



WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Meeting held at the Village Hall on Monday 22nd July 2024 at 7.00pm

PRESENT: Russell Adams, Richard Draycott, Eric Benton (Chair), Mark Brooks, Jo Bampton, Nikki Williams, Marc Frost, Lizzie Barnicoat (Clerk), and six members of the public.

1. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all attendees, there were apologies for absence received and accepted from Parish Councillor Nigel Jacobs and Borough Councillor Andrea Spice.

2. DECLARATION OF INTEREST FOR THE MEETING:

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

3. OPEN FORUM:

Church Road resident follow up on planning enforcement liaison with Borough Council, feedback given as well from a representative of the local business.

Roundabout has disappeared at the crossroads, it is not visible enough it was detailed, it is being followed up as part of the local authority feedback highways actions it was noted.

4. PARISH COUNCILLORS ABILITY TO CO-OPT

It was agreed to move this agenda item to the end of the meeting, unanimously agreed by all.

5. PLANNING AND DEVELOPMENT:

a) 24/01259/LDE Certificate to confirm lawful existing use of outbuilding as storage/home office and for the cutting of hair of up to 4 persons per week at 177 Cotton End Road – the Planning Working Group recommendation for the full Council was considered, it was unanimously agreed to submit comments outlining, there is no objection, though it was noted how viable would a business model be with level of usage, and pleased to see off road provision.
Action 7.01: Clerk

b) 24/01217/FUL Erection of a steplift to side of property at 8 Maple Close - the Planning Working Group recommendation for the full Council was considered, it was unanimously agreed to submit no objection asking the Officer to be mindful of any potential impact on the neighbouring property boundary.
Action 7.02: Clerk

c) Ratification of comments submitted regarding 24/01124/FUL Erection of a detached dwelling following the demolition of the existing church building at Wilstead Evangelical Church 141 Cotton End Road – it was unanimously agreed to ratify the submitted comments: Wilstead Parish Council has no objections to this planning application. The Council also wishes to refer to the relevant paragraphs in our Neighbourhood Plan which refer to the potential loss of community facilities - specifically Policy CF1. This Policy was written and intended to ensure that sufficient efforts were made to ensure that valued community facilities remained in the village unless their use was determined to be no longer viable. We now consider the previous use of the Evangelical Church building at 141 Cotton End Road to be no longer viable. In this case the Parish Council supports its replacement by a building more in keeping with the locality. This is for the following reasons: 1. The Evangelical Church have purchased the currently unused Methodist Church building on the Whitworth Way / Cotton End Rd corner and are looking to move into it. The lack of interest displayed by any other potential purchasers of the Methodist Church for use as a religious building is a clear factor to take into consideration. In the past both churches had had healthy attendances so the loss of one would have impacted on the village. However, for many years the Methodist

Church had very small attendances and has now been closed for some time with no indication from the church that there will ever be services again. 2. The extended period for which the previous Methodist Church was up for sale without a buyer for religious purposes can be taken into account. Only the Evangelical Church showed any interest in this. 3. It was unrealistic to include all 3 church buildings within the scope of Policy CF1 in the Neighbourhood Plan. In preparing the Neighbourhood Plan we did at first consider including the existing Evangelical Church as a building of historic interest. However, after discussion this position was revised and we deliberately did not include it, so there is no objection should the current building be lost. In retrospect, when we removed the existing building from the section of buildings of historical interest, we should have reduced the number of churches in Policy CF1 from 3 to 2. The Parish Council would be amenable to making this change to the Neighbourhood Plan but would ask the Borough Council to make the change, as it is unrealistic to expect to go through the major exercise of amending the Neighbourhood Plan for such a minor change. 4. The Parish Council very much supports the continuation of the previous Methodist Church building as a centre for religious worship. Without the Evangelical Church this architecturally important building could have been lost. 5. The current Evangelical Church activity at 141 Cotton End Road attracts a large number of participants but has no parking facility. Consequently, at times of worship and communal gatherings, Cotton End Road becomes full of parked cars which are a hazard to users of the road and to the local residents. For this reason local residents are very much in favour of the change of use proposed in this application. In contrast, the previous Methodist Church has a car park alongside. The Parish Council and the Neighbourhood Plan drafting committee all agree with this position.

d) Bedford Borough Council engagement regarding Neighbourhood Plan mapping - communication received from local authority, feedback being collated by the Neighbourhood Plan Working Group it was noted, which is the approach agreed by the full Council.

e) Planning applications in neighbouring parishes consultation consideration – to include S106 Wixams agreement modifications, it was agreed no comments to make at the last meeting, so no action needed.

f) Consideration of any planning applications received after the publication of the agenda none received for consideration.

6. BOROUGH COUNCILLOR REPORT

Action 6.07(23): 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, this information has now been shared, fed back to the local authority. Follow up on timescale was chased, reply stated the design for the new ASC system on Cotton End Road has passed the approval process. The pack is now being finalised for

issue to the contractors. The contractors will then be in a position to review the designs and provide a programme of works.

Action 6.07(23): 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: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. AS added that this has been followed up, the feedback was not as positive as hoped but it is being monitored.*

Action 1.08:Ongoing

Action 5.09:MF *To share any relevant information from meeting taking place at Borough Hall relating to the proposed allocation at Wixams South in the emerging Local Plan which is in the parish of Wilstead.*

Action 5.09: Ongoing

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

Action 6.01: Ongoing

Borough Councillor report had been shared in advance of meeting, land adjacent to the post office was cut which is pleasing, however, Armstrong Close footway surface remains an issue that is being pursued.

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

Action 4.04: EB/Clerk *To bring quotations from grass cutting contractor for Huckle's Meadow to a future meeting see Action 6.06.*

Action 4.04: Complete

Action 4.06: EWG *To consider having signage on site was felt best to be explored and entrance option also to be looked at*

Action 4.06: Ongoing

Action 6.06: HMWG *To enable access to the site for initial clearance being part of the initial spend of up to £10k to allow work to commence as soon as possible* Costings have been established for machinery cutting, being mindful of the fence being down to gain access and then needing to be put back up to minimise illegal access. Hand cutting is an option, with moving a trough needed also being part of the consideration. It was agreed to have the work carried out by machinery with reassurance that the site is secured every night, the work is expected to take 2-3 days with a new gate being needed it was noted.

Action 6.06: Ongoing

Action 6.07:HMWG *To arrange access to the site to enable an access gate to be installed going forwards* The ownership is being followed up, the lock can be cut the local authority have replied, it was felt best to get a combination lock for ease with this being followed up.

Action 6.07: Ongoing

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

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

Community woodland land transfer continues to be pursued, support from local authority being sought with EB attending a meeting next week along with the Forest Centre to try and ensure progress with the next phase of the money transfer due for the community woodland.

8. FINANCE MATTERS

a) Quotes for consideration -

No items to consider.

b) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. Backlight Ltd	June charge	£1046.44
2. A R Worboys Ltd	SI2298 grass cutting	£756.00
3. A R Worboys Ltd	SI2332 grass cutting	£756.00
4. Eric Benton	Reimbursement defib pads	£222.00
5. South East Security	Annual maintenance	£150.00
6. Wicksteed Lesiure	Play area maintenance broken rope fixings	£753.35
7. Russell Adams	Allotment tap reimbursement	£199.90

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	£12.00 direct debit

Payments made between meetings to be ratified:

Reflections bus shelter cleaning £80.00

TMC Contractors Burial Ground repair £3500.00

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

c) Allotment rents for 2025/26 to be approved

It was unanimously agreed by those with voting rights, *RD, MB, RA, NW declared an interest and took no part in the vote*, that the rent for 2024/25 to be set at £5.75 per pole, resolution passed.

Action 7.03:EB

Work is ongoing on raising with Wave to remove the sewage charge for the allotment water supply it was noted.

Action 7.04:EB

It was agreed by those with voting rights to allow the allotment deposit monies to be used by the Allotment Society for making good the plots that have been neglected when the deposit is not returned, resolution passed.

Action 6.10: RA/MB *To arrange the topsoil delivery to finish off the allotment work no more than £500 of expenditure be authorised for the work* **Action 6.10: Ongoing**

9. CORRESPONDENCE AND INFORMATION RECEIVED: To be updated further

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

Workplace Health Bulletin: June 2024

Crime Stats – June 2024 – circulated

Wilstead Bowls Club communications regarding rent and grant application – responded to

BBC Officer communications regarding average speed camera load clarity followed up

Grass cutting contractor communications copied into regarding hedge cutting

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

Copied into Forest Centre communications copied into regarding Huckle's Meadow and community woodland – agenda item

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

BBC Officer communications copied into regarding pedestrian refuge at Wilstead

Crossroads (pedestrian warning sign)

CPRE June newsletter

Parish Councillor NJ apologies for June Parish Council meeting – noted

Wilstead Homewatch article submission

Planning Working Group report - circulated

BBC Officer Recycling regarding bin in road at Church Road – followed up

Local community police communications regarding community parking support Church End – followed up

Bing internet thank you for your feedback on Wilshamstead Parish Council

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

Borough Councillor MF report – circulated

BBC Chief Executive invite for Clerk to a meeting

Resident communication regarding booking tennis court in Jubilee Way – responded to, followed up

Affordable Cybersecurity Solutions for Local Governments

Request for access to the community safety camera copied into

Chairmanship Training with BATPC - Remote Session Dates and Booking Details – circulated

Borough Councillor MF communication regarding supporting a resident with a matter

Allotment tap installation work communications – invoice is agenda item
Local community police communication regarding Coffee with a Cop in Wilstead – shared on local platforms
Resident communication regarding overgrown hedge in Pollards Close – responded to, followed up
Resident communication regarding overgrown hedge in Luton Road – responded to, followed up
Wilstead school playing field area bin communications copied into
Resident communication regarding planning enforcement matter – responded to
Resident expression of interest in being a Councillor – follow up actioned
Resident prospective Councillor communications – follow up actioned
Thank you for joining the EWR CEO Webinar
Resident communication regarding Church End parking Council action updates being fed back – acknowledged
Resident communication regarding Church End parking Council action updates being fed back - acknowledged
Play area contractor communication regarding seat repair needed – responded to, action followed up
Borough Councillor MF communications regarding 31 Cotton End Road overgrown hedge
Borough Councillor MF communication feeding back community local police parish visit
BBC Officer communication regarding average speed camera – followed up
Member of the public communication regarding donating to All Saints Church – responded to, followed up
Copied into hedge cutting communication follow up with contractor
Copied into Councillor communications regarding broken dog bin repair needed
Communications regarding burial ground path repair
Boost your business online for less than a tenner | Your Zen monthly news update
Mayor's Climate Change Fund and Home Upgrade Grant 2 Promotion Support
ARW LTD WILSTEAD PC INV S12328 – agenda item
Lidlington United communication regarding hiring the football pitch – responded to, actioned
BBC Officer communication regarding skate park in Wilstead previous work done – responded to
ARW LTD WILSTEAD PC INV S12332 – agenda item
BBC Agenda for Rural Affairs Committee, Wednesday, 24th July, 2024, 6.30 pm
BEDFORD BOROUGH COUNCIL SPECIAL EXPENSES REVIEW 2024 communication – responded to
Resident communication regarding Phipps Close parking – followed up, actioned
Annual Governance and Accountability Return 2023/24 acknowledgment of receipt
Local community police meeting for priority setting – circulated
BBC Town and Parish Network meeting – circulated
Local Representatives Groups- Meet David Hughes, EWR CEO
Bedford Borough Council Parish and Town Council Update
Wilstead Village Hall documents communication – responded to, actioned
Copied into communication with Wilstead Primary School regarding defibrillator pads
Copied into communications regarding pitch availability at Jubilee Centre
Resident communication regarding traffic monitoring on Cotton End Road – followed up
Local community police communications regarding parking support meeting
Financial Regulations model document communications
Copied into a meter fitting request sent to Calor Gas for the Jubilee Centre
BBC Officer communication regarding pedestrian refuge at Wilstead Crossroads (pedestrian warning) sign installation
Copied into hedge at front of Village Hall being cut back communications between VHMC and school
Crime Statistics 17th June to 30th 2024 – circulated

Interest in village football team communication – followed up, actioned
Borough Councillor MF Armstrong Close footway issues
Mazars Overdue AGAR - warning of late fine – actioned
Resident communication regarding parking issues in Castle Close – responded to
Whitworth Way and car park hedge communications with contractor – agenda item
Request for disabled parking bag in village car park – responded to, actioned
Copied into communication regarding litter bin at Whitworth Way play area with Bedford
Borough Council regarding emptying it
Zen internet Have your say in the 2024 PC Pro Awards
Resident communications regarding issues in Hampton Close square area – responded,
followed up
ARW LTD WILSTEAD PC INV S12313 – agenda item
PCC's public consultation survey - Bedford Parishes
Resident concern over potential planning breach – responded to, followed up
Wilstead Bowls Club rent communications – responded to
CPRE newsletter June – circulated
Resident update request on average speed camera installation – responded to
Statement From Wicksteed Leisure Ltd – WILS01 – agenda item
Mazars Gentle reminder - AGAR deadline - Sunday 30 June 2024
BBC Planning Parish Consultation letter for 24/01259/LDE - agenda item
Resident concern regarding Hampton Close pavement issue – followed up
BBC Change of location for meeting 26/06/2024, 16:30, Standards Complaints Sub-
Committee
Hiscox insurance Thank you for your payment - Wilshamstead Parish Council [Version Ref:
129492680
Communications regarding parking access by the Church – followed up
BATPC Training Opportunity - Planning Nuts and Bolts, 17th July 7pm – circulated
Community woodland communications regarding money transfer – ongoing
BBC Planning Parish Consultation letter for 24/01217/FUL - agenda item
Play area maintenance communication regarding broken fixing – actioned
Wixams Parliamentary Hustings 22nd June – circulated
Crime Statistics 29th May to 16th June 2024 – circulated
Resident communication received regarding Church Road parking
BBC Agenda for Standards Complaints Sub-Committee, Wednesday, 26th June, 2024, 4.30
pm
ARW LTD WILSTEAD PC INV S12298 – agenda item
Is it time to ditch Gmail? | Your Zen monthly news update
Cambridge and Counties We're changing the Terms & Conditions on your account
Resident communication regarding play equipment at Whitworth Way – responded to,
actioned
Parish Councillor application form communication – responded to
BBC Street Trading Consent Application - All Consent Streets Outside the Town Centre
Resident communication regarding Longmeadow Drive trees – actioned
Disruption at Parish Council June meeting communication – responded to
Hiscox Risk Academy: access to documents, templates, and training at your fingertips
Helping Councils with Tendering for a new playground or sports facility
Wilstead underpass graffiti reported to Borough Council helpdesk
Gravetendering communications – responded to
Planning Inspectorate Confirmation of Representation(s) for APP/K0235/W/24/3340202
Parish Council grass cutting schedule communications – followed up

**10. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 10th JUNE AND
EXTRAORDINARY MEETING HELD ON 6th DECEMBER:**

All Councillors unanimously agreed approval of the Parish Council 10th June 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.

4. PARISH COUNCILLORS ABILITY TO CO-OPT

It was agreed to move this agenda item to the end of the meeting, so the application forms were discussed at this point of the meeting.

Action 6.02:MB/EB *To meet with prospective individual who had submitted Councillor application form*

Action 6.02: Complete

It was unanimously agreed to co-opt Karen Hollands and Chris Carberry, resolution passed. Clerk to share new Councillor paperwork and MF to arrange new email addresses.

Action 7.05: Clerk/MF

CC to join the Planning Working Group, with KH looking to take on the Village Hall representative role and police priority meetings going forwards. Clerk to share latest communications associated with these items to the new Councillors. **Action 7.06: Clerk**

11. CLOSE OF MEETING:

Chair closed the meeting at 8.35pm with next meeting to be 2nd September, 14th October, 25th November.

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:

24/01264/AOC 23/02083/LBC - Condition 7 - Archaeology (Part discharge of Condition) at Cottage Retreat 5 - 7 Bedford Road - Part Approved

24/01260/AOC 23/02083/LBC - Condition 5 - Materials (Discharge of Condition) at Cottage Retreat 5 - 7 Bedford Road – Permitted

24/01263/AOC 23/02083/LBC - Condition 6 - Windows (Discharge of Condition) at Cottage Retreat 5 - 7 Bedford Road - Permitted

24/00882/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 – Refused
23/02451/MAF Construction of an American style Barn and Arena/Manege in connection with the change of use from agricultural land to a personal equestrian centre at Vicarage Farm 53 Bedford Road - Refused

ANY OTHER PLANNING MATTERS:

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

Action 2.04: Clerk (22) *To follow up with the Borough Council Officer to investigate what could be done to improve cycling facilities in the village as well as the link along the A6 to be safer for users. Yo Highton and Melanie MacLoed at the Officers who will give an update on this, all that is known is that the local authority are just about to start work on the preparation of a Local Cycling and Walking Improvement Plan for the Borough. This document is expected to be ready in the autumn time. 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 5.08/NJ/Clerk *To manage submission of comments to the Bedford Borough Council Rights of Way Improvement Plan consultation document*

Action 5.08: Complete

Action 6.03: PWG *To submit comments for 24/00882/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*

Action 6.03: Complete

Action 6.04: Clerk *To submit comments to planning appeal relating to: 23/02298/FUL and 23/02299/LBC Repair, alterations and extensions to existing building, including reconfiguration of residential units, single storey and two storey rear extensions, creation of natural swimming pool, associated parking, hard and soft landscaping at Cottage Retreat 5 - 7 Bedford Road*

Action 6.04: Complete

Action 6.05: Clerk *To submit additional comments to the application for land off Canberra Road, Shortstown*

Action 6.05: Complete

BOROUGH COUNCILLOR

Items covered during meeting.

PLAY AREA

Action 7.17 (21): Clerk *To follow up with CPM Playgrounds to review and advise next steps accordingly, regarding the mixing bolt that needs replacing on the Playdale spinner, and the locomotive needs taking apart and reviewing more closely* Contractor had been asked to undertake review of locomotive, site meeting arranged on 1st February to look at the spinner with Playdale representative.

Action 7.17 (21): Ongoing

Action 7.05: PAWG *To explore options with funding opportunities, and it was agreed to consult the village at a later stage when there is more information available for residents to understand the proposals* MB had made contact with the local authority and school to discuss the proposed location of the play area improvements which it is intended will have limited encroachment on the area the school use. A further site meeting with a potential contractor has been arranged. Funding opportunities information had been shared with MB. It was noted that the Council agreed once all proposals are finalised total cost will need to be developed and means of funding pursued. It was felt that the £60k in the Reserves budget plus £25k from outstanding CIL payment would be inadequate, the above costs do not include major earthworks or surfacing.

Action 7.05: Ongoing

ENVIRONMENT

Action 9.10: EWG *To follow up at Crossroads; extensions to yellow line parking restrictions, marking of pedestrian crossing access and cutting back of undergrowth on south side of Cotton End Road approach.* RD has been following up on all actions and these are complete with the exception of a definitive answer from the Borough regarding the re-installation of a pedestrian safety island at the entrance to Cotton End Road. 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.

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. Superseded by Action 6.07(23): GC/MF

Action 11.07(22):Superseded

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 7.05: 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. Superseded by Action 6.08.

Action 7.05: Superseded

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 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 in place and paid for.

Action 9.01: Complete

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 6.08:MB/RA/MF *To pursue one consultation for all aspects of highways safety in the centre of the village area, Church Road, crossroads, splay of Dines Close, outside the Post Office/Village Hall as well around Whitworth Way* List and maps had been shared with local authority including adding request for double yellow lines be added to the corner of the access point by the Village Car Park to the drop kurb which causes a visibility issue.

Action 6.08: Complete

Bedford Borough Council Officer feedback has been ongoing, waiving the H bar inspection fee but residents to pay for the lineage in interests of being fair to existing residents.

Action 6.09: Clerk *To check the timer arrangement for the Christmas tree going forwards* Clarity has been sought on this with the lighting contractor. **Action 6.09: 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 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. Clerk has tried to update location address.

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. Police attendance at meeting early in 2024 and Coffee with Cop events also taking place in local area.

Action 7.03: To be Deleted

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 1.07: 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*

Action 2.05: Complete

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 3.10: Clerk *To seek clarity on the Wilstead Bowls Club grant £1,500 contribution due from the Bowls Club for the recent water supply upgrade work carried out by the Parish Council, be written off so that no monies are due for these works, to enable the Club to reallocate these funds to the toilet and building refurbishment works. Clerk to feedback.*

Action 3.10: Complete

Action 5.11: Clerk *To confirm the management of the release of the grant funds to Wilstead Primary School If the playground markings invoice was required to be prepaid by the school. If the invoice terms do not require prepayment then it was agreed by the full Council to pay the grant monies on confirmation the work had been completed satisfactorily by the contractor.*

Action 5.11: Ongoing

Action 5.12: Clerk *To submit finance documents to the external auditor*

Action 5.12: Complete

Action 2.10: Ongoing *To accept the quotation for additional seven £195.00 per column for the rope lights and three £365.00 for the star plus £40.00 to put up and take down each light Clerk had confirmed, to still share update on Homewatch to the village.*

Action 2.10: Ongoing