

## **WILSHAMSTEAD PARISH COUNCIL**

### **Minutes of the Full Council Meeting held remotely online on Monday 12<sup>th</sup> October 2020 at 7.00pm**

**PRESENT:** Eric Benton (Vice Chair), Marc Frost, Richard Draycott, Mark Brooks, Geoff Odell, James Carroll, Lizzie Barnicoat (Clerk), and one member of the public.

#### **1. WELCOME AND APOLOGIES FOR ABSENCE:**

The Chair welcomed all attendees, there were apologies for absence received from Nigel Jacobs and Borough Councillor Graeme Coombes.

#### **2. DECLARATION OF INTEREST FOR THE MEETING:**

There was a declaration of interest received for the meeting received for finance matters from EB and MF, and MF declared an interest in items concerning Longmeadow Drive.

#### **3. OPEN FORUM:**

No public statements.

#### **4. PLANNING WORKING GROUP UPDATES ON APPLICATIONS RECOMMENDATIONS AND DECISIONS:**

Detailed plans downloaded from the Bedford Borough website can be accessed in the Planning Documents folder within this meeting's SharePoint folder.

**a) 20/02080/LBC Replacement of South West window with new doors, repositioning kitchen, replacement utility units, new en-suite bathrooms, widened entrance gateway and crossover at Church Farm, 18 Vicarage Lane** – the Council unanimously agreed to respond with no objections to this application, they would ask that the applicant replace any tree removed with another tree so there is no overall loss of greenery in this area.

**b) 20/02079/FUL Widened entrance gateway and crossover at Church Farm, 18 Vicarage Lane** - the Council unanimously agreed to respond with no objections to this application, they would ask that the applicant replace any tree removed with another tree so there is no overall loss of greenery in this area.

**c) 20/01981/REM All reserved matters for the erection of a detached dwelling, pursuant to Outline permission 17/02975/OUT (Approved under Appeal Ref: APP/K0235/W/18/3200211) at Land West Of 1 Hampton Close** – the Council unanimously agreed to respond in objection as a five bedroom house on this plot is out of keeping with the neighbours, 3 bed houses on one side and the single storey Wisson Court on the other. It will dominate the street scene. Also the fence on the Wisson Court side of the rear garden will together with the existing high fence of Wisson Court create a narrow dark unlit section of alleyway which would be perceived as unsafe. It is noted that the fence at the rear of the property is set back from the surface of another

alleyway so that there would be no such safety worries but the Parish Council would want a condition that the Wisson Court side alleyway fence be similarly set back if permission were granted. Also if permission was granted the Parish Council would want an additional street light to be installed so this alleyway would be lit. Whilst it is good that bin storage and cycle storage would be provided in the rear garden it appears that the gap between the garage and 1 Hampton Close is narrow and getting the bins and cycles through this gap would be not easy / even possible. This would seem to indicate that the bins and the cycles would have to come through the garage as there appears to be no rear garden gate. The Council has concerns about any such access through the garage. The lack of dimensions doesn't help the Council to understand what clearance, if any, there would be for the bins and cycles with a vehicle in the garage. The Parish Council has concerns regarding the current crowded parking in Hampton Close and any additional on road parking created by a new 5 bed house will exacerbate this. Currently houses in Whitworth Way have garages in their rear gardens which are accessed via Hampton Close. These garages are narrow and require road space all across Hampton Close in order to go into or exit them. Other vehicles relating to Whitworth Way houses are parked by their back gardens due to the narrowness of Whitworth Way and difficulty in parking there. If permission was granted then the Parish Council would want No Parking restrictions to be placed along Hampton Close immediately outside this property and a drop kerb across its full width so all vehicles could be parked off road at right angles to the house, so vehicles wouldn't have to be shuffled around to create sufficient off road parking. The Parish Council also has concerns regarding the various manholes on the site as they and the services they give access to don't seem to be mentioned in the application. These services presumably relate to surrounding properties and access is likely to be important to them. In summary this development will be out of keeping with the street scene and will put additional access pressures on the existing residents of Whitworth Way and Hampton Close as well as residents in the surrounding area who use the alleyways around this site. There is also concern that during construction, associated vehicles and traffic will cause problems in this area. A much smaller house with good off road parking would have much less adverse impact.

**d) CB/20/02117/MAF Meeting Hall (Class D1) incorporating ancillary facilities including toilets, medical rooms and circulation. Demolition of the pool structure and landscaping including reinstatement of historic landscape features, hard and soft standing and a wilderness garden at Haynes Park -**

**Action: 6.02: PWG** *To submit comments to Central Bedfordshire Council expressing concern over the possible use of the Carriage Drive to access RSSB at Haynes Park and get feedback.* Still awaiting reply from Central Bedfordshire Council as to whether they would have to give any additional permissions to allow the use of the rear entrance to Haynes Park off Cotton End Road, Wilstead.

**Action: 6.02: Ongoing**

The Council unanimously agreed to respond with no objection to this application. However although the Transport Plan does not mention any access through the Carriage Drive off Cotton End Road in Wilstead it is shown in documents in this application. The Parish Council would want

conditions that if access was required via the Carriage Drive then this route which is a poorly surfaced, single track with few passing places would be restricted to emergency vehicles only. It should be noted that national pipelines cross the Carriage Drive with temporary looking covers on them where they cross.

Comments to be submitted in response to the above planning applications.

**Action 10.01: PWG**

**e) Update 20/01666/MAO outline application with all matters reserved (except for access) for the demolition of existing buildings on site and residential development of up to 69 dwellings with public open space, access from Luton Road, at land east of Luton Road –**

**Action 9.03 All Councillors** *To give further feedback on the application* Councillors had provided supporting reasons for an objection to the application to be submitted, this had been sent to the local authority.

**Action 9.04: Complete**

**Action 9.04: GC** *To call this application in to ensure that it is considered by the full Planning Committee* The Planning Officer has responded to GC that they are minded to refuse the application now the Council have a five year land supply.

**Action 9.04: Complete**

**f) 20/02264/FUL Erection of 2 two bedroom dwellings on each side of existing terrace, with associated parking, new access and modification of the existing car parking arrangements at 2 - 8 Longmeadow Drive –**

*MF declared an interest in this application and took no part in the discussion.* Councillors unanimously agreed to object to this application, on the grounds that it is against the village design policy and a three storey property is totally out of keeping. It will impact negatively on the street scene, and there are concerns over the inadequate parking provision with these proposed new properties given the current challenges in the area. There will also be a loss of windows for the existing end of terrace buildings and the proposals will make the current end of terrace properties, mid terrace dwellings which is a fundamental and significant change for them.

The Local Government Boundary Commission draft recommendations consultation relating to the new Ward boundaries will need to be a future agenda item ahead of the 7<sup>th</sup> December deadline. **Action 10.02: Clerk**

## **5. PLAY AREA WORKS UPDATE AND AGREEMENT OF WORKS TO BE UNDERTAKEN**

**Action 6.04: PAWG** *To ensure appropriate assessments are being undertaken ahead of the play area re-opening.* **Action 6.04: Ongoing**

The Council unanimously agreed to approve the cost of £150 plus VAT for a survey of the timber framed climber. MB to meet with surveyor.

**Action 10.03: PAWG**

## **6. CONSIDERATION OF FURTHER COMMUNITY SAFETY CAMERAS IN THE PARISH:**

**Action 9.08: Clerk** *To seek resident views in the next Homewatch article on increasing camera provision* See responses collated in supporting document in meeting file.

**Action 9.08: Complete**

There had been a project update document circulated to all, it was agreed to have multiple keys cut for the cabinet and the cost to be reimbursed.

**Action: 10.04: MF**

The Parish Council reviewed the residents feedback, taking this into consideration it was agreed to seek quotations for the additional cameras to be located at the village entrances as well as the bottle bank.

**Action: 10.05: MF**

The different options regarding additional cameras would be discussed at the next meeting.

**Action 10.06: Clerk**

## **7. CONSIDERATION OF FORMALLY ADOPTING THE LAND OFF BEDFORD ROAD:**

**Action 9.09 MB** *To seek resident views via social media on potential future use of land off Bedford Road*

**Action 9.09: Complete**

Following a review of the residents feedback, it was unanimously agreed by the full Council to explore the transfer of the land off Bedford Road, with the Finance and General Purposes Working Group to lead the negotiations with the Borough Council. RD offered support with this work, and it was noted the use of the land would form part of the considerations.

**Action 10.06: F&GP WG**

## **8. PARISH COUNCILLOR VACANCIES**

It was noted JM had resigned from the Parish Council, the Monitoring Officer to be notified.

**Action 10.07: Clerk**

The vacancy notice had been displayed following GD's resignation.

## **9. FINANCE MATTERS:**

### **a) Quotes for consideration:**

It was unanimously agreed to accept the quotation for the noticeboard repairs, at a cost of £70 and the Council's preference being wood. It was asked for the contractor to review the noticeboard at the cross roads and offer advice and feedback.

**Action 10.08: Clerk**

The Council reviewed the quotation from Andy Muskett Ltd for the associated work relating to the village Christmas tree and the Bowls Club light, it was unanimously agreed to accept the quote. MF to follow up with the contractor.

**Action 10.09: MF**

**Action 10.24: EB** *To seek quotations to improve the area in front of the Crossroads shops. Quotations to include the hedge removal* The removal of hedging is the only action at this stage. MB has received quote from local tree company. EB has confirmed with Pharmacy permission to remove hedge. The quotation from Albion Trees for hedge work at the cross roads was unanimously agreed to be accepted for £350.00, payment between meetings on satisfactory completion of the work was agreed to ensure the contractor received a timely payment.

Review further improvements to the area when the work to install the Christmas Tree is complete

**Action 10.24: Ongoing**

### **b) Invoices to be paid**

#### **Payment of accounts:**

<b>Payee</b>	<b>Service</b>	<b>Amount</b>
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1. Barnicoat Ltd	Clerking service September	£887.37
2. A R Worboys Ltd	Grass Cutting	£593.28
3. Agrovista	Jubilee Pitch Aeration (payable to the Football Club £1408.80 less £200.00)	£1208.80
4. Reimbursement allotment trophy engraving (payable to Eric Benton)	£20.00	
5. Router for CCTV system (payable to Marc Frost)		£63.00
6. South East Security Jubilee and other installation costs & cameras finalisation		£3,077.50 plus VAT
7. British Legion	Remembrance donation	£50.00

*EB and MF declared an interest in items 4 and 5 respectively and took no part in the discussion.*

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 the above items electronically. However, these items are yet to be paid, so it is proposed that payment of the above be made.

Payments made out of meeting:

Plus Net Telephone and broadband	£21.60 direct debit
Riches Skip Allotment clearance work	£327.00 plus VAT
Riches Skip Allotment clearance work	£327.00 plus VAT

Councillors resolved for all the above payments to be made.

### **c) External audit**

No formal feedback to date from external auditors.

**Action 9.13: Clerk To submit the 2018/19 internal audit report and associated action to external auditors**

**Action 9.13: Complete**

## **10. 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

Crime statistics - forwarded

ERTA Voluntary Transport email

Allotment tenant various communications

Burial ground and associated communications

Wilstead emergency group communications regarding Coronavirus updates from Public Health England

NFP Workshops bid writing information

Continued communications from NALC and BATPC information and updates on the coronavirus situation and how this impacts local councils

BBC Village Car Park work to barrier communications  
BATPC Bugle – circulated  
Beds Police crime statistics – circulated  
Resident concerns regarding Luton Road compound usage ongoing communications with local authority regarding enforcement and Parish Council communications  
Village Hall communication regarding re-opening of the Hall – circulated  
Copied into communications regarding Wilstead Woodland transfer  
Copied into communication regarding remote Doctor's appointments  
Resident concerns regarding a blocked ditch Whitworth Way – responded to  
Village Hall booking communications regarding next meeting dates  
Copied into communications regarding 20/01367/FULL Haynes Park  
Copied into communications with Persimmon  
BATPC Government's White Paper 'Planning for the Future'  
Copied into communication seeking clarity on the current capacity of the village school  
Local Plan village facilities information requested from Borough Council - submitted  
Bedford Borough Council Special Expenses consultation communications – circulated to F&GP WG  
Copied into communications regarding hedge removal at Crossroads  
GC confirming Planning Officers for planning applications within the parish  
Communications regarding the Local Plan call for sites being published  
Confirmation Albion Tree quotation for works at Crossroads accepted  
Allotment clearance work and skip ordering  
Copied into Officer communication regarding Whitworth Way footway works  
Resident feedback regarding the piece of land at Bedford Road – responded to  
Bedford Borough Council update on Bedford Town Investment Plan ready for review – circulated  
Resident concern with weeds outside 22 Luton Road – responded to and forwarded to Highways Helpdesk  
Resident feedback regarding the piece of land at Bedford Road – responded to  
Parish and Town Council £200 Grant for a defibrillator  
Letter from the Chief Executive of Bedford Borough Council – forwarded  
SME confirming noting change to contact details  
Communications regarding notifying affected residents of Jubilee Way tree works  
Police community priority setting meeting communication – circulated  
Resident concerned September Parish Council was recorded – responded to  
BATPC advice sought on recording of Parish Council's meeting  
Resident communication regarding Jubilee Tree work – responded to  
Resident enquiry regarding Luton Road application and Parish Council response – responded to  
Resident concern regarding football field hedge cutting – responded to  
Resident communication regarding Whitworth Way play area – responded to

Homewatch communication regarding the format the Parish Council receive the crime figures – responded to  
Confirmation that planning application 20/01666/MAO has been called in Bedford Borough Local Plan - Call for sites information – circulated  
BBC information on local track and trace – forwarded to F&GPWG  
Police update regarding new Inspector – circulated  
Village Hall communications regarding track and trace  
Copied into resident concern over poor conditions of highways and footways in Wilstead sent to Borough Council  
BBC Tree Warden communications regarding tree at junction of Longmeadow Drive and Church Farm Avenue  
BBC update regarding orange recycling sacks – forwarded for social media and PC website  
BBC Parish & Town Council Network - next meeting – circulated  
BATPC AGM information – circulated  
BATPC Transforming Journeys and Passenger Rail Study – circulated  
Communications regarding car causing obstruction in Pollards Close  
Communications regarding grass cutting in Elms Lane  
Communications regarding additional skip for allotment clearance  
Enquiry regarding volunteering opportunity in the village – responded to  
Communications regarding Bowls Club power supply  
Resident concern regarding barriers in Whitworth Way – responded to  
Enquiry regarding balancing pond land and assistance with a future scheme – forwarded to F&GP WG  
Resident communication regarding grass cutting – responded to  
Resident concern regarding speeding in Cotton End Road – responded to  
Resident communication regarding grass cutting – responded to  
Resident request for Parish Council data protection policy – responded to  
Resident concern over woodland fires – responded to  
Resident feedback regarding Homewatch article items – responded to  
Resident feedback regarding land off Bedford Road – responded to  
Resident communication regarding Parish Council noticeboard  
Communication regarding village Christmas Tree donations  
Resident reporting Northwood Lane street light not working

**11. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 7<sup>th</sup> SEPTEMBER:**

Councillors received a copy of the last meeting minutes. It was noted that the minutes require an amendment to the CCTV discussion item.

**Action 10.10: Clerk**

The Working Group items to be listed as an appendix to the meeting minutes.

**12. CLOSE OF MEETING:**

Chair closed the meeting at 8.40pm

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:**

20/01667/LDP Certificate to confirm that the details submitted do not require planning permission (Single storey rear extension and garage alterations/conversion) at 34 Armstrong Close - Certificate Issued

20/01554/FUL |Remodelling of existing dwelling including two storey front extension, new pitched roof to existing flat roof area to side, roof extension and rear dormer to facilitate loft conversion and front porch at 93 Whitworth Way - Refused

20/01466/TPO 1x Large Holm oak tree to reduce in height back to previous points then reduce remaining lateral branches in by 2m all over to good growth points at Duck End Farm House, 7 Duck End Lane - Permitted

20/01267/FUL Single storey side and rear extension to match existing roof line and dormers to side to utilise loft space at 12A Ivy Lane - Refused

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

**Action 7.04: PWG** *A response to be submitted outlining that Wilstead must not be classified as Key Rural Service Centre given its immediate proximity to Wixams and the reducing local facilities* The Parish Council response submitted.

**Action 7.04: Complete**

**Action 9.05: PWG** *To submit the agreed planning responses*

**Action 9.05: Complete**

**Action 9.12 PWG** *To check on how much / which parts of Longmeadow Drive has been adopted by the Borough Council* map circulated by Borough Council.

**Action 9.12 Complete**

To note Local Plan village facilities information requested from Borough Council was submitted.

It was noted the Borough Council results for the 'Call for Sites' for the new Local Plan has resulted in the submission of 17 potential sites from local landowners totalling a potential 2412 houses.

NP Group letters to be sent to identified properties for the heritage list.

**Action 10.11: Clerk**

Follow up communications with Bellway Developments to be taken forwards with the Parish Council to challenge the wording regarding open space management.

**Action 10.12: Clerk**

## **BOROUGH COUNCILLOR**

**Action 2.05 (19): GC** *To clarify with the local authority the chain of communications during such an incident and who tells Cadent there is an emergency plan in place in the parish.* Feedback from GC discussed, it was agreed to delete the action.

**Action 2.05 (19): To be Deleted**

**Action 11.05 (19): GC** *To pursue Cotton End Road width of footway concern reported to local authority, widening the path as part of their capital improvement works.*

**Action 11.05: Ongoing**



## **PLAY AREA**

**Action 6.11 (19): PAWG** *To proceed with a site visit by prospective contractors EcoSurface and Abacus Playgrounds in order to prepare more detailed quotations for the new safety surface. Also to ensure appropriate fall height / area by the Wicksteed metal climber, and check compliance with appropriate legislation.* Quotes reviewed. Clarification on above points will be sought from Contractors, liaison remains ongoing.

**Action 6.11 (19): Ongoing**

**Action 9.06: Clerk** *To place additional signage in and around the Whitworth Way area to make it clear the equipment is closed* MB had kindly actioned.

**Action 9.06: Complete**

**Action 9.07: Clerk** *To claim back the cost of hiring the fence from Playdale*

**Action 9.07: Ongoing**

## **ENVIRONMENT**

**Action 1.12: EB/RD** *To continue liaison with the Borough Council on A6 completion and remedial action on Luton and Bedford Roads following completion.* Action now moves on with the Borough Council planning to undertake remedial work to Luton Road which has been budgeted in this Financial Year. Recent on-site meeting with Andrew Tipple, Bedford Project Engineer, to discuss remedial action required including installation of a mini roundabout at the crossroads and reshaping of the Luton Road at the pedestrian crossing to provide a safer crossing by residents. Explanation of details requested with the updated information from the Borough indicating completion February / January

**Action 1.12: Ongoing**

**Action 3.03 EB /RD** *To seek clarity from Borough Officer if any assistance available with cost of average speed cameras.*

**Action 3.03 Ongoing**

**Action 3.05 EB** *To arrange fitment of additional meter at allotments* An additional meter has been fitted at the Bowls Club to measure the amount of water used for watering the green. This will allow a calculation of the correct proportion of water usage not returned to the sewer. A revised rate has been requested from Anglian Water based upon the amount used for irrigation. Response has been to request more information over a longer period of time.

**Action 3.05 Ongoing**

**Action 3.07 F&GP WG** *The group offering to contribute to the installation of the village Christmas tree have agreed to purchase, deliver and erect the tree at the crossroads. Andy Muskett has agreed to provide a secure, capped hole to accommodate the tree and connect to electric supply.* It was agreed that Andy Muskett and Chris Pursell coordinate a streamlined approach for the CCTV and tree work electric supply. The Councillors agreed to authorise a maximum spend of up to £1,500 on the associated works with the tree installation including the cost of setting up an electric socket. Village residents are reported to have raised approx £700 towards the cost of the tree/installation. So far the PC has received donations totalling £150.00

**Action 3.07 Ongoing**

**Action 4.03A EWG** *To accept the £100 for the digger to undertake repairing the wheel track marks at the allotment*

**Action 4.03A: Ongoing**

**Action 6.07: RD** *To support resolution for the recent concerns expressed by residents around anti-social behaviour at playing fields on Jubilee Way and the potential threat to Bowls Club, Jubilee Centre and Parish allotments* These have been reported to the Borough Council and community police. The police have agreed to supply and fit warning posters that the area is being surveyed and perform regular patrol visits. This will complement the installation of CCTV cameras in Jubilee Way and the Bowls Club.

**Action 6.07: Ongoing**

**Action 9.10 Clerk** *To place article in Homewatch not to park on the verge or footway after comments from residents regarding parking on the verge in Longmeadow Drive*

**Action 9.10 Complete**

Borough Officer feedback received on Whitworth Way footway resurfacing which state they are on the structural maintenance forward programme for completion in financial year 22/23.

### **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.* No progress to date.

**Action 4.10 (18): Ongoing**

**Action 11.06: F&GP WG** *To arrange meeting with Beds CCG IT to discuss video link doctors' appointments, as some surgeries already do this.* Following queries on this topic with Beds CCG they offered a meeting to discuss this which has yet to be taken up.

**Action 11.06: Ongoing**

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

**Action 1.22: Ongoing**

**Action 2.15 F&GP WG** *To create an annual payments schedule and incorporate into the Financial Regulations to reflect the Council's practice.* Was an Agenda item for March meeting. Now will be addressed / agreed online.

**Action 2.15 Ongoing**

**Action 2.16 BC,GO,JM** *To notify the Clerk of any training needs* All training courses postponed until further notice

**Action 2.16 Ongoing**

**Action 3.08 F&GPWG** *To Change Barclays Business Account to allow signatories to be the same as on Community (ie Current) Account.* Ongoing correspondence with Barclays on-line has not resolved this yet, letter to be sent confirming request.

**Action 3.08 Ongoing**

**Action 3.10 F&GPWG** *To arrange a meeting with residents who had expressed an interest in being a Parish Councillor.* Both residents have been told that a meeting will be arranged once face to face meetings are permitted. Now there has been some relaxation in Covid rules meetings with prospective Parish Councillors will be set up.

**Action 3.10 Ongoing**

**Action 4.08: Clerk** *To include information on financial assistance to be made widely available through the Homewatch once the revised form is created.* Thorough list of funding opportunities has been collated by Clerk and circulated to Working Group.

**Action 4.08: Ongoing**

**Action: 5:07: Clerk** *To make Community Chest application for Village Car Park works* Awaiting for works to be complete, have followed up with the

Borough Officer when the works are due to be finished, awaiting response.

**Action: 5:07: Ongoing**

**Action 9.01: Clerk** *To notify the Monitoring Officer at the local authority and display the vacancy notice*

**Action 9.01: Complete**

**Action 9.02: MB/MF** *To de-activate GD's email account Office365 Completed.*

**Action 9.02: Complete**

**Action 9.11 F&GP** *To respond to a Government consultation on vergeyway parking*

**Action 9.11 Ongoing**

JM's email account to be de-activated

**Action 10.13: MF/MB**