

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council ANNUAL GENERAL Meeting held at the Village Hall on Monday 13th May 2024 at 7.00pm

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

1. ELECTION OF CHAIR, WELCOME AND APOLOGIES FOR ABSENCE:

It was proposed by MF, seconded by RD, that Eric Benton be Chair of the Parish Council for the coming year, unanimously agreed, resolution passed. EB signed the Declaration of Acceptance of Office form.

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

2. DECLARATION OF INTEREST FOR THE MEETING:

There were no new declarations of interest received for the meeting. All Councillors reminded to if necessary to update their Register of Interest forms following the Council appointments being made during the meeting.

3. OPEN FORUM:

Residents in attendance to raise concerns regarding long term parking in Church Road blocking up spaces for local users, issues being experienced were outlined by those present. Items noted were:

Clerk to ensure the Council meeting minutes were up to date on the Parish Council website.

Action 5.01: Clerk

The local authority Planning Enforcement Officer confirmed in September 2023 in a communication shared by a resident with the Parish Council, circulated to Councillors, that no breach of planning had occurred relating to a Church Road property which the local authority, had deemed there was no need for a material change of use application, therefore no impact assessment needed regarding this property.

Borough Councillor communications recently had confirmed that the local authority have no young people residing in Church Road.

The need for an impact assessment relating to the car garage operations, which had expanded to a site in Church Road being done after the referendum of the village Neighbourhood Plan, was raised as a concern. It was noted Borough Councillor MF had followed this up, the site the garage expanded on to did have existing business planning use permitted previously, which meant the site expansion was not treated as a new application it was managed as change of use application in terms of planning consideration which is why the Neighbourhood Plan policy had not been applied.

Expediting the request for H bars at the property entrances in Church Road with the local authority to be followed up. It was understood that a consultation process would also be required.

Action 5.02: Clerk

Other suggestions made during the meeting were in Church Road were double yellow line extension, keep clear road painted signage, parking ticket scheme and clearer signage for the entry in/out route at the nearby shops (it was noted the shops are on privately owned and managed land).

Residents were encouraged to report dangerously parked vehicles to the local authority parking enforcement team, and local police community team, with contact details for these shared. It was welcomed that Clerk be copied in to such communications to help support

and monitor as needed. Clerk to follow up with Inspector Russell Goldsmith who attended April Parish Council meeting and had offered support with a solution like had been managed in Clapham with a similar car garage experience. **Action 5.03: Clerk**

Clerk to place reminder about considerate parking in next Homewatch. **Action 5.04: Clerk**
Clerk offered to share details of burials in the Council Burial Ground with local residents in advance to forewarn residents of possible higher vehicle movement. **Action 5.05: Clerk**

4. PARISH COUNCILLORS ABILITY TO CO-OPT

Reminders continue to be placed on various local platforms it was noted. There had been one expression of interest, application form received, circulated to Councillors, with individual unable to attend this meeting unfortunately.

Councillors welcomed interested individuals to observe a Council meeting to enable someone to see how the Council works ahead of joining. Suggested that Councillor application form is made available on the website. **Action 5.06: Clerk/MF**

5. ELECTION OF VICE CHAIR, TO CONFIRM PARISH COUNCIL REPRESENTATIVES TO OUTSIDE ORGANISATIONS, APPROVAL OF WORKING GROUP STRUCTURE 2024/25:

It was proposed by MF, seconded by JB, that Mark Brooks be Vice Chair of the Parish Council for the coming year, unanimously agreed, resolution passed. MB signed the Declaration of Acceptance of Office form.

The Councillors reviewed the proposed Working Group structure circulated in advance of the meeting, following discussion the following Parish Council internal and external appointments were unanimously agreed and approved by all:

Responsible Financial Officer	Marc Frost
Police Liaison / Security	Jo Bampton
Emergency Planning	Marc Frost
Neighbourhood Plan	Linda Hiscott (Chair), Mark Brooks, Eric Benton
Parish Paths Officer	Nigel Jacobs
Tree Warden	Frances Maynard
Parish Council Website	Marc Frost
Litter Picking	Chris Purcell
Defibrillators	Nigel Jacobs, Eric Benton
Village Hall Management Committee Representative	Vacant
Jubilee Centre Representative	Eric Benton
Burial Ground	Eric Benton
Wilshamstead Endowed Charities Representative Trustees	Nigel Jacobs, Anne Lowe, Eric Benton, Marc Frost Viv Riddle, Nikki Williams, Mark Brooks
Allotments - Society Representative and Administration (Councillor)	Russell Adams
Wilstead Website Webmaster	Jackie Lloyd

The Working Group membership was unanimously confirmed and approved as:
Finance and General Purposes – EB, NJ, NW with MF as Spokesperson

Planning – MB, RA, JB with NJ as Spokesperson

Environment – MF with RD as Spokesperson

Play Area – RA with MB as Spokesperson

Councillors wished to express enormous thanks to Nigel Jacobs who would be stepping down shortly after many years of dedicated service to the Parish Council. NW to join the Planning Working Group when NJ leave, resolution passed.

6. PLANNING AND DEVELOPMENT:

a) Application regarding Full planning permission for infrastructure works including two access points onto the A600, internal roads, pumping station, heat hub, cycleways and pedestrian routes, landscaping, drainage, lighting and other associated infrastructure and works at Land Off Canberra Road Shortstown – consideration of additional comments, Clerk had met with Greg Logan, Planning Officer for the application, circulating feedback to all Councillors on the management of this hybrid application in terms of planning determination. Clerk to work on collating additional comments relating to highways traffic movement flow concerns, drainage network impact consideration from Elstow Lakes dewatering, potential lighting changes in the local setting as well as the overall precedent given the current status of the Local Plan.

Action 5.07: Clerk

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

c) Bedford Borough Council Rights of Way Improvement Plan consultation document response - EB had shared comments, it was agreed to make reference to: it would be useful if the document summarised changes from the previous plan, there appear to be many references to cycle rights of way but no mention of any right to cycle on bridleways or a ban on cycling on footpaths – guidance would be useful. The document to contain clarity on what is the latest Government legislation on the “Right to Roam” and could the Borough introduce more lit up signs for use when a footpath crosses a major road (could these be activated by walkers (eg like pelican crossings but not stopping the traffic just making drivers aware there may be pedestrians crossing). Using these comments, coordinating feedback from the village P3 group, as well as referencing strengthening the route link between A6 roundabout and waste roundabout, plus improved links to the John Bunyan way with another cycle route to also be added into the response.

Action 5.08/NJ/Clerk

7. BOROUGH COUNCILLOR REPORT

Action 4.03: MF *To share report*

Action 4.03: Complete

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

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

load weight of Christmas lighting to ensure camera column could manage load, contractor guidance sought, this information has now been shared and fed back to the local authority.

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

Meeting taking place at Borough Hall shortly, Borough Councillors have been invited to relating to the proposed allocation at Wixams South in the emerging Local Plan which is in the parish of Wilstead. Borough Councillor MF was asked to share any relevant information from that meeting.

Action 5.09:MF

At this point of the meeting, Councillors discussed the planning appeal relating to the application: 23/02298/FUL 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. Councillors requested that additional comments be submitted to the Planning Inspectorate by the Clerk, with Clerk to share the key documents to Councillors to enable them to feedback comments ready for collation ahead of submission deadline of 12th June as Councillors wished to make it clear to the Inspector the service road is a private road.

Action 5.10:Clerk

8. 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* Awaiting Worboys feedback.

Action 4.04: Ongoing

Action 4.05: Clerk *To monitor the commuted sum of monies transfer from the local authority for Huckle's Meadow* This is being pursued with the local authority

Action 4.05: Ongoing

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

Given the items being pursued in relation to this new Parish Council asset, it was unanimously agreed to appoint a Working Group to focus on developing Huckle's Meadow, membership agreed as: EB, MB, MF, JB and FM, resolution passed.

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.

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

Action 4.07: Clerk *To arrange a meeting with the Forest Centre to understand the community woodland project current status and management of Huckle's Meadow* This had taken place with James Russell from the Forest Centre who had been very helpful, alongside Parish Councillors EB and MB. Subsequent follow up actions had already followed such as site meeting with Jo Roberts from the Forest Centre to explore community orchard options on Huckle's Meadow.

Action 4.07: Complete

At the community woodland meeting James Russell had been asked to clarify the money spent to date on the woodland, it was detailed there had been a small overspend of the original £89k, with Councillors talking through the level of costs for the works carried out to date. This continued to be followed up as per Action 2.04.

9. FINANCE MATTERS

a) Quotes for consideration -

Grass cutting off Bedford Road – noted remain awaiting quotes.

Insurance renewal – the Finance and General Purposes WG had considered options regarding the quotation for the 2024 renewal. Some cost comparison had been carried out with MF having sought clarity from a broker. Given the price quoted remained competitive it was unanimously agreed to continue with Hiscox at a cost of £598.46, resolution passed.

Street lighting Littleworth –

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

Action 2.10: Ongoing

b) Invoices to be paid –

Payment of accounts:

Payee	Service	Amount
1. CPMPlaygrounds Ltd	Equipment quarterly inspection	£156.00
2. Wilstead Homewatch	Insert contribution charge	£250.00
3. K J Betts	Internal audit fee	£155.00
4. Webmate	Village website hosting	£94.80
5. A R Worboys Ltd	SI2261 grass cutting	£756.00

6. A R Worboys Ltd SI2236 grass cutting £756.00

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	£110.27 direct debit
We Are Your It Outlook and website quarterly cost	£169.52 direct debit
3G CCTV Wifi	£12.00 direct debit

Payments made between meetings to be ratified:

None to be considered

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

There was a discussion at this point of the meeting of the Jubilee pitch cutting charge incurred in light of the current usage of the football pitches by internal and external village teams.

c) Grant application for consideration to include Wiltsead Bowls Club

Action 3.10: Clerk To seek clarity on the Wiltsead Bowls Club grant. Followed up to understand what is £2,000 as a proportion of the overall project cost as it is not clear and to confirm what total levels of funding from other sources have been secured to date. Response received circulated to Working Group, it was noted previously that the grant applications are higher than phase 1 of the works so Parish Council will await until phase 2 for determining the grant application outcome. The Finance and General Purposes Working Group recommendation was that that £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. MB declared a potential interest in this item so took no part in the following vote. This recommendation was unanimously approved by all present with voting rights, resolution passed. Clerk to feedback. **Action 3.10: Ongoing**

There was a discussion on the management of the release of the grant funds to Wiltsead Primary School, Clerk to check 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, resolution passed. **Action 5.11: Clerk**

d) Internal audit feedback -

Action 4.08: Clerk To arrange for Julie Betts to undertake the internal audit

Action 4.08: Complete

Report had been received, shared with Councillors, questions welcomed, no matters arising it was noted which was pleasing and documents had been published on Parish Council website.

e) Review and approve Annual Governance Accounts Return Section 1 and 2 for 2023/24 – circulated to all, full transaction information, bank reconciliation, copy of bank statements, completed Annual Return, receipt and payments analysis. It was agreed, resolution made to approve Section 1 and Section 2 of the Annual Return, form to be signed, Clerk to make external audit submission. **Action 5.12: Clerk**


10. CORRESPONDENCE AND INFORMATION RECEIVED:

NALC Events Bulletin emails

Age Partnership email promoting services

BBC Planning weekly list email

Homewatch article submitted
Online playgrounds promotional information
CPRE update emails
Bank statements
ERTA Voluntary Transport email
Allotment tenant various communications
Burial ground and associated communications
Workplace Health Bulletin: April 2024
Wilstead Primary School PTA, Parish Council liaison regarding financial support sent – response received
Crime Stats – April 2024 – circulated
BBC Officer liaison regarding 23/02783/EIA question for Shortstown application meeting – feedback shared with Councillors, agenda item
Wilstead Bowls Club application for financial support communications – circulated, agenda item
BRTA Voluntary Transport communications
BATPC Breakthrough training information – circulated
SCHEME EXTENDED - HMK Charles III Portrait- Please place your order – circulated, followed up, portrait ordered for the Village Hall
BBC Officer communications regarding average speed camera load clarity
BBC Agenda for Rural Affairs Committee, Wednesday, 24th April, 2024, 6.30 pm
The UK's Leading High Quality Flag Manufacturers promotional information
Borough Councillor GC communication regarding Church Road planning impact assessment copied into
Zurich Insurance communication promoting services
BATPC Affiliation Fee Invoice Update, AGAR Briefing Session Reminder, Practitioners' Guide – circulated
WebMate: Invoice Due Reminder – actioned, agenda item
Citizens Advice Bedford - Mobile library dates – publicised
BBC Month of community- June communication – circulated
AGAR Briefing for BATPC Members - 11am, Thursday 18th April
Sharman Law land off Bedford Road communications copied into
Internal auditor communications – agenda item
First Cut of Wilstead Jubilee Playing Field communication copied into
Parish council call back request - Wilshamstead Parish Council (Bedford) from Zurich – part of insurance cost benchmarking, agenda item
Repeat Order form - The Play Inspection Company Ref: 104720 – for next year annual inspection
BBC Grass Cutting Contribution 2024/2025 communication – actioned
HCB Solicitor communication regarding burial documentation – actioned
Village Hall AGM meeting invite copied into Councillor communication
Planning Working Group drafted response copied into for planning application Opposite 17 Pollards Close
Successful Receipt of Online Submission for Reference 475/EE30605
CPRE Bedfordshire newsletter
AS resignation from the Council – responded to
Zen account details updated communications confirming updates made
HMRC VAT claim confirmation received – circulated to Working Group
Persimmon communications, BBC Officer communications relating to Longmeadow Drive application for Practical Completion certificate at Wilstead – actioned
Copied into Football Club booking communication

Resident communication regarding overgrown vegetation between Pollards Close and Vicarage Lane Foot path – responded to, circulated
Bedford Marston Vale Local Representatives Group meeting- Final summary note & meeting materials
Forest Centre communications copied into regarding Huckle's Meadow and community woodland – agenda item
Duck End Lane land communications regarding outstanding S106 monies – followed up
Order Confirmation for His Majesty King Charles III Portrait: Order No: 34249
HM Land Registry's customer newsletter – April 2024
ARW LTD - GRASS CUTTING - PUBLIC LIABILITY Notice 2024-2025
BBC Minutes for Standards Committee, Tuesday, 12th March, 2024, 6.30 pm
BBC Decision sheet for Rural Affairs Committee, Wednesday, 24th April, 2024, 6.30 pm
 Urgent: Cardiac Science G3 Warranty Check communication – followed up
Community Renewal Quote for insurance – circulated to Working Group, agenda item
BBC Street Trading Consent Application - All Consent Streets Outside the Town Centre
Chairmanship Training with BATPC - Dates and Booking Details
April Invoice 24112 from DANNY BARKER WEB DESIGN LTD for Wilstead Parish Council – agenda item
Exploring Efficient Account Management Solutions for Wilshamstead Parish Council
Quarterly playground inspection – circulated, agenda item
BBC Parish and Town Council update – circulated
Letter From Festus Akinbusoye 07.05.2024 – circulated
Homewatch invoice – agenda item
BBC Planning Appeal Consultation letter – circulated
BBC Planning Appeal Consultation letter – circulated
ARW LTD WILSTEAD PC INV S12236 & S12261 – agenda item
Resident communication regarding grass cutting at 32/34 Bedford Road – followed up
Resident communication regarding spelling error on the website – responded to
Update from Universal Destinations and Experiences – circulated
MSK focus group information
Wilstead Parish Council Grant Application - Wilstead Bowls Club communications – agenda item
BBC Officer communications copied into regarding pedestrian refuge at Wilstead Crossroads (pedestrian warning)
BBC Officer communication copied into confirming no local authority children reside at a specific property
PCC John Tizard Letter_09.05.2024.pdf – circulated
Wilstead Primary School communications regarding grant monies – responded to, agenda discussion
Invoice INV-5409 from CPM PLAYGROUNDS LTD for Wilstead – agenda item
Member of the public expression of interest in joining the Parish Council – responded to, application circulated
BBC Rights of Way Consultation document communications copied into – agenda item

11. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 15th APRIL AND EXTRAORDINARY MEETING HELD ON 6th DECEMBER:

All Councillors unanimously agreed approval of the Parish Council 15th April meeting minutes. The Working Group items to be listed as an appendix to the meeting minutes. The extraordinary meeting held on 6th December the minutes are to be carried forward.

12. CLOSE OF MEETING:

Chair closed the meeting at 9.25pm

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:

24/00629/TELLN |In accordance with Regulation 5 of the Electronic Communications Code (Conditions and Restrictions) Regulations, Swap 3 no. antennas, swap 1 no. cabinet add 1 no. GPS together with all associated ancillary. (This is a notification only to the Local Authority who has no determining powers) at Communication Station At Duck End Lane - Response Sent

24/00528/HPN Prior notification for single storey rear extension(s) between 3 and 6 metres depth. This is not a planning application because it relates to development that is permitted by Government Regulation. It will not therefore be reported to the Planning Committee but considered by officers under delegated powers. Only objections from adjoining neighbours can be considered at 32 Luton Road - Permitted

24/00326/FUL Erection of new car port at 1A Ivy Lane – Permitted

23/02083/LBC Refurbishment works to include: replacement doors and windows, plaster and render removal and replacement, replacement roof coverings, repairs to the timber frame, infill panels and roof structure at Cottage Retreat 5 - 7 Bedford Road Wilstead - Permitted

ANY OTHER PLANNING MATTERS:

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

Action 2.04: Clerk (22) *To follow up with the Borough Council Officer to investigate what could be done to improve cycling facilities in the village as well as the link along the A6 to be safer for users. Yo Highton and Melanie MacLoed at the Officers who will give an update on this, all that is known is that the local authority are just about to start work on the preparation of a Local Cycling and Walking Improvement Plan for the Borough. This document is expected to be ready in the autumn time. Chased March 2024*

Action 2.04 (22): Ongoing

Action 4.02:PWG *To follow up at end of Hampton Close moving forwards with making a public right of way application to the local authority on this matter given it has been walked by residents for over thirty years.* **Action 4.02:Ongoing**

Action 4.03:PWG *To follow up if the wildlife habitats being reported as a wildlife crime can be followed up with the local Police as well, contact with resident to be made to see if this has been done.* **Action 4.03:Ongoing**

Action 6.03: GC/MF *To follow up the change of use application process and impact assessment carried out at the time of the application on Church Road Clarity on this had been given during the May Open Forum item discussion.* **Action 6.03: Complete**

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. Clarity on this had been given during the May Open Forum item discussion.* **Action 10.01: Complete**

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. Clarity on this had been given during the May Open Forum item discussion including further discussion EB had had with business owner. The H bar and license aspect of the action had been superseded by Action 5.02.

Action 10.02: Complete/Superseded

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 4.02: PWG *To submit comments to application*

Action 4.02: 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.

Action 9.10: Ongoing

Action 11.09 (21): MB *Some repairs are needed to the gates into churchyard to refresh the gates* MB to explore quotes for this with a local contractor. This has been explored and it is expected due to the age of the gates they will require more substantial work carried out than just light touch maintenance. Council will need to consider next steps as budget impact likely to be larger than initially expected.

Action 11.09 (21): Ongoing

Action 11.07: EB *To follow up the feedback from the last Parish Council meeting with Borough Council Officers to encourage the location down the far end of Cotton End Road to have the maximum coverage possible of this area along with the village centre camera to be located at the Whitworth Way splays* Following the site meeting which had taken place on 1st December to look at the exact locations with Councillors and Borough Officer and fed back to the December Council meeting. It was noted a number of locations proposed were an issue due to location of utilities, or overhead cables, or the ownership of the land, or vegetation hindering. Four locations at the crossroad end were preferred and one at Littleworth (all others having been ruled out for technical reasons). There were reported at the December Council meeting with three areas being investigated still at the village centre area still, with the fourth one being ruled out due to being on private land. The one area identified at Littleworth also is on private land so is having to be revisited to find a suitable area. Given the complexities and to ensure the work is not delayed any further it was unanimously agreed to delegate the positioning to MB and EB along with the Borough Council Highways Engineer. Then one of the VAS units from Cotton End Road to be relocated to Littleworth so they receive some coverage as well.

After the December Parish Council meeting EB had continued to be in regular communications with Allan Burls, Highways Officer to ensure the project moves forward and other sites in the Borough do not move ahead of Wilstead's. Also since the last meeting, the VAS speed data collection information had been shared with Councillors. Councillors went on to discuss the potential scheme options in considerable detail with three scenarios focused on:

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

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

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

Discussion then moved to ensuring maximum coverage to the village to improve highways safety, reducing vehicle speeds in light of the VAS unit speed data. The priority the Council agreed to be new cameras in Cotton End Road and then moving a VAS unit

outside Dines Close to act as a visual deterrent was discussed. The unit could be placed around the Dines Close splay, with it being suggested to explore if the redundant bus stop area could be utilised for further parking to reduce the congestion around the Post Office area. The Chapel Lane VAS unit to be moved to Dines Close with rotation of the VAS unit possible also to be taken forwards, then the VAS currently on the Ivy Lane side of the road to go to Littleworth. Councillors agreed this would give maximum coverage to the full length of the road using a number of different strategies.

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

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

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

Action 11.07(22):EB Ongoing

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

Action 11.08 (22) :Ongoing

Action 2.04: EB *To consider the village cross roads quotations reviewed by Councillors, three looked at with all given the same specification,* It was unanimously agreed to award the work to Phil Woskett noting the Parish Council do not own the land but have the landowners permission, this is on hold. The middle takeaway shop was approached with regard to resurfacing the car park area that had become a trip hazard. This has been done but not well so that there remain large puddles of water in the area after rain. It is still intended to tidy up the area but requires further thought on what exactly needs to be done.

Action 2.04: Ongoing

Action 2.05: EB *A new village sign to be made and commissioned for being centrepiece of the work, a design competition to be arranged.* Schoolchildren submitted proposals for the sign but these have not been taken up. On hold pending a decision on Action 2.04

Action 2.05: Ongoing.

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

Action 6.10: Ongoing

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

This item had been superseded by Action 5.02 as discussed at the May Parish Council meeting, so to be deleted.

Action 7.01: To Be Deleted

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 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 ordered.

Action 9.01: Ongoing

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

Action 2.13: Ongoing

Action 2.07:MB To explore options regarding the Jubilee Way knee rail repairs Quote accepted for £225.88 for the knee rail repairs, also discussed having an extension to this knee rail repair to prevent vehicles accessing the field going forwards, so could exploration of a more permanent fixture be explored for these options, so the knee rail repair to be held off until the other options being extended have been explored.

Action 2.07:Ongoing

Action 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

Action 4.01: 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.

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: Complete

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

Action 1.07: Ongoing

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

Action 2.05: Ongoing

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

Action 2.13: Ongoing