



WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Meeting held at the Village Hall on Monday 11th March 2024 at 7.00pm

PRESENT: Nigel Jacobs, Richard Draycott, Eric Benton, Mark Brooks, Annaliza Singleton, Marc Frost, Lizzie Barnicoat (Clerk) and no members of the public.

1. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all attendees, there were no apologies for absence received from Parish Councillor Russell Adams and Jo Bampton, these were accepted. Apologies received from Borough Councillor Graeme Coombes and Andrea Spice it was noted.

2. DECLARATION OF INTEREST FOR THE MEETING:

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

3. OPEN FORUM:

No public statements received.

4. PARISH COUNCILLORS ABILITY TO CO-OPT

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

5. PLANNING AND DEVELOPMENT:

a) 24/00298/S73A Installation of electric metal sliding gate and electric metal swing gate at two entrances (Development already carried out) at Vicarage Farm 53 Bedford Road - the Planning Working Group recommendation for a response was to object, highlighting there is not sufficient access for the public access needed at the side of the property for accessing the public right of way. It was suggested to seek the applicant to reconsider diverting the public right of way as a resolution to the situation. **Action 3.01: PWG**

b) 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 – amended plans - - the Planning Working Group recommendation for a response was to have no objection, with suggestion of tree planting on the southern side to soften the aspect for those nearby properties looking onto this property. **Action 3.02: PWG**

c) 24/00373/TPO T1 Oak, works to crown lift to 5m over the road and 3m over the rest of the tree to achieve height clearance for road and footpath at 7 Luton Road - the Planning Working Group recommendation for a response was to have no objection as long as this is done by a suitably qualified professional. **Action 3.03: PWG**

d) Bedford Borough Council Draft Homelessness & Rough Sleeping Strategy 2024-2029 Consultation response consideration – it was agreed to have no comment on the document.

e) Consideration of any planning applications received after the publication of the agenda – 24/00326/FUL Erection of new car port at 1A Ivy Lane, the Planning Working Group initially have no concerns but will review the application in more detail before responding. **Action 3.04:PWG**

Information had been shared from the landowner of 5-7 Bedford Road with the Parish Council, in light of proposal for three new bungalows in the curtilage. The site boundary consideration was discussed with Councillors mindful of the burial ground and allotment area. It was agreed to carry out a site visit to have a formal measurement of the boundary which is a separate matter it was agreed than the access along Jubilee Way to the proposed development area. It was also agreed that the Council have a formal meeting with Robinson and Hall to measure the site boundary out which is the first step on this matter. **Action 3.05:PWG**

6. BOROUGH COUNCILLOR REPORT

MF report had been shared ahead of the meeting:

Council potentially owed millions in uncollected capital receipts - The Council has been investigating the disaggregation agreement between Bedford Borough Council (BBC) and Central Bedfordshire Council (CBC) to ensure all money BBC is owed has been collected.

A preliminary investigation has uncovered various pieces of land noted in the disaggregation agreement that have either been sold off or developed, proceeds of which should be split on the basis of 63% CBC and 37% BBC. The Borough has received no capital receipts for and/or failed to collect raise this for successive years, the numbers involved could be between £10m-£20m.

Garden waste bin collections - will be starting again from 1st March, residents are advised to put their garden waste bins alongside the recycling bins by 6am on their next collection day. You can check collection dates and other waste services, at <https://www.bedford.gov.uk/.../household-bins-and-recycling>

Bus service - Our bus services continue to be a cause of great concern. The Borough's bus service operations and routes have not been reviewed in over a decade and the Borough only receives a small amount, £546k, of the Bus Service Improvement Plan. To put that into perspective, Luton and Central Bedfordshire received £19.1m and £3.7m respectively.

Unfortunately, the 24/25 funding is locked in at this amount. Work is underway to ensure that in future the Borough receives a significantly larger portion of this funding so that residents can benefit from the bus service they deserve.

Despite the financial pressure, Jim Wier is conducting a long overdue review of the whole bus service operations and routes. The team are also looking at some new models of operation to see if smaller buses in the rural areas might be able to feed into main routes.

Grant Palmer 44 service - Despite financial pressures, the Council extended the Grant Palmer 44 service on the 26th of February benefitting users of Elstow Park and Ride site, along with residents and commuters in Flitwick and Ampthill. The service is being extended by the Council utilising the Bus Service Improvement Plans (BSIP+) grant funding from the Government and ensures continued accessibility and convenience for residents and commuters.

SEND School and update - The Council is building a £ 26 million SEND school in Kempston at the former site of Robert Bruce Middle School and will have places for 200 children and young people from across Bedford Borough.

The children attending this new school will predominantly have profound and multiple learning disabilities. It will be opened in phases and is on track to be delivered on time.

In addition, the old Robert Bruce School was scheduled to be demolished however, it has been discovered that there are pregnant bats now in the building. Due to this, the Council is awaiting guidance from Natural England on how to proceed.

Mowsbury Golf Course - Due to the recent heavy rain Mowsbury Golf Course, like many Golf courses across the UK, has been closed due to repeated flooding.

GLL are looking at the current drainage provision and working with the grounds maintenance provider to look at ways to improve drainage provision. There's a ditch across the middle of the site which is full of debris and bracken, and this is preventing water from draining away, clearing this will be a quick improvement, but a longer-term solution is needed.

Oasis - The latest news is that this site is expected to open around Easter. It's been closed for safety work and refurbishment; several very significant issues have been identified and more continue to be uncovered. Unfortunately, it's taking longer than expected but the teams are working hard to be ready for Easter.

More money to manage Drainage - Much of the recent flooding to roads has been caused by inadequate maintenance of the drains and gully's. Unfortunately, the Council has only two vehicles, one of which is 'broken' and this vital work has not been undertaken for approximately 7 years. £470k has now been invested to facilitate a cyclical drainage

program which will improve the situation. It will take time to catch up and the areas of most frequent flooding will be prioritised first.

The A6 continues to flood badly at Wixams. I have asked that warning signs be used when the road is flooded and if possible an electronic matrix sign. It's dangerous until repaired. The work is scheduled but it stems from the initial build and will need a road closure and a number of services to be coordinated. The latest I heard was April.

Home Upgrade Grant expands - The Council will be announcing significant enhancements to the Home Upgrade Grant Phase 2 (HUG2) scheme, making it easier for more residents to access vital energy-saving home improvements and further reducing fuel poverty across the borough. The changes will ensure the Council continues to support residents during extremely challenging times. Residents can find further information and apply for HUG2 at: <https://www.bedford.gov.uk/environmental-issues/sustainability/home-upgrade-grant> or <https://hugapply.co.uk/2023/09/06/hello-world/>

Action 6.07: GC/MF *To seek prioritisation of the village average speed cameras* A communication with MF, GC, Clerk and EB to collate and revisit this with Allan Burls. A summary had been collated for this to be followed up then by MF alongside the recent resident petition for improved highways safety in the parish. The petition had been due to go to the October full Borough Council meeting, however, because of the bi-election it was deferred to the November meeting. It appears that it is promising for the average speed cameras with the scheme progressing to being started in Cotton End Road in the near future.

MF updated the latest at the November meeting that the Cotton End Road cameras to go in this financial year with a further agreement that the Luton Road average speed camera will be moved to the cross road in the next financial year 24/25. The Borough Council full Council meeting had recently approved this scheme in the village with the Parish Council committed £30,000 allocation of funding to enable both projects to go forwards. EB has been linked with the Borough Council Officer to look at where the final locations of the cameras will be sited, this meeting is being arranged with further email communications to try keep this moving forwards.

Action 6.07: Ongoing

Action 6.08:MF/GC/Clerk *To explore real time information boards for the village with a cost enquiry to be made with the Borough Council.*

Action 6.08:Ongoing

Action 1.04:GC *To see what options there are regarding the Elstow Lake site regarding the investigations being looked into for the type of waste and where the waste will be coming from,* GC had been taking this up with Paul Pace at Bedford Borough Council to see what options there are, awaiting feedback from GC.

Action 1.04:Ongoing

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

Action 1.08:Ongoing

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

Action 7.13 (22): EB/SP *To pursue acquisition of land off Bedford Road, EB to forward contact and Land Registry details to SP who volunteered to contact the local authority urgently* Communications remain ongoing with the Bedford Road adoption earmarked for early next year transfer, with the balancing pond excluded, the Parish Council need to agree a legal representative to manage the transfer, it was previously agreed to use Sharmans Law as the Parish Council legal representative. Communications remain ongoing with the transfer liaisons between Sharman Law and the local authority proceeding. It was unanimously agreed at the previous meeting to formally appoint any two signatures from the following three appointed individuals to sign on behalf of the Parish Council for the land transfer: Eric Benton, Mark Brooks, Marc Frost, resolution passed. It was unanimously agreed at this meeting to accept the work be undertaken at a cost of approximately £3,000, Councillors approved this amount to enable the transfer to

take place, resolution passed. Communications continue with the solicitors regarding this transfer as no land search on this land, the Parish Council agreed to take out indemnity insurance to last for perpetuity on the basis it would take years and cost a large amount of money at a cost of £900.00, resolution passed.

Action 7.13 (22): 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 update for the March meeting given was there is a document Persimmon are chasing the local authority for which is causing some confusion as to who has a copy of the document.

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

Clerk to ask clarity with the Borough Council CIL Officer on what allocations there are currently in the parish.

Action 3.06: Clerk

8. FINANCE MATTERS

a) Quotes for consideration -

Jubilee Way speed bump bollards -

Action 11.08: Clerk *To seek a quotation for the highways humps to be painted in yellow along Jubilee Way* This to be taken forwards as part of the highways actions and the marking of the parking bays.

Action 11.08: Ongoing

Action 2.12: Clerk *To ask Andy Muskett Ltd reasonable level of lighting for Littleworth to understand approximate costs and information in Homewatch as well.*

Action 2.12: Complete

Street lighting Littleworth – quotation circulated from Andy Muskett Ltd, request placed in Homewatch for resident feedback as well, with comments from two households received objecting to more lighting so on balance with just one proposal it was agreed to not proceed any further with this. It was asked for the Clerk to reflect the careful consideration and response in the next Homewatch.

Action 3.07: Clerk

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

Cotton End Road coverage. Clerk to seek clarity including lighting arrangement of the shooting star.

Action 2.10: Ongoing

Play area inspection – the accompanying inspection reports had been shared with all Councillors. MB to ask on social media for suitable contractors to come forward for MUGA cleaning including algae management.

Action 3.08: MB

b) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. E Barnicoat	Salary annual payment update this	£2258.88
2. E Benton	Reimbursement of litter hoops	£72.00
3. Wilstead Jubilee Centre	Retainer payment	£250.00

Accompanying invoices filed ahead of this meeting in the Invoices and Quotations folder of Parish Council documents held online within the folder for this meeting in Office 365 SharePoint As minuted in March 2020 the F&GP WG is delegated to approve and pay urgent items electronically (with retrospective approval at the next PC meeting). However, these items are yet to be paid, so it is proposed that payment of the above be made.

Payments made as per direct debit agreements:

Zen Telephone and broadband	£40.80 direct debit
Swalec Street lighting energy	£109.99 direct debit
3G CCTV Wifi	£12.00 direct debit

Payments made between meetings to be ratified:

Backlight Ltd Administration February £978.84

Albion Trees Jubilee Way tree work £1250.00

Mark Brooks Jubilee Way manhole cover emergency work £475.71

Mark Brooks Jubilee Way noticeboard repair £212.65

EB and MB declared an interest in the above payment so took no part in the vote.

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

c) Grant application for consideration to include Wilstead Bowls Club and Wilstead PTA –

Action 2.12: Clerk To circulate Wilstead PTA application **Action 2.12: Complete**

Wilstead PTA – application had been shared, it was agreed in principle that the Parish Council grant £1,500, on the basis that the remaining £1,500 for the project is funded before monies are transferred to the organisation, resolution passed.

Action 3.09: Clerk

Wilstead Bowls Club – application had been shared, it was asked what is £2,000 as a proportion of the overall project cost as it is not clear and to confirm what total levels of funding from other sources have been secured to date. Clerk to follow up.

Action 3.10: Clerk

9. CORRESPONDENCE AND INFORMATION RECEIVED:

NALC Events Bulletin emails

Age Partnership email promoting services

BBC Planning weekly list email

Homewatch newsletter copy

Homewatch article submitted

Online playgrounds promotional information

CPRE update emails

Bank statements

ERTA Voluntary Transport email

Allotment tenant various communications

Burial ground and associated communications

BBC Dates of Parish Meetings/ Local Events

BBC Monthly elections email update

Rural Grant communications with BBC and Village Hall – responded accordingly, regarding grant for Village Hall air conditioning unit
Workplace Health Bulletin: February 2024
Wilstead Primary School PTA, Parish Council request for financial support – application form sent, circulated
Latest VARS Data from the devices in the parish copied into circulation
Flooring Contracts promotional information
Resident communication regarding Littleworth highways comments from Homewatch article – responded to
BBC Officer communications regarding signage quotation – actioned
Crime Stats – February 2024 – circulated
Local MP request to have Parish Council representative at forthcoming police meeting – responded to, actioned, AS attending
Risk from bees clarity sought at allotments follow up from insurance company for Parish Council policy – forwarded to WG
Andy Muskett Ltd quotation of light extension at Littleworth – agenda item
Annual play inspection arrangement of inspection copied into – agenda item, reports circulated
New for 2024 - Our SWIFTacular new TAYLOR-made fireworks show SPARKS FLY!
Looking To Sell Golf Stock Online? Look No Further!
Defibrillator Grant Scheme information about funding
BBC Officer communication regarding 52 and 54 Wooding Way Wilstead MK45 3PG planning matter – actioned, followed up
BATPC Update - Martyn's Law Consultation and Free Government Webinar 13/2, Model Financial Regulations; Planning Training Fully Booked; Garden Party Nominations Reminder
Wilstead Homewatch article communications – submitted
Crime Statistics 1st Feb. to 13th – circulated
JACS (UK) Ltd - Village Gateways promotional information
CPRE Bedfordshire looking for volunteer treasurer
Insurance for Parish Councils, Parish Meetings and Community Councils promotional information
BBC Officer liaison regarding 23/02783/EIA question for Shortstown application – WG updated
BBC Officer communication and Borough Councillor follow up regarding community woodland transfer
BBC Town and Parish update
Response sent to resident regarding two oak trees on Dines Close after follow up email received
Copied into communications with BBC Officer regarding average speed camera location on Cotton End Road
BBC Planning Parish Consultation letter for 24/00298/S73A - agenda item
National Highways Important roadworks information: A421 Noise barrier replacement: resumption of work
Horizon Conference – Now available on demand!
Contractor communication regarding completed works on Jubilee Way regarding noticeboard post repair, manhole cover emergency repair – agenda item
Copied into Councillor communications regarding Longmeadow Drive transfer calculations
Copied into Councillor communication with BBC Officer regarding pedestrian refuse signage at Wilstead crossroads
Reporting back to Parish and Town Councils - Liberal Democrat Briefing - February 2024
Wilstead Bowls Club application for financial support communications – agenda item

BBC Planning Application 23/02783/EIA acknowledgement of comments received
Tree Warden communication regarding BBC free tree giveaway being accessed copied into
Boost Fire Safety - Stay Compliant
Resident communication regarding surface water run off concerns at The Pastures – followed up, circulated
Zurich insurance looking to get a quote
BBC Planning Parish Consultation letter for 24/00373/TPO - agenda item
BMKWT Invites you to our Annual Partner Conference
BBC BACS remittance – Ward Fund £2,500
BBC Meeting postponed - 28/03/2024, 18:30, Wixams Joint Development Control Committee
BBC communications regarding overflowing bin at crossroads
Resident communication regarding potholes – followed up
Wilstead Jubilee Centre communication regarding Wilstead Football Club
BBC Planning Re-consultation letter – circulated to WG, agenda item
BBC Agenda for Standards Committee, Tuesday, 12th March, 2024, 6.30 pm
BBC Bedford Borough Council Draft Homelessness & Rough Sleeping Strategy 2024-2029 Consultation – reminder – circulated
Street light - W2 Duck End Lane repair – forwarded
Andy Muskett Ltd quotation for additional lighting at Littleworth and additional Christmas tree lights – agenda items
Insurance renewal information – circulated to Working Group, future agenda item
Resident communication regarding Longmeadow Drive security – responded and forwarded
Borough Councillor report February
Play inspection annual reports – circulated, agenda item
BBC Planning Parish Consultation letter for 24/00326/FUL - agenda item
BBC Agenda for Standards Complaints Sub-Committee, Thursday, 14th March, 2024, 1.30 pm East West Rail | Spring Budget update communication
Councillor feedback on MUGA surface copied into – Jubilee Centre are looking into this
Resident communication regarding speeding in Jubilee Way signage – responded to
Copied into communication regarding 5-7 Bedford Road planning matter
Wilstead Hall fire alarm key communication – noted
Office of the Police and Crime Commissioner Newsletter - February 2024 – circulated
Wilstead Village Hall air condition invoicing communications – responded to
RA apologies for March Parish Council meeting – noted
Request for additional Wilstead Wombles litter picking equipment

10. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 12th FEBRUARY AND EXTRAORDINARY MEETING HELD ON 6th DECEMBER:

All Councillors unanimously agreed approval of the Parish Council 12th February 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.

11. CLOSE OF MEETING:

Chair closed the meeting at 8.20pm

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

PLANNING

DECISIONS TO BE NOTED:

23/02466/NMA 21/00008/FUL - Non Material Amendment Seeking 5no additional rooflights at land adjacent to 17 Pollards Close – 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 6.02: Clerk *To write to dwelling around parking safety as well as a request to be made for H bars to be added to safeguard resident driveways Planning enforcement feedback received the issue had improved, though noted that awaiting H bar feedback so follow up can be actioned accordingly. To be Deleted as no further resident communication.*

Action 6.02: Ongoing

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

Action 6.03: Ongoing

Action 6.04: NJ *To follow up why such change of use applications are not formally consulted on by the local authority.*

Action 6.04: Ongoing

Action 10.01: EB/Clerk *To follow up with the Neighbourhood Plan reference to the impact assessment from a resident raised previously along Church Road, this to be followed up in relation to the Neighbourhood Plan.*

Action 10.01: Ongoing

Action 10.02: EB *To follow up the H bar matter, along with the license and conditioning relating to the property as per the previous assigned actions. The change of use planning enforcement had been made with feedback detailing there is no need for a change of use it was noted. EB to follow up with a local business owner and speak to them.*

Action 10.02: Ongoing

Action 2.03: PWG *To submit comments to application concerning 24 Luton Road*

Action 2.03: 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.

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 2.09 (22): RD/EB *To discuss overgrown hedges on the forthcoming highways site meeting looking at VAS locations, Councillors to establish with the Officer the severity of the hedges and possible action the local authority can take on this issue.* To be deleted, issue to be raised again if needed.

Action 2.09 (22): To Be Deleted

Action 2.10 (22): MB *To look at the area by the Pollards Close ditch where it has been cut back as it was felt this could be improved* Work is planned in and included in budget plan for 2023/24.

Action 2.10: Complete

Action 4.04 (22): EWG *To follow up Security patrols at Jubilee Way to take place one visit for a seven day period at a cost of £13.33 per visit including warning them* The services of Arena Security Ltd for one visit for a seven day period had been followed up. This item to be deleted, quote will be kept in mind should the problem be ongoing. The instances has declined since police have paid occasional visits.

Action 4.04 (22): To Be Deleted

Action 11.07: EB *To follow up the feedback from the last Parish Council meeting with Borough Council Officers to encourage the location down the far end of Cotton End Road to have the maximum coverage possible of this area along with the village centre camera to be located at the Whitworth Way splays* Following the site meeting which had taken place on 1st December to look at the exact locations with Councillors and Borough Officer and fed back to the December Council meeting. It was noted a number of locations proposed were an issue due to location of utilities, or overhead cables, or the ownership of

the land, or vegetation hindering. Four locations at the crossroad end were preferred and one at Littleworth (all others having been ruled out for technical reasons). There were reported at the December Council meeting with three areas being investigated still at the village centre area still, with the fourth one being ruled out due to being on private land. The one area identified at Littleworth also is on private land so is having to be revisited to find a suitable area. Given the complexities and to ensure the work is not delayed any further it was unanimously agreed to delegate the positioning to MB and EB along with the Borough Council Highways Engineer. Then one of the VAS units from Cotton End Road to be relocated to Littleworth so they receive some coverage as well. After the December Parish Council meeting EB had continued to be in regular communications with Allan Burls, Highways Officer to ensure the project moves forward and other sites in the Borough do not move ahead of Wilstead's. Also since the last meeting, the VAS speed data collection information had been shared with Councillors. Councillors went on to discuss the potential scheme options in considerable detail with three scenarios focused on:

1. Have the camera at the western end of Cotton End Road as close to the crossroads as possible and deter people from speeding past the school and Post Office but "catch" fewer people speeding because the number of parked cars slows people down automatically
2. Have that camera east of the entrance to Whitworth Way in order to catch the majority of people who speed along Cotton End Road in both directions. However, the Borough engineer has yet to report on the feasibility of any sites in this area.
3. Locate the cameras along Bedford Road

Further Councillor discussion continued, with comments such as, Cotton End Road is narrower than Bedford Road, with more pedestrian movements, plus traffic movements, more properties, so highways safety a greater risk along Cotton End Road. Councillors therefore agreed unanimously the cameras are to be located in Cotton End Road.

The Council then considered the most suitable location along Cotton End Road, taking on board Officer feedback, resident input and Councillor views. It was agreed unanimously that the location of the camera to be prior to the Whitworth Way entrance outside Harry Newman House and at the end of the long straight to capture the maximum number of offenders given the traffic naturally reduces speed outside the village centre as traffic slows down outside Dines Close. It was also noted that the length of Cotton End Road was walked during the recent site visit with the Highways Officer to find a suitable location with only one location deemed suitable in this area.

Discussion then moved to ensuring maximum coverage to the village to improve highways safety, reducing vehicle speeds in light of the VAS unit speed data. The priority the Council agreed to be new cameras in Cotton End Road and then moving a VAS unit outside Dines Close to act as a visual deterrent was discussed. The unit could be placed around the Dines Close splay, with it being suggested to explore if the redundant bus stop area could be utilised for further parking to reduce the congestion around the Post Office area. The Chapel Lane VAS unit to be moved to Dines Close with rotation of the VAS unit possible also to be taken forwards, then the VAS currently on the Ivy Lane side of the road to go to Littleworth. Councillors agreed this would give maximum coverage to the full length of the road using a number of different strategies.

Looking to have new cameras on Cotton End Road would then also allow the existing camera scheme to remain in situ in Bedford Road and Luton Road. With forward planning that a scheme for Bedford Road to be followed up in the next financial year to move the Luton Road camera to closer to the roundabout.

Being mindful a new average camera scheme costs with new cameras costs £83k with £20k committed by the Parish Council, Councillors agreed that there to be liaison with the Officer to establish the shortfall of funds remaining funds of £63k and how this can be reduced. With Councillors unanimously in agreement that some additional Parish Council funds be allocated to the scheme to enable a new set on Cotton End Road.

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

Action 11.07(22):EB Ongoing

Action 11.08: EB To follow up with Council to know what else they would advise for suitable highways safety measures along the Littleworth area This had been done at the recent site meeting, it was noted Clerk to request highways pole installation at Littleworth with interim measure proposed that the VAS is placed on existing street furniture if local authority highways agree. With Councillors agreeing the expenditure for the VAS unit to be moved by Andy Muskett along with the yellow warning plate.

Action 11.08 (22) :Ongoing

Action 1.05: EWG To monitor the VAS unit displaying kmph not mph being updated MF confirmed and the VAS located by Ivy Lane has again been reported to the manufacturer for reviewing, March latest manufacturer has been asked to replace faulty unit. Further communications including a visit to site by Morelock in January 2024 who have replaced the unit.

Action 1.05: Complete

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 5.03: EB To liaise with the neighbouring landowner regarding getting the boundary professional marked To be Deleted as duplicated and superseded by Action 10.04.

Action 5.03: To be Deleted

Action 6.10:EB To arrange for a quotation for the Jubilee MUGA shelter

Action 6.10: Ongoing

Action 6.11: RA To arrange a working party to help clear the site initial, it was agreed to allocate up to £2,000 for the maintenance work. Work completed at the time the new allotment fence was done along the first stretch of Jubilee Way. **Action 6.11: Complete**

Action 7.01: JB To liaise with resident on the suggestion of having an H bar fitted in Church Road to assist with the parking issue It was noted the planning enforcement feedback had determined that no planning breach had occurred. H Bars to be included within the list of items for which a quotation is to be obtained from the Borough. Note: the Borough has no funds to finance the improvements to be requested (see Action 7.05)

Action 7.01: Ongoing

Action 7.05: Clerk To collate a full list of items in the parish that require highways consultation to ensure the expected cost of £4k for lineage A full list of items relating to highways had been collated and shared with Borough Councillors in November 2023. This is to be out to the borough Highways department for quotation. **Action 7.05: Ongoing**

Action 10.04:EB *To seek quotations and considerations for the hedge work to be laid at the boundary between 5-7 Bedford Road and Jubilee Way allotments. This work will await the final decision and placement of boundary hedge between agreed Parish Council land and the owner of 5 – 7 Bedford Road. Robinson & Hall to be used to draw up the boundary line and ensure the agreement is registered/recorded. Awaits agreement with the land owner.*

Action 10.04: Ongoing

Action 9.01: Clerk *To follow up clearer signage for Jubilee Way when approaching from Luton Road as it is not clear where the road is, signage options looked at A site meeting had taken place with a Borough Officer recently meeting MB and EB, options were detailed, quotation had been circulated. Further quotation sought for some additional items, it was agreed previously to authorise up to £1300 excluding VAT for the signage to enable the signage to be ordered and installed between meetings, resolution passed. Officer feedback had been received more recently with the cost to be £1095.36 plus VAT. Signage ordered.*

Action 9.01: Ongoing

Action 2.13: Clerk *To share vehicle speed data with local community police team*

Action 2.13: Ongoing

Action 2.06:Clerk *To accept the Jubilee Way manhole cover works quotation of £237.00 being mindful that the manhole cover may not be a standard size there, so it was agreed in principle up to £500 on this project to ensure it is made safe This work has been completed*

Action 2.06:Complete

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 2.08:Clerk *To accept the Jubilee Way noticeboard post quotation This work had been completed.*

Action 2.08: Complete

Action 2.09: Clerk *To accept the tree works in Jubilee Way quotation This work had been completed.*

Action 2.09: Complete

FINANCE AND GENERAL PURPOSES

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

Action 4.10 (18): Ongoing

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

Action 2.10:Ongoing

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

Action 3.10: Ongoing

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

Action 9.13: Ongoing

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

Action 9.14: Ongoing

Action 9.18: Clerk *To dispose of some outdated electronic equipment from the Parish Office, as well remove from asset register Equipment disposed of, asset register update to be made, asset register in depth review commenced November 2023*

Action 9.18: Ongoing

Action 10.23: AC To raise with Village Hall Management Committee through AC electrical charging rapid point suggestion **Action 10.23(22): Ongoing**

Agreed 11.12: F&GP WG To arrange for the Clerk to have read only access to view the accounts online Clerk to be added to the mandate to save the cost of proceeding with online access as it is £50 a month service. **Agreed 11.12: Ongoing**

Action 1.15: Clerk To arrange production of accounting information relating to Wilstead CIL funds separately **Action 1.15: Ongoing**

Action 2.08: Clerk To add J&A Display Boards new noticeboards £3901.20 to the asset register. Asset register in depth review commenced November 2023

Action 2.08: Ongoing

Action 3.02: All To come forward if interested in the Parish Council representative vacancy on the Village Hall Management Committee All in attendance encouraged to consider the role. **Action 3.02 (22): Ongoing**

Action 7.01: Clerk To ensure the Google contact details are updated as currently they are out of date MB has been supporting with this. **Action 7.01 (22): Ongoing**

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

Action 9.08 (22): Ongoing

Action 12.07: MB/EB To receive feedback from MB and EB who will look in more detail at the potential options including phasing. **Action 12.07(22): MB/EB**

Action 6.01: Clerk/EB To arrange for a second key to be cut for the village noticeboard. **Action 6.01: Ongoing**

Action 7.03: Clerk/EB To arrange a standalone event, with refreshments, to meet the Councillor alongside some local representatives from organisations such as Police, and Borough Council including Mayor, so a date in early October to be looked at including availability It had been challenging to find a date agreeable for the Police, the Police have no availability in November. **Action 7.03: Ongoing**

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

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

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

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

Action 2.01: Clerk To have an increased notice in the next Homewatch on where the Parish Council meet to ensure residents are aware **Action 2.01: Complete**

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

Action 2.11: EB To arrange the purchasing of a projector stand **Action 2.11: 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**

