 pm

Healthwatch Bedford Festive lunch invitation - Parish Councils

CPRE November 2024 newsletter

Wilstead Pre-School Fundraising communication – responded to

BBC Officer communications regarding average speed camera installation/calibration communications – updates circulated to Councillors

Persimmon communications, BBC Officer communications relating to Longmeadow Drive – ongoing

BBC Officer communications copied into regarding pedestrian refuge at Wilstead Crossroads (pedestrian warning sign) - chased

CPRE November newsletter

Wilstead Homewatch article submission

BBC Officer Recycling regarding bin in road at Church Road – followed up, Borough Councillor MF copied in

BBC Highways Officer communication regarding highways items in the parish – followed up

Bedford Borough Council Parish and Town Council Update - circulated

Councillor follow up communications copied into with Anglian Water regarding the water metres

Cambridge and County Building Society Your bond is due to mature soon communications

Borough Councillor feedback on Christmas lights switch on

Chairmanship Training with BATPC - Dates and Booking Details

BBC Planning Parish Consultation letter for 24/01788/FUL – agenda item, circulated

Copied into communications regarding nursery at Jubilee Centre usage

Jubilee Centre grass cutting communication clarity

BATPC Local Government Services Pay Agreement 2024/25 – agenda item

Request for keeping chickens on the allotment communication feedback given

Surface Water management The Pastures - site meeting communications follow up copied into

BBC Officer follow up pedestrian refuge at Wilstead Crossroads (pedestrian warning)

Latest VARS Data

Resident communication regarding planning application at Village Farm copied into – actioned

BBC communications regarding Huckle's Meadow maintenance work

Cambridge and Counties Welcome to your new fixed rate bond

Crime Statistics for Nov 13th to 30th 2024 – circulated

BBC CIL Parish Transfer December 2024

Consultation for Willow Grove Primary School Admission Arrangements 2026 – circulated

BBC Public Spaces Protection Order - Dog Control new locations – circulated, agenda item

Resident communication regarding highways safety in Cotton End Road – responded to and followed up

BBC Officer communication regarding request for 20mph zone

BBC Officer communication regarding lineage work in Cotton End Road

ARW LTD WILSTEAD PC INV S12443 – agenda item

BBC Officer communication regarding Persimmon land transfer copied into

BLMK ICB winter Communications and engagement campaign, 16 December to 06 January

Resident communication regarding defibrillator checks – responded to

Resident communication regarding planning application at Village Farm – responded to

BATPC Updated Programme of Communications and Data Compliance Training - circulated

Councillor communication regarding dog bins in the parish – followed up

BBC Planning Application 24/02231/MAO acknowledgement of comments

BBC Parish and Town Council Update – circulated

Crime Stat's for 1st Dec to 17th Dec 2024 – circulated

National Highways Important roadwork information - A421 eastbound between A603 / A421 roundabout Black Cat Roundabout essential maintenance

East West Rail: Keeping You Connected - Edition #15

Grounds Maintenance Service for 2025 communication

CPRE December newsletter

Village Hall front hedge communications copied into ahead of work being carried out and

Tree Warden communications

Reporting Back: PTCN December 2024

**BATPC** Final Update of 2024 - Affiliation Fees, National Insurance Note, Planning Training and Star Council Congratulations

BBC Parish Precept Declaration 2025-2026 - circulated  
BBC Planning Parish Consultation letter for 24/02452/FUL – agenda item  
Jubilee Centre Annual Retainer – agenda item  
East West Rail scoping report consultation – circulated  
Your GoDaddy Renewal Notice – agenda item  
BBC Planning Re-consultation letter – agenda item  
Parish Councillor resignation – responded to  
BBC Elections team communications regarding Councillor vacancy – actioned  
BBC Planning Parish Consultation letter for 24/02463/MAO – agenda item  
Parish Councillor CC apologies for January PC meeting – noted

## **9. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 25<sup>th</sup> NOVEMBER:**

All Councillors unanimously agreed approval of the Parish Council 25<sup>th</sup> November, it was agreed to approve the minutes. The Working Group items to be listed as an appendix to the meeting minutes.

## **10. CLOSE OF MEETING:**

Chair closed the meeting at 8.10pm with next meeting to be 10<sup>th</sup> February.

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:**

11/02095/AOC 11/00500/LBC Condition 3 sample panel - Two storey side/rear extension and alterations to listed building at 34 Bedford Road - Disposed of  
24/01947/S73A Erection of outbuilding/summer house for incidental use. (Development already carried out) at 177 Cotton End Road – Permitted  
18/02864/AOC 18/00482/S73A - Condition 5 - Car and Cycle Scheme (Subdivision of one dwelling house to two dwelling houses (development already carried out)) at 34 Bedford Road - Status Unknown

### **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. Chased March 2024*

**Action 2.04 (22): Ongoing**

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

**Action 3.05:PWG** *To have a formal meeting with Robinson and Hall to measure the site boundary out which is the first step on this matter* It had been agreed to carry out a site visit to have a formal measurement of the boundary which is a separate matter to the access along Jubilee Way to the proposed development area. Awaiting site visit to be arranged.

**Action 3.05: Ongoing**

**Action 10.02: Clerk** *To arrange meeting with service director, alongside the associated Planning Officer and Planning Policy Officer to better understand how 24/01566/MAO will be considered in light of the Borough Council Local Plan position and the village Neighbourhood Plan.* Wixams End also to be discussed. Potential meeting dates circulated, meeting expected shortly.

**Action 10.02: Ongoing**

**Action 10.08:Clerk** *To administer communications on behalf of the Parish Council to the landowner it was agreed.* It was felt best to proceed to mediation on this matter, with Sharman solicitors hopefully able to help with how to arrange an independent individual to assist with mediation. Clerk was communicating as point of contact it was noted.

**Action 10.08: Ongoing**

## **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 1<sup>st</sup> 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. Feedback was received: When the old junction was adapted to be a mini-roundabout, in order to fit the required roundabout diameter it was unfortunately necessary to remove the old pedestrian refuge. As a consequence we installed new crossing points as close as possible to the roundabout give ways lines without affecting the flow of the mini-roundabout. This is in line with the requirements of the design standard, but unfortunately means that the crossing points are further away from the junction than previous. Given the width of Cotton End Road and the space needed for turning vehicles (including any vehicles coming into and out of the car sales garage), it is not feasible to install a new

island in this location. It is also difficult to improve visibility of pedestrians on the southern side of the junction as we are unable to remove the large oak tree on the corner. This limits options for improvements here and my recommendation is that we highlight the presence of pedestrians with the installation of some traffic signs on the approaches to the junction as per a sign that can be installed to raise awareness. The Parish Council have requested this sign be installed as soon as possible and full update shared in Homewatch. Awaiting sign installation, which RD has chased, signs have been ordered and awaiting installation. Latest update early July is it is hoped that the signs will be installed over the next couple of weeks. Cotton End Road bus lines removal expected and had taken place.

**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. This has been explored and it is expected due to the age of the gates they will require more substantial work carried out than just light touch maintenance. Council will need to consider next steps as budget impact likely to be larger than initially expected.

**Action 11.09 (21): 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 (22) :Ongoing**

**Action 2.04: EB** *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. The middle takeaway shop was approached with regard to resurfacing the car park area that had become a trip hazard. This has been done but not well so that there remain large puddles of water in the area after rain. It is still intended to tidy up the area but requires further thought on what exactly needs to be done.

**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.* Schoolchildren submitted proposals for the sign but these have not been taken up. On hold pending a decision on Action 2.04

**Action 2.05: Ongoing.**

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

**Action 6.10: Ongoing**

**Action 10.04:EB** *To seek quotations and considerations for the hedge work to be laid at the boundary between 5-7 Bedford Road and Jubilee Way allotments.* This work will await the final decision and placement of boundary hedge between agreed Parish Council land and the owner of 5 – 7 Bedford Road. Robinson & Hall to be used to draw up the boundary line and ensure the agreement is registered/recorded. Awaits agreement with the land owner as per Action 3.05.

**Action 10.04: Ongoing**

**Action 11.08: Clerk** *To seek a quotation for the highways humps to be painted in yellow along Jubilee Way* This to be taken forwards as part of the highways actions and the marking of the parking bays.

**Action 11.08: Ongoing**

**Action 2.13: Clerk** *To share vehicle speed data with local community police team*

**Action 2.13: Ongoing**

**Action 2.07:MB** *To explore options regarding the Jubilee Way knee rail repairs* Quote accepted for £225.88 for the knee rail repairs, also discussed having an extension to this knee rail repair to prevent vehicles accessing the field going forwards, so could exploration of a more permanent fixture be explored for these options, so the knee rail repair to be

held off until the other options being extended have been explored.

**Action 2.07:Ongoing**

**Action 4.01: Clerk** *To follow up with Inspector Goldsmith about having an article collated to share in local publications about how best to report items to the Police would be helpful to promote the right way to send items in. Also Inspector Goldsmith to look into racing vehicles along the A6 late at night Contact details for reporting to the Police had been placed in Homewatch. Clerk has followed up the A6 racing vehicles as well.*

**Action 4.01: Ongoing**

**Action 7.04: EB** *To raise with Wave to remove the sewage charge for the allotment water supply Communications have been sent on this updates since September meeting received, still being pursued, communications remain ongoing.*

**Action 7.04:Ongoing**

**Action 9.04:MB** *To explore additional parking along Jubilee Way being explored, with options being considered before putting up the new knee rail fence (Action 2.07). There was a suggestion of clearer signage would be beneficial to direct users to park in overspill area. MB offered to collate a specification to enable quotes to be sourced.*

**Action 9.04:Ongoing**

**Action 10.12:MB** *To go ahead with the Huckle Meadow entrance gate - MB declared an interest in this item and took no part in the vote. The quote covered additional widening of the entrance, excavation works for the steel posts, a new hardcore base for the opening the additional installation costs will be £3305.00 including VAT. This figure includes all materials (concrete, hardcore, membrane), plant hire costs, delivery, collection of materials and all labour required for the install. The gate to be a steel kissing gate option designed for disabled pedestrian access. The gate being explored is from McVeigh Parker for the materials, the quote being £1409.00 excluding VAT. It was unanimously agreed to go ahead with the proposal from Useful Bloke, with it being agreed the fencing work would be done separately and the final gate pricing to be confirmed and the Parish Council would pay for the gate directly, resolution passed.*

**Action 10.12:Ongoing**

**Action 10.11:Complete** *To consider proposed revision to Allotment Tenancy agreement and bonfire policy for consideration declarations received at previous meeting meaning insufficient Councillors present without a conflict to discuss allotment items had led to dispensation on Councillor interests being sought on allotments to enable decision making to be three Parish Councillors without a disclosable interest on the allotments. Borough Councillor Frost had liaised with Monitoring Officer, to change a quorum is complex, so dispensation options considered. It was proposed by MF to grant dispensation for all Councillors present with an interest for the allotment items to be considered, it as unanimously agreed this to be applied for the following discussion matter, resolution passed.*

**Action 10.11:Complete**

**Action 11.06:Clerk** *To feedback that keeping of chickens on this occasion not to be granted permission Clerk had feedback.*

**Action 11.06:Compete**

**Action 11.07:Clerk** *To alter the bonfire policy wording to extend them to be held through to the end of March*

**Action 11.07:Complete**

**Action 11.08:Clerk** *To state in the tenancy agreement the stated size of a shed to be changed from 6x4 to now read 6x8*

**Action 11.08:Complete**

**Action 11.09:Cerk** *To follow up further planning relating to possibly storing 10 foot storage container at the allotments to enable a more secure facility Clerk had started to pursue with the local authority Planning team, awaiting feedback.*

**Action 11.09:Clerk**

## **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 Policy list for Council to review collated, Financial Regulations approved.

**Action 3.10: 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 7.01: Clerk** To ensure the Google contact details are updated as currently they are out of date MB has been supporting with this. Clerk has tried to update location address.

**Action 7.01 (22): 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(22): MB/EB**

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

**Action 6.01: Ongoing**

**Action 11.11: Clerk** To bring an updated asset register schedule as a future agenda item.

**Action 11.11: Ongoing**

**Action 1.07: Clerk** To follow up the Village Hall flooring invoice accounting for VAT

**Action 1.07: Ongoing**

**Action 7.05: Clerk/MF** To share new Councillor paperwork and arrange new email addresses All actioned, just need KH's signed paperwork

**Action 7.05: Ongoing**

**Action 10.13: F&GP WG** To bring recommendation to ensure arrangement of best products for earning money for the Parish Council in regards to the savings rate change from Barclays The recommendation was that the two fixed rate bonds, fixed for two years with Cambridge & Counties Building Society, a further bond be secured, with example rates given to Councillors. With suggestion of re-investment to top up to £30,000 be placed, it was unanimously agreed to go with this, resolution passed. The funds in a one year bond to gain better interest than getting at Barclays, with agreement in principle for up to £25,000 to be transferred to the bond, resolution passed. These applications were ongoing.

**Action 10.13: Ongoing**

**Action 11.05: Clerk** To feedback to Wilstead Flower and Produce Association, Working Group recommendation to award a donation of £400 towards the hall hire and printing cost for the annual show, unanimously agreed by all present, resolution passed. Clerk to share details of possible alternative print suppliers.

**Action 11.05: Ongoing**