

## **WILSHAMSTEAD PARISH COUNCIL**

### **Minutes of the Full Council Meeting held on Monday 16<sup>th</sup> March 2020** **7.00pm in the Village Hall**

**PRESENT:** Eric Benton (Chair), Nigel Jacobs, Graeme Dinner, Marc Frost, Richard Draycott, Bernard Crease, and no members of the public.

#### **1. APOLOGIES FOR ABSENCE AND DECLARATION OF INTEREST FOR THE MEETING:**

Apologies from James Carroll, Geoff Odell, Mark Brooks, Lizzie Barnicoat (Clerk) There were no declarations of interest received for the meeting.

There was no separate Planning Meeting. This was combined with the brief Full Council Meeting

Because of the outbreak of Coronavirus and the uncertainty of further face to face meetings in the near future it was agreed to have electronic discussions and decisions taken online.

**Note.** A notice was put up in the Parish Office that it was closed to visitors for the foreseeable future.

Whilst all councillors will be advised of all planning applications regarding Wilstead it was agreed to delegate planning application responses to the Planning Working Group until further notice.

It was also agreed to delegate all payments to the F&GP Working Group if payment was due before the next advertised PC meeting.

It was agreed to submit responses to the three applications listed below even though two were past their respond by date. **Action 3.01 PWG**

**Note. The following parts of these minutes were not discussed at the meeting but do contain the update on the actions and additional information submitted prior to the meeting.**

**The meeting was closed at 7.25pm.**

#### **2. OPEN FORUM:**

There was no Open Forum.

#### **3. PLANNING APPLICATIONS FOR CONSIDERATION:**

##### **a. 20/00391/FUL erection of porch to front and two storey and single storey rear extension (revised scheme) at 2 The Square.**

Planning Group proposed response. No objections. The amended plans showed less overbearing and reduced size of extensions

##### **b. East West Rail public consultation on Bedford to Cambridge route**

There were planned public meetings in the Bedford area on 16<sup>th</sup>, 19<sup>th</sup> and 24<sup>th</sup> March. However, East West Rail have cancelled all public events including those in the Bedford area.

- c. **20/00302/FUL Single storey front and side extension, garage conversion and alterations at 10 Luton Road.**

Planning Group proposed response. No objections.

- d. **20/00282/FUL Single Storey rear extension, two storey side and infill extensions to link main dwelling to existing garage, raise height of garage roof and addition of two gable dormers to accommodate an additional bedroom at 7 Brambles.**

Planning Group proposed response. No objections but suggest that dressing room window is opaque to provide privacy and prevent overlooking onto neighbouring property

#### **PLANNING DECISIONS TO BE NOTED:**

**20/00343/LDP** Certificate to confirm that the details submitted do not require planning permission (Single storey rear extension) at 36 Armstrong Close - **Decided Certificate Issued**

**20/00035/FUL** Single storey rear extension 67 Whitworth Way - **Permitted**

**19/02710/FUL** Single storey rear extension and porch to front 15 Whitworth Way – **Permitted**

**19/01787/FUL** Erection of single storey side extension and garage to front with glazed link to house. New front door in front elevation and new window in rear elevation 6 Duck End Lane - **Permitted**

18/00551/MAF Condition 12 - Cycle Parking (discharge of condition) Land At Whitworth Way - **Permitted**

18/00551/MAF - Condition 3 - Landscaping (Discharge of condition) Land At Whitworth Way - **Permitted**

18/00386/DC3 - Condition 2 - Landscaping (Discharge of condition) Land Adjacent To Lakeview School - **Permitted**

15/00033/FUL, 15/00038/FUL, 17/02840/FUL, 17/02741/LBC.- Conversion of Grade II Listed threshing barn to a single dwelling including conversion of former dairy to garage and ancillary accommodation Duck End Farm Barn, Duck End Lane and related Conditions- **Disposed of**

#### **ANY OTHER PLANNING MATTERS:**

**Action 1.04: EB** *To follow up with the local authority the planning application relating to Wellington and overturning of the local authority decision due to their Neighbourhood Plan.*

In the light of the decision to refer the Village Farm development back to the Planning Committee, with a recommendation to refuse, this action has been superseded.

**Action 1.04 Superseded**

**Action 1.06: PWG** *Planning Working Group to formulate a draft response with a recommendation to the full Council on how best to respond to the planning applications, with the draft responses to be circulated ahead of the meeting.*

**Action 1.06: Complete**

**Action 1.07: Clerk** *To circulate submitted Parish Council comments relating to application 18/02285/FUL at 4 The Square.* **Action 1.07: Ongoing**

**Action 2.01 Clerk** *To submit response to 20/00035/FUL single storey rear extension at 67 Whitworth Way.*

**Action 2.01 Complete**

**Action 2.02 PWG** *To submit a response prior to 9<sup>th</sup> March to 20/00282/FUL single and two storey extensions at 7 The Brambles.*

Missed response deadline. There were no objections but still propose to send in comment.

**Action 2.02 Deleted (see Action 3.01 above)**

**Village Farm.** This application is to be reconsidered at the Planning Committee on 23<sup>rd</sup> March with a recommendation to refuse. This is because the Local Plan has been accepted and therefore the balance has now been tilted towards refusal.

**34 Bedford Rd. & Netherwood Farm.** Further clarification sought regarding garage / driveway and permitted profile respectively. No response to date.

#### 4. REPORTS :

##### i) BOROUGH COUNCILLOR

**Action 2.05 (19): GC** *To clarify with the local authority the chain of communications during such an incident and who tells Cadent there is an emergency plan in place in the parish.* **Action 2.05 (19): Ongoing**

**Action 11.05: GC** *To pursue Cotton End Road width of footway concern reported to local authority, widening the path as part of their capital improvement works.* **Action 11.05: Ongoing**

**Action 2.04 GC** *To copy the Parish Council with the latest information on the new surgery for Wixams. This was now reported as expected 2023/24*

**Action 2.04: Complete**

##### ii) POLICE

No specific update.

##### iii) PLAY AREA

**Action 6.10: PAWG** *To liaise with the grass contractor to arrange for the weed killing to be carried out on the safety surface / path.*

The weeds are now less of an issue. There is very little left. Confirmation of weed killer safety is being sought.

**Action 6.10: Ongoing**

**Action 6.11: PAWG** *To proceed with a site visit by prospective contractors EcoSurface and Abacus Playgrounds in order to prepare more detailed quotations for the new safety surface. Also to ensure appropriate fall height / area by the Wicksteed metal climber, and check compliance with appropriate legislation. Quotes reviewed. Clarification on above points will be sought from Contractors.*

**Action 6.11: Ongoing**

##### iv) ENVIRONMENT:

**Action 10.23: Clerk** *To contact the local shops in the area at the Crossroads to advise them of the planned work for this area. It was agreed to propose removing the hedge and replace it with plants.*

**Action 10.23: Superseded by Action 10.24 (See below)**

**Action 10.24: EB** *To seek quotations to improve the area in front of the Crossroads shops. Quotations to include the hedge removal.. The removal of hedging is the only action at this stage*

**Action 10.24: Ongoing**

**Action 2.05: MF** *To Instruct South East Security to prepare and submit a project plan (timescales, map and power connection) confirm the location of the CCTV lamp post to enable the visibility to be sufficient.*

**Action 2.05 Complete**

Awaiting confirmation from Darryl Hall with regard to electrics. South East can't complete the plan until BCC agree the electrical works. BCC have asked many of the same questions, again, but MF now talking to the right person. Report when received to be circulated.

**Action 3.02 MF**

**Action 2.06 All Councillors** *To consider the PC not insuring the equipment as per the PC's usual practice with certain other assets.* Clerk had sought clarity from insurers and circulated. **Action 2.06 Ongoing**

**Action 1.12: EB/RD** *To continue liaison with the Borough Council on A6 completion and remedial action on Luton and Bedford Roads following completion.* Monthly meetings with the Borough officers continue.

**Action 1.12: Ongoing**

**Action 1.15: RD** *To ensure the local authority put up the appropriate signage on the A6 to alert motorists to crossing pedestrians.* Installation agreed by Highways. Next meeting planned with Highways planned for 27<sup>th</sup> March

**Action 1.15: Ongoing**

**Action 1.23: EB** *To review and reply to request from Bowls Club for improved lighting on Bedford Road at entrance to Jubilee Way.*

No action to date. RD has advised that little can be done. Need to respond to Bowls Club.

**Action 1.23: Ongoing**

**Action 2.08 EWG** *To ascertain what monies would be needed to undertake repairing the wheel track marks at the allotment* **Action 2.08 Ongoing**

**Action 2.09 EWG** *To advise the Borough of the of Lambing Day on 15<sup>th</sup> March so that the associated anticipated heavy traffic going along Cotton End Rd to Elms Lane can be considered when selecting dates for the planned temporary closures of Luton Rd and the A6 south of the Luton Rd junction.* Borough were advised. Lambing Day cancelled due to adverse weather conditions.

**Action 2.08 Complete**

**Action 2.10 EWG** *To seek a quote for the Allotment Society request for an additional water tap as some allotments are a long way from the taps.*

**Action 2.10 Ongoing**

### **Average Speed Cameras.**

Discussions are ongoing with Highways and Bedfordshire police concerning arrangements for average speed cameras on Cotton End road following recent speed check analysis showing a 25% level of prosecutable offences on a sample of 19,100 vehicles

The cost of installing Average Speed Cameras in Cotton End Road has escalated from £65k (estimate given in July 2019), approx £80k (end 2019) to £91k currently. The Borough officer has been asked whether there is any assistance available to help with this cost.

**Action 3.03 EB /RD**

### **v) FINANCE AND GENERAL PURPOSES:**

**Action 10.11A (17) NJ** *To ascertain whether Persimmon will agree to the staggered release of the Section 106 monies.* Still no clarity on staggering Section 106 payments. It was thought that this might encourage Persimmon to do the required work to bring the Public Open Spaces up to an adoptable standard.

**Action 10/11A (17) Ongoing**

The Borough have said they will now draft the transfer document in parallel with this work.

They will also confirm how much money comes with the transfer and clarify the status of the balancing pond as originally this wasn't included in the POS but is now shown on the map Persimmon provided as included. Access rights over the POS would be needed if the balancing pond wasn't included.

Play Areas - TCL are planning to start installation work on the MUGA, LEAP and missing LAP on w/c 23rd March. A site meeting is planned for the 17th March to discuss the work. TCL will be drilling through the existing MUGA base in many areas to encourage drainage, although they cannot guarantee this will eradicate the problem. Repairs to both the existing LAP and LEAP will be carried out alongside the new installations on both following on from the MUGA works. NJ to report on meeting and agreed work. **Action 3.04 NJ**

**Action 2.11: F&GP WG/Clerk** *To inform Borough that the Parish Council agreed to the installation of rubber 'ramps' to prevent vehicles getting too close to the wall at a cost of £2400. A letter to the Borough is being drafted stating that the PC would like to proceed with the installation of wheel stops and marking out of bays for the quoted price.* **Action 2.11 Ongoing**

**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. No progress*

**Action 4.10 (18): Ongoing**

**Action 10.09 (18): F & GP WG** *To sign the woodland transfer document*  
Another version has been provided by L&Q. The PC, Forest of Marston Vale and Bedford Borough reviewed the draft transfer document and raised certain issues which were thought to be best resolved by a face to face meeting. L&Q (Gallagher that was) have just responded to these queries over access over the newt area and through the newly planted north of the woodland. They are willing to have a meeting and this needs to be coordinated.

**Action 10.09 (18): Ongoing**

**Action 7.19: Clerk/MB/MF** *To commence uploading of Parish Council documents to the PC website as and when they are reviewed Standing Orders to be uploaded and the Burial Ground rules.* **Action 7.19: Ongoing**

**Action 9.14: Clerk/BC** *To issue BC with the relevant paperwork, sign and submit them .* **Action 9.14: Ongoing**

**Action 11.06: F&GP WG** *To arrange meeting with Beds CCG IT to discuss video link doctors appointments, as some surgeries already do this.*

Beds CCG again approached requesting meeting.

**Action 11.06: Ongoing**

**Action 10.11: F&GP WG** *To continue to pursue possible adoption of land off Bedford Road with communications with the Borough Officer to include clarity on the length of the lease, and the associated management and costs of potential traveller encampments to be considered by the Working Group. No progress.*

**Action 10.11: Ongoing**

**Action 10.14: Clerk** *To issue Geoff Odell the new Parish Councillor necessary paperwork and submit.*

**Action 10.14:**

**Ongoing**

**Action 10.15: MB GO** *to be issued a Parish Council email address. Done and now live on new email within Office 365 (MF)*

**Action 10.15: Complete**

**Action 10.26: NJ/F&GP WG** *To respond to the External Auditor to highlight the Parish Council response to the audit comments. Response submitted.*

No Parish Clerk and Councillor unpaid RFO.

**Action 10.26 Complete.**

Reply received as follows: Thank you for your e-mail and the attachment. The issue was discussed on the call this morning but as the clerk / RFO arrangements are extremely unusual NAO asked me to put the query in writing and allow them time to consult internally, obtaining legal advice if necessary.

I will let you know as soon as I have a response, but I am on holiday for 2 weeks after Friday so if it doesn't arrive before then there will be some delay.

**Action 11.10: EB** *To review the recent water bill in greater detail as it appears very high. The PC can achieve a reduced rate for sewerage if an additional meter is fitted to measure water usage for watering the Bowling Green.*

**Action 11.10 Complete.**

Need to arrange fitment of additional meter.

**Action 3.05 EB**

**Action 1.18: MF/F&GPWG** *To set up all Councillors moving to a uniform platform which would enable access to an improved system for all users. Office 365 set up for all Councillors to access. Some teething problems due to lack of computer expertise / familiarity with 365.*

**Action 1.18: Ongoing**

**Action 1.19: Clerk** *To respond to the Footpath Group's proposal that the Parish Council part fund the cost of the diversion of Footpath 7 nearer the wood because it had perceived advantages to residents as well as the landowner. The Parish Council decided in January not to part fund the cost of this diversion but would consider assisting with costs associated with path furniture if the diversion was successful.*

**Action 1.19: Ongoing**

**Action 1.22: F&GP WG** *To make a recommendation on Parish Council reserves and associated policy for consideration. Was an Agenda item for this March PC meeting but will now be addressed online and Financial Regulations amended as necessary.*

**Action 1.22: Ongoing**

**Action 1.24: Clerk** *To submit the Parish Council precept to Bedford Borough Council requesting £46,000.*

**Action 1.24:**

**Complete**

**Action 2.07 EB / F&GPWG** *To ascertain if the developer could pay retrospectively for the average speed cameras along Cotton End Road, or establish other ways to avoid losing any such planning gain monies.*

The proposed Village Farm development, previously agreed, has been referred back to the Borough Planning Committee (23rd March) with a recommendation

for refusal. If it is refused no monies will be forthcoming for assistance with Average Speed Cameras.

**Action 2.07 Ongoing**

**Action 2.12: Clerk** *To notify the Village Hall Management Committee Parish Council representative is JM .*

**Action 2.12: Complete**

**Action 2.13 F&GP WG** *To amend the Working Group structure following the close of the Village Facilities Working Group*

**Action 2.13 Complete**

**Action 2.14 F&GP WG** *To review whether to have other accounts in other Banks as the PC is likely to have much more in its accounts in future due to section 106 payments etc and this review to be included in the PC's Financial Regulations.*

**Action 2.14 Ongoing**

**Action 2.15 F&GP WG** *To create a proposed list of payments full schedule for over the year and incorporate into the Financial Regulations to reflect the Council's practice. Was an Agenda item for this March PC meeting. Now will be addressed / agreed online.*

**Action 2.15 Ongoing**

**Action 2.16 BC,GO,JM** *To notify the Clerk of any training needs*

**Action 2.16 Ongoing**

### **Street Light Upgrade & Adoption.**

The Borough have said that work is planned to start on 16th March in replacing 9 (or maybe 8) lights with new columns and LED lamps. There seems to be some uncertainty regarding the light in Luton Rd as to whether it is to be removed or replaced.

Note. It has been removed

### **Wooding Way.**

There has been no response from Bellway regarding the PC's query as to what a 'Resident led Management Company' means in reality. This Company would look after the Public Open Spaces and charge residents for doing this work. This annual charge will be on top of their Council Tax

### **Possible Options for new Ward Boundary:**

1. Keep the Wilshamstead Ward and have 2-3 councillors possibly one looking after Wilstead and the other(s) Wixams Village 1. Both share some facilities and services eg secondary school, bus services. Wilstead would be a smaller part of this Ward. Wixams will become a Town.
2. New Ward. Combine Elstow and Wilstead but shed Wixams and the part of Elstow & Stewartby Ward which is west of the A6. Both are rural(ish), more equal in size and share some services eg bus
3. New Ward. Combine Wilstead and Cotton End and shed Wixams & Shortstown. Both rural but share little facilities / services. Exception might be new school at Cotton End. Wilstead would be the larger partner.

There may be other combinations. We have until late April to respond. F&GP preference is option 1. All Councillors to consider and respond

**Action 3.06 All Councillors**



## **Christmas Tree**

MB is assured there is significant practical and financial support for a tree in the Village and that there is a group waiting in the wings to take this on and organise it. MB believes the PC were broadly in favour of it though there was some concern over the cost. This may have been largely mitigated now. It was thought that a practical way forward would be to ask the organiser to attend the next meeting and present their case so it can be all in hand for this Christmas. However, in the light of the uncertainty regarding the date of the next meeting, it is proposed to contact the group and progress this by email.

### **Action 3.07 F&GPWG**

**The following matters were due for discussion at the meeting but were not discussed. Therefore there are the following new actions.**

To Change Barclays Business Account to allow signatories to be the same as on Community (ie Current) Account. **Action 3.08 F&GPWG**

To submit a proposal for amount of Reserves to be held  
**Action 3.09 F&GPWG.**

To arrange a meeting with resident who had expressed an interest in being a Parish Councillor. **Action 3.10 F&GPWG**

To recommend response to Wilstead Scout Group grant request.  
**Action 3.11 F&GPWG.**

## **5. FINANCE:**

### **(i)Payment of accounts:**

<b>Payee</b>	<b>Service</b>	<b>Amount</b>
Barnicoat Ltd	Clerking service January	£887.37
Barnicoat Ltd	Clerking service February	£682.59
Sally Chapman NP consultant		£1770.00
Bedford Borough Council	Election recharges	£39.71
Danny Barker Web Design	– for setting up PCwebsite	£1500.00
E Benton	Burial Ground expense: two cans of Grass Marking Spray paint	
	with which to mark up grave plots.	£8.00
Andy Muskett Ltd	Street lighting maintenance	£95.52
Mark Brooks	Final payment for hire of fencing around damaged roundabout	£173.24

As minuted above the F&GP WG is delegated to approve and pay the above items electronically. Proof of approval will be filed by the F&GPWG in the Finance folder of PC documents held online in Office 365 SharePoint

### **Payments made out of meeting**

Plus Net Telephone and broadband £18.32 (Feb) and £21.70 (Mar) direct debit  
Anglian Water water charges £864.20 direct debit

Eon Uk Ltd Street lighting energy £123.10 (Feb) and £119.00 (Mar) direct debit  
CPRE – Neighbourhood Plan Training £174.00

The Council had previously agreed to approve payment for these items.

In view of Government and NALC advice not to convene unnecessarily due to the Coronavirus the following payments are authorised in advance to be paid electronically

Wilstead Homewatch PC article space £250.00

Barnicoat Ltd Clerking service for March

BATPC Councillor training for anyone wishing to attend.

## **(ii) Financial spreadsheet 2019/20**

The February reconciliation had been circulated. No concerns were raised by Councillors.

**(iii)** Agreed that Julie Betts remain as internal auditor so that process can continue in April

## **5. CONFIRM MINUTES OF THE MEETING HELD ON 10<sup>th</sup> FEBRUARY 2020**

It was unanimously agreed that the February meeting minutes be signed as a true and accurate record by the Chair. All matters arising had been covered.

## **6. CORRESPONDENCE AND INFORMATION RECEIVED:**

NALC Events Bulletin emails

Age Partnership email promoting services

BBC Planning weekly list email

Homewatch newsletter copy

Online playgrounds promotional information

BBC letter acknowledging receipt of planning comments

CPRE update emails

Bank statements

Crime statistics - forwarded

ERTA Voluntary Transport email

BBC Weekly Licensing list

Allotment tenant various communications

Burial ground and associated communications

Parish Council article submitted to Homewatch

Beds Police newsletter – forwarded

Copied into communications regarding Persimmon open space negotiations

Copied into communications regarding street lighting column adoption request to local authority

BBC precept submission form communications

Resident reporting traffic lights in Luton Road not working to local authority during A6 diversion

Resident reporting Luton Road drainage problems to local authority during A6 revision

Resident arranging collection of orange recycling sacks  
Copied into water service and charges Council communications with Anglian Water  
Wilstead Scouts group application form for financial assistance  
CPRE Neighbourhood Plan information workshop session booking  
Wilstead emergency group communications regarding Coronavirus updates from Public Health England  
Communications regarding external auditor feedback from Parish Council  
Office 365 set up communications for set up  
Consideration of Christmas tree options amongst Councillors  
Resident communications and copied into Police regarding speeding vehicles in Cotton End Road during the A6 diversion  
Police information on plans to support deterring speeding motorists in Wilstead  
NFP Workshops bid writing information  
65 dwellings, Village Farm, Cotton End Road, Wilstead 18/00433/MAO communications from local authority that application will go back to Planning Committee on 23<sup>rd</sup> March for refusal following local authority seeking legal advice  
Insurance clarification sought from Parish Council insurers regarding CCTV options regarding cover  
BATPC Village Hall, community centre survey  
Communications regarding tree outside 49 Whitworth Way  
BBC Officers communications regarding A6 diversion and associated highways matters  
Neighbourhood Plan meeting minutes – forwarded  
Request for Village Car Park to be used for a vehicle – responded to  
Anglian Water in your area notification  
Parish Council Working Group structure  
Resident concern over Luton Road closure impact on journey to work sent to local authority  
Wilstead and Wixams pharmacies information on current applications  
Expression of interest received in Parish Council vacancy  
CPRE invite to AGM  
Herrings Green license communication from resident  
Police Crime Commissioner invite to launch meeting  
BBC difficulties with bulk orange sack deliveries  
BATPC information and updates on the coronavirus situation and how this impacts local councils  
Play area inspection offer for booking in May  
East West Rail public information events and communications regarding preferred Bedford to Cambridge route  
BBC communications regarding flytipping at bottle bank at Wilstead  
BBC Rural Bulky Waste draft dates and cancellation of service given current situation  
BBC Town and Parish Network meeting information  
BBC Electoral Review meeting information in light of public consultation regarding proposed boundary changes  
PWLB governance updates  
BATPC Bugle and Councillor training information

Resident concerned over damage to verge near property caused by vehicles – responded to

**7. FUTURE AGENDA ITEMS:**

Matters as arisen