



WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Meeting held at the Village Hall on Monday 15th April 2024 at 7.00pm

PRESENT: Nigel Jacobs, Richard Draycott, Mark Brooks, Nikki Williams, Annaliza Singleton, Marc Frost, Lizzie Barnicoat (Clerk), Borough Councillor Andrea Spice, Inspector Russell Goldsmith, and two members of the public.

1. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all attendees, there were apologies for absence received from Parish Councillors Eric Benton, Russell Adams, Jo Bampton, these were accepted. MB to lead the meeting in the absence of EB. Apologies received from Borough Councillor Graeme Coombes and Andrea Spice it was noted.

2. DECLARATION OF INTEREST FOR THE MEETING:

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

3. OPEN FORUM:

Long term parking in Church Road blocking up spaces for local users, has been reported to parking enforcement with the local authority not attending to carry out enforcement. The H bar installation being pursued is a preference expressed from the residents present it was noted.

Police suggestion of having a sign on the property entrance to discourage anti-social parking across the drive. Experience shared of a solution elsewhere with community parking issues, supported offered from local police team.

Support offered by Borough Councillors with the planning impact assessment concerns as well as following up the appropriate licenses of some nearby businesses.

4. INSPECTOR RUSSELL GOLDSMITH IN ATTENDANCE:

Inspector Goldsmith from the rural police community team, introduction given, with an additional constable joining shortly, with expansion expected later on this year. In attendance to answer questions, drones being purchased to help with surveillance so this will enable evidence gathering more widely. 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. Racing vehicles along the A6 late at night was also raised as a local concern, with understanding the issue an item Inspector Goldsmith will follow up.

Action 4.01: Clerk

5. PARISH COUNCILLORS ABILITY TO CO-OPT

Reminders continue to be placed on various local platforms it was noted.

6. PLANNING AND DEVELOPMENT:

a) 24/00706/S73 Variation of Condition Application for Erection of a detached bungalow, including variation of approved plans condition attached to 21/00008/FUL, to allow for the addition of rooflights, addition of ceiling within the property to create a ground floor and a roof void to be utilised as a storage area/attic and changes to parking area and levels at Land Adjacent To 17 Pollards Close - the Planning Working Group recommendation for a response was considered, over looking concern for neighbours at the rear of the property, due to proximity to neighbouring garden so Council wish to object to the application.

Action 4.02: PWG

b) Universal Studios public engagement sessions – it was noted information received on the sessions, circulated to Councillors and to the local community via the usual different platforms.

c) Consideration of any planning applications received after the publication of the agenda – none to consider.

7. BOROUGH COUNCILLOR REPORT

MF to share report.

Action 4.03: MF

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 at the November meeting 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 Borough Council full Council meeting had recently approved this scheme in the village with the Parish Council committed £30,000 allocation of funding to enable both projects to go forwards. EB has been linked with the Borough Council Officer to look at where the final locations of the cameras will be sited, this meeting is being arranged with further email communications to try keep this moving forwards. Early April BBC Officer made communication to understand load weight of Christmas lighting to ensure camera column could manage load, contractor guidance sought.

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 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:Ongoing

Action 1.08:AS *To support with the school path maintenance improvements* this support is still needed as there are steps in the paved footpath which still remain an issue it was noted.

Action 1.08:Ongoing

8. LAND TRANSFER AND COMMUNITY PROJECT UPDATES TO INCLUDE LONGMEADOW DRIVE, LAND OFF BEDFORD ROAD AND COMMUNITY WOODLAND:-

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* It was confirmed the land transfer had successfully taken place. The Council agreed to refer to this area of land as Huckles Meadow, unanimously agreed by all present.

Action 7.13 (22): Complete

Grass cutting contractor meeting arranged on site at land off Bedford Road to look at cutting options for this season, quotes to come to a future meeting. **Action 4.04: EB/Clerk** Awaiting commuted sum of monies transfer from the local authority for Huckles Meadow, Clerk to monitor.

Action 4.05: Clerk

Having signage on the site was felt best to be explored and entrance option also to be looked at.

Action 4.06: EWG

Action 11.07: 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 update for the March meeting given was there is a document Persimmon are chasing the local authority for which is causing some confusion as to who has a copy of the document. No April update.

Action 11.07: 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.

Action 2.04: Ongoing

Meeting with the Forest Centre to understand the community woodland project current status and management of Huckles Meadow.

Action 4.07: Clerk

9. FINANCE MATTERS

a) Quotes for consideration -

Grass cutting off Bedford Road – awaiting quotes.

Jubilee Way speed bump bollards -

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

Street lighting Littleworth –

Action 2.10: Clerk To explore additional Christmas light options to finish off the main roads in Bedford Road and Cotton End Road with Andy Muskett Ltd Request sent, quotation received from Andy Muskett Ltd, options were discussed, it was asked could the Council see a sample of the star motif, with further discussion at the next meeting. Initial preference is three stars and seven rope lights Councillors discussed, with Littleworth and Cotton End Road coverage. Clerk to seek clarity including lighting arrangement of the shooting star was fed back. Clerk to get quote in full.

Action 2.10: Ongoing

b) Invoices to be paid –

Payment of accounts:

| Payee | Service | Amount |
|----------------------------|-----------------------------------|---------------|
| 1. Wilstead Village Hall | Annual charge | £1438.71 |
| 2. Clear Channel | Bus shelter repair | £260.40 |
| 3. Sharmans Law | Bedford Road transfer | £3154.60 |
| 4. Play Inspection Company | Annual inspection | £306.00 |
| 5. A R Worboys Ltd | SI2225 grass cutting | £756.00 |
| 6. A R Worboys Ltd | SI2223 Jubilee urgent cut | £148.50 |
| 7. Andy Muskett Ltd | Street light repair Duck End Lane | £137.76 |

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 | £109.99 direct debit |
| 3G CCTV Wifi | £12.00 direct debit |

Payments made between meetings to be ratified:

Backlight Ltd Administration March £978.84

Prime Air Services Ltd Village Hall air conditioning £9420.00

Councillors unanimously agreed to approve the expenditure above being mindful of MF being RFO, resolution passed.

c) Grant application for consideration to include Wiltsead Bowls Club

Action 3.10: Clerk *To seek clarity on the Wiltsead Bowls Club grant* Followed up to understand what is £2,000 as a proportion of the overall project cost as it is not clear and to confirm what total levels of funding from other sources have been secured to date. Response received circulated to Working Group, it was noted the grant applications are higher than phase 1 of the works so Parish Council will await until phase 2 for determining the grant application outcome.

Action 3.10: Ongoing

d) Draft year end accounts and internal audit appointment – range of documents had been circulated to all in advance of the meeting, questions welcomed, confirmed that the draft accounts be submitted to the internal auditor. It was unanimously agreed to continue with the appointment of Julie Betts, based on previous experience and charge having been confirmed as £155, resolution passed.

Action 4.08: Clerk

e) Asset register review – the collation remains ongoing and expected for circulation shortly.

10. 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

BBC Monthly elections email update

Rural Grant communications with BBC and Village Hall regarding air conditioning – responded accordingly

Workplace Health Bulletin: March 2024

Wiltsead Primary School PTA, Parish Council response for financial support sent – response received

Flooring Contracts promotional information

Crime Stats – March 2024 – circulated

Local Police Inspector request to attend Parish Council meeting – responded to, actioned,

BBC Officer liaison regarding 23/02783/EIA question for Shortstown application – ongoing

Wiltsead Bowls Club application for financial support communications – agenda item

Resident communication follow up copied into, regarding surface water run off concerns at The Pastures

BBC BACS remittance – precept first half payment

EB apologies for April Parish Council meeting – noted

RA apologies for April Parish Council meeting – noted

Pressure washing expression of interest following social media post by Parish Council – responded to

Pressure washing expression of interest following social media post by Parish Council – responded to
East West Rail Company | Land Interest Questionnaires
BBC Highways Helpdesk follow up to Elms Lane drain issue reported previously – response shared with resident, gully had been cleared
Reduced Rate Play Area Inspections in May for Wilshamstead Parish Council
Planning Working Group report and recommendations for responses – circulated
Street Trading Consent Application - All Consent Streets Outside the Town Centre
Resident communication regarding planning matter – responded to
BBC Parish and Town Council Update – circulated
Pressure washing expression of interest following social media post by Parish Council – responded to
Pressure washing expression of interest following social media post by Parish Council – responded to
BRTA Voluntary Transport Bedford and surrounds consultations communications
BATPC New Councillor Induction Training Session - 18th April 2024 – circulated
Wilstead Parish Council Grant Application - Wilstead Bowls Club communication – circulated, agenda item
Bedford Marston Vale Local Representatives Groups Meeting- Tuesday 19th March @6.30pm
Resident communication raising some local issues – responded to, circulated
Crime & ASB Workshop Thursday 14th March 2024 1830-1945 hours at Wilstead Village Hall communications
Rights of Way Improvement Plan Consultation document – future agenda item
BBC Officer communications regarding pedestrian refuge at Wilstead Crossroads pedestrian warning signage
Bedford Marston Vale LRG- Slides
BBC Local Plan Inspector letters circulated by Clerk
Wixams Parish Clerk liaison regarding Council matters
BATPC AGAR Briefing for BATPC Members - 11am, Thursday 18th April
Gallagher communication regarding Planning application 23/02783/EIA at Land off Canberra Road, Shortstown – responded to, circulated to WG
Crime Statistics March 1st to 15th - circulated
CRN00071041 Hampton Road Wilstead Officer update on works following Highways Helpdesk report sent in – circulated
East West Rail Company | Land Interest Questionnaires – FAQ – circulated
Local Police communication regarding speed data asking for different format – responded, actioned
Parish Council Accounting Software information
Copied into site promoter communication circulated to all Councillors regarding a potential site in Wilstead and a meeting
BBC CIL Officer clarification sought on parish payments expected – response shared
His Majesty the King Portrait Scheme - Closing Date for Applications Fast Approaching communications – circulated, ordered for Village Hall
EWR Co | Community Conversations – Preparing for Development Consent Order (DCO) - circulated
Greensand Trust Impact Report 2023
Resident report of Pollards Close sign damage – reported on to Highways Helpdesk, resident updated
Wilshamstead Parish Council - AGAR 2023/2024 - circulated
Copied into allotment communications regarding bees
Salary year end payment communications with F & GP WG
MP Surgery information copied into from a Councillor

IT1005 Cotton End Rd Average Speed Cameras - Information Request - Christmas Lighting clarity sought from BBC Officer – responded to and followed up
Invoice 2023-WVH-0211 No Booking Dates – PC Office invoice agenda item
Sharman Law confirmation Transfer Completion Land off Bedford Road Wilstead
Meet your local policing team - Wilstead, Friday 5 April 2-3pm – circulated
Street Lighting Repairs, Wilstead invoice – agenda item
Borough Councillor MF telegraph pole information – circulated
BBC Planning Parish Consultation letter for 24/00706/S73 - agenda item
ARW LTD WILSTEAD PC INV S12225 & S12223 – agenda item
Cost for repairs - Wilstead Parish Council bus shelter repairs – agenda item
Statement From The Play Inspection Company Ltd for Wilstead (Wilshamstead) Parish Council – agenda item
Universal update – circulated
Update from Universal Destinations and Experiences – circulated
BBC Agenda for Standards Complaints Sub-Committee, Tuesday, 16th April, 2024, 5.00 pm
JB apologies for the April Parish Council meeting – noted
Data Protection fee - direct debit due to be collected ICO:00016304293
Playtime promotional email communication
Ready-to-Fly Flags For Upcoming Events
Crime statistics for March 16 to 31st – shared
BBC Greyfriars Bedford Development Brief Consultation
BBC Bedford Road land commuted sum copied into purchase order
BBC Parish and Town Council Update
RA apologies for April Parish Council meeting – responded to
Village Hall air conditioning invoice communications copied into
Copied into contractor communications regarding site meeting for land off Bedford Road
BBC remittance advice first half of precept payment received
Zurich insurance promotional information
East West Rail Company | Land Interest Questionnaires communication
Reduced Rate Play Area Inspections in May for Wilshamstead Parish Council
BBC Planning letter for 24/00298/S73A - forwarded, agenda item
Borough Councillor AS apologies for April meeting – responded to
BBC *Draft* Rural Bulky Waste Collection Dates and Locations *Draft* - circulated
Cambridge and Counties bond statement
Parish Councillor communication about wishing to step down – responded to

11. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 11th MARCH AND EXTRAORDINARY MEETING HELD ON 6th DECEMBER:

All Councillors unanimously agreed approval of the Parish Council 11th March meeting minutes. The Working Group items to be listed as an appendix to the meeting minutes. The extraordinary meeting held on 6th December the minutes are to be carried forward.

12. CLOSE OF MEETING:

Chair closed the meeting at 8.55pm

Rights of Way Improvement Plan Consultation document – future agenda item

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:

24/00373/TPO T1 Oak, works to crown lift to 5m over the road and 3m over the rest of the tree to achieve height clearance for road and footpath at 7 Luton Road - Permitted

24/00298/S73A Installation of electric metal sliding gate and electric metal swing gate at two entrances (Development already carried out) at Vicarage Farm 53 Bedford Road - Withdrawn

24/00183/FUL Single storey side and rear extensions and first floor side extension at 24 Luton Road - Permitted

24/00044/LDP Certificate to confirm that the details submitted do not require planning permission (Operation of a hairdressing salon business) at Dingle Dell Ltd Church Road - Certificate Issued

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 6.03: GC/MF *To follow up the change of use application process and impact assessment carried out at the time of the application on Church Road.*

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 10.01: EB/Clerk *To follow up with the 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: Ongoing

Action 10.02: EB *To follow up the H bar matter, 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: Ongoing

Action 3.01: PWG Action 3.02: PWG Action 3.03: PWG Action 3.04: PWG *To submit comments to applications*

Action 3.01-04: Complete

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 3.06: Clerk *To seek clarity with the Borough Council CIL Officer on what allocations there are currently in the parish. Response received outlined final two instalments from 21/03124/MAR, the parish portion of these instalments equates to £37,124.94 anticipated will be transferred across in April. Planning permission 20/01981/REM the parish portion of the invoice is £3,561.18. The payment is due*

imminently however transfer of funds can only happen once actually received, providing payment is received by 30th September then will be transferred in October 2024.

Action 3.06: 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. 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.

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 11.07: 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.

Allan Burls has now left the Borough. Meeting between councillors EB & MF, Borough Highways Manager, A Prigmore, Councillor Jim Weir and Team Leader Environmental Engineering – Adam Caruana on Friday 16th Feb 2024. AP questioned availability of funds and after discussion it was agreed that the Parish Council would contribute £30k with the balance coming from the Borough. Discussion of the two previously agreed locations resulted in AC querying the location proposed at Harry Newman House due to the proximity of parked cars, AC will investigate a location on the verge opposite and revert to the Parish Council. If this is not suitable the Harry Newman House location can be used but will require a higher ASC pole.

Action 11.07(22):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 (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 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. H Bars to be included within the list of items for which a quotation is to be obtained from the Borough. Note: the Borough has no funds to finance the improvements to be requested (see Action 7.05)

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* A full list of items relating to highways had been collated and shared with Borough Councillors in November 2023. This is to be out to the borough Highways department for quotation.

Action 7.05: 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.

Action 10.04: 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, quotation had been circulated. Further quotation sought for some additional items, it was agreed previously to authorise up to £1300 excluding VAT for the signage to enable the signage to be ordered and installed between meetings, resolution passed. Officer feedback had been received more recently with the cost to be £1095.36 plus VAT. Signage ordered.

Action 9.01: 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 3.07: Clerk *To provide reflection of the careful consideration given on the consideration to street lighting at Littleworth in the next Homewatch*

Action 3.07: Complete

Action 3.08: MB *To ask on social media for suitable contractors to come forward for MUGA cleaning including algae management* A number had come forward, follow up communication made, quotes sought. Awaiting feedback to present to a future Council meeting.

Action 3.08: Complete

FINANCE AND GENERAL PURPOSES

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

Action 4.10 (18): Ongoing

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

Action 2.10:Ongoing

Action 3.10: F&GP WG *To review the Standing Orders and Financial Regulations of the Parish Council to ensure they reflect the employer changes* Clerk collating a policy list for Council to review.

Action 3.10: Ongoing

Action 9.13: Clerk *To add Memorial Bench £694.95 purchased to be added to Parish Council asset register* Asset register in depth review commenced November 2023

Action 9.13: Ongoing

Action 9.14: Clerk *To add the new safety surface to the asset register* Asset register in depth review commenced November 2023

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, asset register in depth review commenced November 2023

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(22): 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. Asset register in depth review commenced November 2023*

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 (22): 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 (22): Ongoing

Action 9.08: Clerk *To add to the Parish Council asset register, benches and defibrillator. Asset register in depth review commenced November 2023*

Action 9.08 (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 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 11.10: Clerk *To undertake a full review of the assets aligned with the appropriate Working Group to confirm if they are or are not in situ. Assets to be included on the list going forwards with a value of £500 or above and play area surfaces not to be included as an asset. Draft register has been shared with Councillors for initial feedback.*

Action 11.10: Ongoing

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

Action 11.11: Ongoing

Action 1.01: Clerk/MF *To set up Nikki Williams with email address, issue new Councillor paperwork* These had been done, awaiting completion of some paperwork, Interest form forwarded.

Action 1.01: Ongoing

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

Action 1.07: Ongoing

Action 2.05: Clerk *To arrange payment of the Village Hall air conditioning unit for the small hall including management of Ward Fund* the installation of the new unit is nearing completion. Payment to be arranged.

Action 2.05: Ongoing

Action 2.13: Clerk *To notify the Wilstead Bowls Club of the agreed rent charge to be £1650 set for this year*

Action 2.13: Ongoing

Action 3.09: Clerk *To provide feedback on Wilstead PTA grant application* Confirmed response sent that agreed in principle that the Parish Council grant £1,500, on the basis that the remaining £1,500 for the project is funded before monies are transferred to the organisation.

Action 3.09: Complete

