

**Minutes of the Full Council Meeting held at the Village Hall on Monday 10th
February 2025 at 7.00pm**

PRESENT: Richard Draycott, Eric Benton (Chair), Mark Brooks, Marc Frost, Nikki Williams, Karen Hollands, Bedford Borough Councillor Spice, and two 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 Councillors Chris Carberry and Russell Adams.

2. DECLARATION OF INTEREST FOR THE MEETING:

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

3. OPEN FORUM:

A member of the public queried whether anything was being done about the poor visibility along Cotton End Road now that the bus stop near the Crossroads has been removed and people (particularly those visiting the garage) can park either side of her drive. Mark Brooks explained that the removal of the bus stop marking was only part of the changes discussed with the Manager of Highways at the Borough. These changes if implemented would include double yellow lines in that area which would be part of an overall parking scheme for the village. Congestion in Church Road, particularly during funerals, was also discussed.

4. PLANNING AND DEVELOPMENT:

a) **25/00135/HPN** Prior notification for single storey rear extension(s) between 3 and 6 metres depth. This is not a planning application because it relates to development that is permitted by Government Regulation. It will not therefore be reported to the Planning Committee but considered by officers under delegated powers at 5 Vicarage Lane - the Working Group recommendation was to make no objection.

b) **24/02456/LDE** Certificate to confirm the lawful commencement of 20/02117/MAF (cross boundary application with Central Bedfordshire Council (their ref CB/24/03722/LDCE)) at Land At Haynes Park Off Cotton End Road - the Working Group recommendation was to reemphasize a point made previously that access along the carriageway from Cotton End Road to or from the new building should be restricted as the village highways would not be able to cope with the substantial volume of traffic that will be generated when the building is in use.

c) **24/02463/MAO** Outline Application (all matters reserved except access) for a residential development of up to 375 dwellings (including affordable housing), nursery use (Use Class E(f)), a sports pavilion (Use Class F2(c)), ancillary commercial/community use (Use Class E(a)/(d)/(e), or F2(a)), a mobility hub, and associated infrastructure including provision of green infrastructure; new woodland planting; biodiversity enhancements; open space (including formal play space and associated facilities); car parking; new pedestrian and cycle linkages; and drainage works (to include SuDS attenuation) at Land At Bedford Road Wixams –

Action 1.04: Clerk Meeting for 24/02463/MAO Outline application for a residential development of up to 375 dwellings at land at Bedford Road, Wixmas for Parish

Councillors and members of the Neighbourhood Plan Had taken place to discuss the submission of comments.

Action 1.04: Complete

It was unanimously agreed to ratify the comments below, resolution passed.

The Parish Council recognises that some development in Wilstead Parish may be unavoidable due to the increased pressure on Bedford Borough to provide a 5-year housing supply. We wish this to be restricted to that suited to a Rural Service Centre, as assumptions made in the Bedford Borough Settlement Hierarchy may be based on inaccurate data for Wilstead. We do not have all the facilities of a Key Service Centre and with a population of approximately only 2,500 and only 900 houses we risk our current resources being overwhelmed by any substantial increase in numbers.

When reviewing the areas within the Parish which might be suitable for development the Parish Council and Neighbourhood Plan Group consider that the area subject of this planning application is a possibility, despite the fact that there is no development shown in our current Neighbourhood Plan. We recognise that the application is outside the Settlement Policy Area for the village but believe this is preferable to large areas of infill, which would be counter to the current “countrified” aspect of the village and its unique history of linked “Ends” separated by open fields with fine views across to the Greensand Ridge and the Cardington Hangars.

The increasing size of Wixams, Shortstown, Elstow and Cotton End threatens the separate identity of Wilstead which needs to be clearly maintained. Development in this area, whilst alongside Village 3 of Wixams, would maintain a strategic gap.

However, there are a number of problems with the application which we should like addressed:

1. The area is cut off from the remainder of the Parish by the A6 and there is a risk that it will become an isolated adjunct to the village. It is also shown with no easy links to the proposed Village 3 at Wixams or to the existing Wixams villages. We should therefore like to see footpath, cycle and road links to Wixams and a link to Wilstead village across the A6 either by footbridge or, preferably underpass, that would allow residents to walk or cycle into the village centre. From the proposed plans we cannot see the current alternative to having to use a vehicle to access both centres, which is not an environmentally friendly or healthy solution and only increases the large volume of traffic in the area.
2. How are the children to be educated? There needs to be a specific plan showing how the additional children can be accommodated within existing schools, bearing in mind that Wilstead Primary School is at full capacity already.
3. Doctor's Surgery – this is not addressed. Neither Wixams nor Wilstead have their own surgery and an additional 375 houses will put an intolerable strain on existing facilities. It is about time that the developers of Wixams and this proposal got together and proposed something concrete.
4. We note that an area of allotments is proposed. This appears to be adjacent to the existing allotments at Wixams. The allotments in Wilstead are fully let but only because there are a number of Wixams tenants who have not wished to use Wixams allotments due to the very heavy clay soil. Locating more allotments in this area will only increase the pressure on the waiting list for Wilstead. We suggest either that the proposed area is dug over and filled with suitable soil or that the area is relocated to a more suitable position.
5. Is there a needs analysis that shows the need for a Football pavilion and two pitches? Wilstead Football Club struggles to run two teams but already has the use of changing rooms and hot showers. New development would be of benefit in

providing additional players and coaches. Having another facility in the near vicinity would be a waste of resource and result in under-use. It would be better to use this proposed expenditure on other infrastructure such as schooling.

6. The Children's Play Area would benefit from being much larger than shown on the plan, with interesting and challenging equipment, as there is nothing in the near vicinity currently.
7. Cycleways – can these link with Wixams and Wilstead and the route into Bedford?
8. Footpaths – the existing footpaths from Wilstead are not shown on the plan. We need to know how these are to be protected and preserved and linked in with a route to Houghton Conquest and Wixams.
9. Drainage – where does the proposed SUdS drain to? There is already a problem with drainage in this area. The water would need to cross the A6 and enter the main drain on the Eastern side of the road.
10. What is the purpose of the "Hub"? How will this benefit Wilstead as a whole?
11. There is a need for at least one shop as Wilstead only has the Post Office/General Store and a pharmacy.

In summary, recognising the need to support the Borough with its target for new housing, Wilshamstead Parish Council has no major objection to the proposed development. However, we should like to be very much involved with the developers in agreeing the best use of the land to the benefit of the whole community.

d) Consideration of any planning applications received after the publication of the agenda – 25/00226/FUL Demolition of garage to front and rebuild to form an annexe at 119 Cotton End Road – the Parish Council has no objection to the proposal.

24/01124/FUL Erection of a detached dwelling following the demolition of the existing church building at Wilstead Evangelical Church 141 Cotton End Road has been taken to appeal, no action is needed.

5. 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 1.05: B Cllrs *To arrange a site meeting with local authority to look at highways safety*
Action 1.05: Complete

Meeting with local authority Highways Officer, Borough Councillors and MB and RA on behalf of the Parish Council covered a range of items including: village safety in the centre of the village, 20mph zone village centre 20mph Duck End Lane

It was unanimously agreed by the Parish Council that the proposed changes be taken forward with the possible addition of double yellow lines being extended on the South side of Cotton End Road towards the crossroads. Councillor Spice was thanked for her input.

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* See above under Para 3 - Open Forum.

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 *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

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. EB to forward information on the latest status to MF who will help follow up on this.

Action 2.04(24): Ongoing

Action 4.06: EWG Huckle's Meadow work continues. MB is waiting for the availability of a digger from a local source and will then attempt to clear the old fencing, posts etc that are currently piled near the entrance. Once this is completed work can commence on the gate and the entrance to the site as discussed with Borough representatives. Forest Centre have advised on potential contractor for a path on site, also able to plant hedging in the gaps.

Action 4.06: Ongoing

7. FINANCE AND POLICY MATTERS

a) Quotes for consideration

Low allotment fencing and gate proposals considered but an estimate of £3k was considered too high a cost. Instead, MB will provide the cost of rolls of chicken wire and stakes that could be given to allotment holders to protect their plots

The proposal to site a container at the Allotments was discussed and agreed that it could not go alongside the boundary with the rear of the garden of 5 – 7 Bedford Road. Alternative sites need to be considered. In the meantime the container can be stored on the site owned by R Maskell free of charge.

Action 1.06: EWG *To seek quotation for 2025 grass cutting season.*

Action 1.06: Complete

The quotation dated 6th January 2025 was to be accepted provided that it represented no more than a 10% increase above the previous rate. In view of past competitiveness, satisfactory performance in the past and the substantial effort and learning curve required should there be a change of contractor it was decided not to pursue other quotations for the work. EB confirmed that the quotation showed an increase of no more than a 3.7% and that he would inform the contractor that the contract would be extended for 2 more years.

b) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. Mazars	External audit	£552.00
2. Backlight Ltd	Three months service	£3139.34

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:

We Are Your It direct debit

SDG Electrical Village Hall faulty pump - payment (less VAT) to be received from the Village Hall Committee.

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.

The list of payees who receive annual PC approval for regular payment needs to be reviewed and approved for a further year. **Action 7.01: Ongoing**

EB announced with regret that for personal reasons he would be stepping down from the Parish Council with effect from the Annual Parish Meeting in May. He would forward a list of current responsibilities to Council members and the March meeting would consider how these are to be covered. It was agreed that the vacancies on the Council need to be filled and an article for the next Newsletter would be drafted by EB for approval by email.

Action 7.02: EB Ongoing

It was unanimously agreed that the bank mandate would be amended to allow the Parish Clerk to have full access to the Barclays accounts, both to view and action payments. NW to also be included on the revised mandate. **Action 7.03: EB Ongoing**

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 – Agreed that EB would send a response to a recent email from the tree warden requesting greater involvement in environmental issues.

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 6th JANUARY:

All Councillors unanimously agreed approval of the Parish Council 6th January, 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 8.35pm with next meeting to be 10th March.

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:

24/02359/NMA **20/02117/MAF - Non-Material Minor Amendment for retention of the toilet block at** Land At Haynes Park Off Cotton End Road – Permitted

24/01759/FUL **Erection of 3 No. three-bed accessible bungalows with associated landscaping, parking and refuse storage at** Land Rear Of Cottage Retreat 5 - 7 Bedford Road – Refused

24/01628/FUL **Single storey front, side and rear extensions, loft conversion with front dormers and external alterations at** Lyndale 108 Cotton End Road - Permitted

ANY OTHER PLANNING MATTERS:

Action 4.02: PWG (21) *To action contacting planning enforcement regarding 166 Cotton End Road* The fencing remains in situ, to be reported. **Action 4.02 (21): PWG**

Action 2.04: Clerk (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 1.02: WG 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**

Action 1.03: Clerk *To submit comments to East West Rail non-statutory consultation*

Action 1.03: 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, 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 6×4 to now read 6×8*

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:Onoging

Action 1.07: Clerk *To submit precept request to the local authority.*

Action 1.07: Complete