

**Minutes of the Wilshamstead Parish Council Annual General Meeting held at the Village Hall on Monday 12<sup>th</sup> May 2025 at 7.00pm**

**PRESENT:** Richard Draycott, Eric Benton, Mark Brooks, Marc Frost, Nikki Williams, Chris Carberry, Russell Adams, Bedford Borough Councillor Spice and two members of the public.

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

It was proposed by MF, seconded by EB, that Mark Brooks be Chair of the Parish Council for the coming year, unanimously agreed, resolution passed. MB signed the Declaration of Acceptance of Office form. MB outlined enormous thanks to Eric Benton for his dedication and work done as Chair of the Council.

The Chair welcomed all attendees, there were apologies for absence received and accepted from Parish Councillor Karen Hollands.

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

There were no new declarations of interest received for the meeting. All Councillors reminded to if necessary to update their Register of Interest forms following the Council appointments being made during the meeting.

**3. OPEN FORUM:**

Resident feedback on Dragons Wood graffiti reported to the local authority remains in situ, follow up support offered.

**4. TO CONSIDER PROPOSAL BY BEDFORD BOROUGH COUNCIL TO INTRODUCE PARKING RESTRICTIONS IN VARIOUS ROADS, PUBLIC CONSULTATION RESPONSE TO BE AGREED:**

Councillors unanimously agreed Parish Council response to be submitted to the local authority to be no objection to the proposals. Clerk to feedback. **Action 5.01: Clerk**

**5. PARISH COUNCILLOR VACANCIES – ABILITY TO CO-OPT:**

Completed application form received, individual to be contacted. **Action 5.02:Clerk/MB**

**6. ELECTION OF VICE CHAIR, TO CONFIRM PARISH COUNCIL REPRESENTATIVES TO OUTSIDE ORGANISATIONS, APPROVAL OF WORKING GROUP STRUCTURE 2025/26:**

It was proposed by MB, seconded by RA, that Marc Frost be Vice Chair of the Parish Council for the coming year, unanimously agreed, resolution passed. MF signed the Declaration of Acceptance of Office form.

The Councillors reviewed the proposed Working Group structure circulated in advance of the meeting, following discussion the following Parish Council internal and external appointments were unanimously agreed and approved by all:

Responsible Financial Officer	Marc Frost
Police Liaison / Security	Vacant
Emergency Planning	Marc Frost, Jo Bampton
Neighbourhood Plan	Linda Hiscott (Chair), Mark Brooks, Eric Benton
Parish Paths Officer	Nigel Jacobs
Tree and Hedge Warden	Frances Maynard

Parish Council Website	Marc Frost
Litter Picking	Chris Purcell supported by Wilstead Wombles
Defibrillators	Eric Benton supported by volunteers
Village Hall Management Committee Representative	Karen Hollands
Jubilee Centre Representative	Eric Benton
Burial Ground	Eric Benton
Wilshamstead Endowed Charities Representative Trustees	Nigel Jacobs, Anne Lowe, Eric Benton, Marc Frost Viv Riddle, Nikki Williams, Mark Brooks
Allotments - Society Representative and Administration (Councillor)	Russell Adams
Wilstead Website Webmaster	Jackie Lloyd

The Working Group membership was unanimously confirmed and approved as:  
Finance and General Purposes – EB, NW with MF as Spokesperson  
Planning – MB, RA, CC with CC as Spokesperson  
Environment – MF with RD as Spokesperson  
Play Area – RA with MB as Spokesperson

## **7. PLANNING AND DEVELOPMENT:**

- a) **25/00865/FUL** Two storey rear extension, addition of pitched roof to replace flat roof over front porch and partial side at 17 Pollards Close – Councillors reviewed the application and had no comment to make on the application, resolution passed.
- b) Consideration of any planning applications received after the publication of the agenda – Section 106 for Wixams amendment proposed, noted no impact on Wilstead so no action to be taken. Planning Committee letter received 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. Officer recommendation to grant. Discussion on the disappointment that lack of planning weight being given to the Neighbourhood Plan by the local authority. Agreed MB to be registered to speak as an objector. **Action 5.03: Clerk**

## **8. BOROUGH COUNCILLOR REPORT**

- Action 1.01: AS** *To have road signage at Whitworth Way that it leads to Wooding Way* **Action 1.01: Ongoing**
- 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. It was detailed*

there have been not enough reported accidents, there have been it was detailed. AS will follow up again, noted that map with ownership has been received and will be shared

**Action 1.08 (24):Ongoing**

**Action 4.03: MF/AS** To follow up to arrange removal of large parked vehicle on Whitworth Way blocking school gates emergency access Vehicle had gone **Action 4.03:Complete**

Other updates given, fire at Longmeadow Drive play equipment noted there have been a number of anti social behaviours issues being experienced, police escalation has been taken forwards. Weed spraying along Cotton End Road pathways has been done.

Discussion on Neighbourhood Plan next steps in light of Planning Committee meeting. Local authority workshop on 22<sup>nd</sup> May, Councillors encouraged to attend, exploration to be made to understand the cost implication for a professional service to update the Plan document as soon as possible to aid future proofing the village.

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

**Action 11.07 (23): EB** 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, unless the outlet from the pond has been examined and, if necessary cleared, in view of the flooding that has occurred over the past months. Reports of the path cracking up from silver birch roots still to be followed up with Persimmon. Latest update is that camera awaiting to be placed still in the balancing pond, when the weather improves. No update.**Action 11.07(23): Ongoing**

**Action 2.04: GC/AS/MF** To support with community woodland transfer which remains outstanding. After Teams meeting held with local authority, Parish Council representative, and Forest Centre representative nothing further has progressed. This was escalated and Borough Council Officer has actioned follow up. No update. **Action 2.04(24): Ongoing**

**Action 4.06: EWG** To continue with Huckle's Meadow work Gate for entrance installed. Further work continued, plans for pathways, wildflower, picnic benches to enhance area being looked at plus information board. **Action 4.06: Ongoing**

**10. FINANCE AND POLICY MATTERS**

**a) Quotes for consideration**

No items to discuss.

**b) Invoices to be paid –**

**Payment of accounts:**

<b>Payee</b>	<b>Service</b>	<b>Amount</b>
1. Gallagher	Insurance renewal	£598.46
2. Bradshaw Haynes Ltd	Huckle's Meadow work	£660.00
3. Wilstead Homewatch	Insert charge	£250.00
4. A R Worboys Ltd	Grass cutting SI2448	£783.60
5. Mark Brooks	Huckle's Meadow gate installation	£3388.00

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 were ratified –  
Danny Baker website £364.80

Councillors unanimously agreed to approve the expenditure above being mindful of MF being RFO and MB payee declaration, so took no part in the vote, with NW leading this part of the meeting and vote, resolution passed.

It was unanimously agreed to add MB to the bank mandate to have online accounts access, resolution passed.

**Action 5.04: Clerk**

**c) Grant application**

Wilstead Scouts Group application circulated, discussion conclusion that it would be beneficial for the Group to liaise with the Jubilee Centre regarding potential improvements for the building to have improved facilities such as an extended kitchen. Grant opportunities such as the Rural Grants process would be able to potentially support.

**Action 5.05: Clerk/MB**

**d) Year end accounts consideration to include internal audit feedback –**

**Action 5.05: Clerk** To arrange internal audit Awaiting report, so future agenda item.

**Action 5.05: Ongoing**

**e) Review and approval of the Annual Governance Accounts Return Sections 1 and 2 –** this to be carried forward as a future agenda item.

**11. 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

Wilstead Homewatch article submission

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

Communications regarding Huckle's Meadow maintenance work

BBC Parish and Town Council Update – circulated

Crime statistics – circulated

Communications regarding heavy goods vehicle parked on roadside in Whitworth Way

BBC Rural Bulky Waste Collection final Schedule 2025 – circulated to websites

BBC Officer Various Roads, Wilstead proposed parking restriction communication – circulated

BBC Neighbourhood Plan workshop – circulated

BBC Street Trading Consent Application - All Consent Streets Outside the Town Centre

Resident communication regarding Church Road planning application – responded to

CPM Playgrounds inspection report request for quotes for work followed up

National Highways UPDATE Important roadworks information: A421 Marston Moretaine-pump station replacement

**Wilshamstead Parish Council - AGAR Form 3 2024/25** communication regarding intermediate audit process

Wilstead Football Club grass cutting communications clarifying dates – responded to

Wilstead Scouts Group application form for financial support – circulated, agenda item

WebMate: Invoice Due Reminder – agenda item

Bedford & Milton Keynes Waterway Trust Annual Partner Conference 2025

ARW LTD WILSTEAD PC INV S12484 – agenda item

Resident communication regarding parking concerns on Cotton End Road – responded to  
Resident copied communication to local authority regarding graffiti at Dragons Wood – responded to  
Communication regarding Parish Council meeting dates – responded to  
BBC Planning Parish Consultation letter for 25/00865/FUL – circulated, agenda item  
A R Worboys Ltd public liability certificate – acknowledged  
Receipt for your Payment - 2025-WVH-0005  
April Invoice 25360 from DANNY BARKER WEB DESIGN LTD for Wilstead Parish Council – agenda item  
Copied into communications regarding Whitworth Way park bin  
Resident communication regarding application for parking restrictions  
Resident communication regarding application for parking restrictions  
Resident communication regarding application for parking restrictions  
Resident communication regarding application for parking restrictions – responded to  
Wilstead hedgerow project - proposed programme information circulated copied into  
Invoice 26785 from Bradshaws (Haynes) Ltd – agenda item  
Gallagher insurance Community Renewal Quote – circulated, agenda item  
Longmeadow Drive fire communications  
Councillor communications regarding Luton Road islands  
Brickhill Neighbourhood Plan  
BBC Minutes for Rural Affairs Committee, Thursday, 3rd April, 2025, 6.30 pm  
Mark Brooks Huckle's Meadow invoice – agenda item  
2025 BATPC AGM - Thursday 16th October 2025 – circulated  
Order Acknowledgement from The Play Inspection Company - THIS IS NOT AN INVOICE CRM 104720  
Resident communication regarding road sign – responded to  
BBC Minutes for Rural Affairs Committee, Thursday, 3rd April, 2025, 6.30 pm  
Internal auditor communications

**12. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 22<sup>nd</sup> APRIL:**

All Councillors unanimously agreed approval of the Parish Council 22<sup>nd</sup> April, it was agreed to approve the minutes. The Working Group items to be listed as an appendix to the meeting minutes.

**13. CLOSE OF MEETING:**

Chair closed the meeting at 8.20pm.

The following items are a collation of the latest reports from Parish Council Working Groups and, whilst they represent the latest status, they were not discussed at the meeting as none required a decision to be made and no further explanation was necessary.

**PLANNING**

**DECISIONS TO BE NOTED:**

25/00338/TPO T1 Lombardy Poplar sectionally fell close to ground level and grind stump reason damaging road at 8 Oak Avenue - granted

**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**

**Action 4.01: Clerk** *To submit comments for 25/00377/LDE Certificate to confirm lawful use of land for parking and keeping vehicles at 1 & 1A Church Road*

**Action 4.01: Complete**

**Action 4.02: Clerk** *To submit comments for 25/00668/COU Change of Use from Existing Respite and Day Centre (D1) to Residential Care Home (Class C2) for up to 5 Persons at Hanger View 148 Cotton End Road*

**Action 4.02: 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 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 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 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 3.04:RA/MB** *To look at gate from allotments into the churchyard*

**Action 3.04:Ongoing**

## **FINANCE AND GENERAL PURPOSES**

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

**Action 4.10 (18): Ongoing**

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

**Action 2.10:Ongoing**

**Action 3.10: F&GP WG** *To review the Standing Orders and Financial Regulations of the Parish Council to ensure they reflect the employer changes 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 3.07:Clerk** *To ensure Working Group structure review on May agenda*

**Action 3.07: Complete**

**Action 7.01: Ongoing** *To review the list of payees who receive annual PC approval for regular payment and approved for a further year* No changes to the list needed it was noted.

**Action 7.01: Ongoing**

**Action 7.02: EB** *To manage list of responsibilities in light of EB stepping down and Homewatch article to be drafted* Article had been done

**Action 7.02: EB Ongoing**

**Action 4.04: Clerk** *To follow up on the proposed new format managing co-options with NALC*

**Action 4.04: Ongoing**