

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Meeting held in the Village Hall on Monday 7th September 2020 at 7.00pm

PRESENT: Nigel Jacobs (Chair), Eric Benton, Marc Frost, Richard Draycott, Mark Brooks, Geoff Odell, Borough Councillor Graeme Coombes, Lizzie Barnicoat (Clerk), and 10 members of the public.

1. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all attendees, setting the expectations for the meeting, there were apologies for absence received from James Carroll.

It was noted that Graeme Dinner had recently resigned from the Parish Council. The Monitoring Officer at the local authority had been notified and the vacancy notice to be displayed.

Action 9.01: F &GP

WG

Confirmation to be received that GD Council email account de-activated.

Action 9.02: MB/MF

2. DECLARATION OF INTEREST FOR THE MEETING:

There was a declaration of interest received for the meeting received for finance matters from MB and MF.

3. OPEN FORUM:

Comments were received in regards to a planning application at 17 Pollards Close with concern expressed that the proposed development is out of keeping with the nearby properties, insufficient off road parking and the property will overlook neighbouring properties. There were comments regarding the proposed roof height, the access being on a bend and some concern over whether the oil tank had been de-commissioned.

Residents were notified of the best way to engage in the planning consultation process.

GC arrived at this point of the meeting

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

a) 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 Wilstead - Following discussions at the meeting it was resolved to oppose this application on the grounds of being out of keeping with neighbouring houses and the adverse impact on the street scene. Concerns were also expressed regarding, overlooking of neighbouring rear gardens and the pitched roof on the single storey building between numbers 93 and 91.

b) 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 – It

was reported at the meeting that following consideration of this application by Councillors between Parish Council meetings a response was submitted by the Parish Council on 21st August which neither supported or opposed this proposed work. The Parish Council did comment on the lack of reason for the work in the application and if permitted that it should be undertaken by qualified tree surgeons. It was noted that the Borough had subsequently granted permission.

c) 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 – This large application is still being reviewed by the Planning Working Group. It was requested that all Councillors look at this application and provide their comments to NJ by the 15th September so these can be collated and submitted by the already extended response date of 21st September.

Action 9.03 All Councillors

It was resolved that GC call this application in to ensure that it is considered by the full Planning Committee.

Action 9.04: GC

d) 20/01807/FUL Erection of detached chalet style bungalow at Land Opposite 17 Pollards Close – The Parish Council resolved to object to this application on the grounds of the proposed dwelling being not in keeping with the neighbouring bungalows and having an adverse impact on the street scene. There was also concern that there is insufficient off road parking for a 3 bedroom house. The side fence appears to be in front of the building line and overlooking of neighbouring rear gardens. Concerns were also raised about contamination of the site given nearby residents recall there had been oil spillages in the past, so the Officer be asked to ensure the pipework which used to connect to the houses from the oil tank is dealt with safely.

e) 20/01730/FUL 1.5 storey front infill extension, two storey rear extension and new outbuilding at Struan 61, Luton Road - The Parish Council resolved to submit no objection as the size of plot could easily take the proposed extensions and new building.

f) 20/01659/LBC Conversion of Grade II Listed Threshing Barn and the Former Dairy Barn to residential dwelling and proposed link extension (revised scheme to include relocated staircase (already carried out) and 3 new rooflights to north pitch of Dairy Barn) at Duck End Barn, 9 Duck End Lane - The Parish Council discussed this application and resolved not to object as the proposed removal of the windows in the roof of the Threshing Barn meant that more of the original design was visible from Duck End and there were no longer any potential overlooking issues. Also the proposed roof lights in the more modern dairy are not visible from the highway and there are no overlooking issues as there are no buildings to the north.

g) 20/01656/FUL Single storey side extension at Garth, 175A Cotton End Road – Given the response date was the end of August the Parish Council had sent in an initial response saying that as long as the three off road parking spaces required as a result of a previous application remained then the Parish Council would have no objection. An extension to the 9th September was requested so that this application could be further discussed at this Council meeting. This meeting endorsed the initial response and added

it would be desirable is there was a turning area on site so vehicles didn't have to back out onto Cotton End Road.

The Planning Working Group to submit responses to all the above applications.

Action 9.05: PWG

h) Local Plan Review 'Have Your Say on the Future of Your Borough' -

Following input from Councillors the Parish Council submitted its response to this consultation. It favoured New Settlement Growth (Red Option), Urban Growth (brown Option), East West Rail Northern Station (Orange Option, Growth around Tempsford where East West Rail crosses East Coast Main Line (Part of Pink Option). The Parish Council did not support the Dispersed Growth (Grey Option) or A421 Growth (Yellow Option).

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 also had a virtual meeting with Head of Planning and members of the Borough Council policy team regarding the Parish Council's wish to have Wilstead designated a Rural Service Centre (RSC) rather than a Key Service Centre (KSC). KSCs were originally spread around the rural area around Bedford but distinctly separate from each other. Subsequently Wixams was formed from Wilstead but both were designated KSCs. Therefore the PC would want Wilstead to be an RSC. A written proposal regarding this re-designation to be submitted to Bedford Borough.

Action 7.04: Ongoing

i) Bedford Borough Council Public Consultation - Possible change to the Self-build & Custom Housebuilding Register - The Parish Council noted this consultation.

5. PLAY AREA WORKS TO BE UNDERTAKEN AND ASSOCIATED RISK ASSESSMENT TO BE AGREED

Action 6.04: PAWG *To ensure appropriate assessments are being undertaken ahead of the play area re-opening.* The full operational inspection had been carried out by CPM Playgrounds Ltd, report circulated to all. It had identified some areas for review which the Play Area Working Group were taking forwards and seeking to resolve. This would result in a delay of the Whitworth Way play area opening.

Action 6.04: Ongoing

Additional signage to be placed in and around the Whitworth Way area to make it clear the equipment is closed.

Action 9.06: Clerk

Playdale hiring of the fencing cost to be claimed back **Action 9.07: Clerk**

6. CONSIDERATION OF FURTHER COMMUNITY SAFETY CAMERAS IN THE PARISH AND POLICY DOCUMENT:

The Council resolved to agree in principle the associated CCTV policy document. It was also discussed that it would be possible to extend the current CCTV system in the village to encompass further village facilities and locations such as the Jubilee Centre, Bowls Club, and other village entrances. Councillors were mindful of recent issues with vandalism, and a range of anti-social behaviour being experienced in the village against which the installation of the cameras would act as a deterrent. The cost of the additional seven cameras to add to the existing system would be £6k. The Parish Council unanimously agreed for camera coverage to be installed at Jubilee Way and the Jubilee Centre in light of the recent problems, at a cost of £3,077.50. The

Parish Council were also supportive in principle for the village entrances and the bottle bank to potentially have security cameras, so resident views to be sought in the next Homewatch article on this proposal. **Action 9.08: Clerk**
Clerk left meeting at this point

7. BEDFORD ROAD LAND:

To receive formal recommendation from F & GP WG regarding:

Action 10.11 (19): F&GP WG *To continue to pursue possible adoption of land off Bedford Road with communications with the Borough Officer to include clarity on the length of the lease, and the associated management and costs of potential traveller encampments to be considered by the Working Group.* The Borough Council were contacted in order to clarify the cost of removing unauthorised occupations of this land and to seek advice as to how the risk of occupation could be reduced. The costs provided by the Borough were circa £500 and £2500, noting there were no legal costs incurred

Action 10.11: Complete

It was agreed that the Parish Council adopt this land, excluding the balancing pond. Possible uses were discussed, including a skate park, and it was agreed to ask residents for their views via the Community Facebook page.

Action 9.09 MB

8. VERGEWAY PARKING IN LONGMEADOW DRIVE:

Following comments from residents regarding parking on the verge in Longmeadow Drive it was agreed to address this topic of verge parking in the next Newsletter, asking residents not to park on the verge or footway.

Action 9.10 Clerk

GC referred to the link in his report to the Parish Council which contained a link to a Government consultation on this matter. It was agreed to participate in this consultation.

Action 9.11 F&GP

It was also agreed to check on how much / which parts of Longmeadow Drive has been adopted by the Borough.

Action 9.12 PWG

9. FINANCE MATTERS:

a) To approve Parish Council to receive donations for village Christmas tree – it was unanimously agreed that the Parish Council would collect donations directly towards the village Christmas tree.

b) Invoices to be paid

Payment of accounts:

Payee	Service	Amount
Barnicoat Ltd	Clerking service July	£887.37
Barnicoat Ltd	Clerking service August	£887.37
Mark Brooks	Allotment tap	£295.00
South East Security	CCTV installation	£3780.00
A R Worboys Ltd	Grass Cutting SI1353	£593.28
Marc Frost	Wifi router reimbursement CCTV	£29.00
CPM Playgrounds Ltd	Operational inspection	£
Mark Brooks	Play area maintenance	£120.00

MB and MF declared an interest in this item 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
South East Security CCTV installation deposit	£3780.00
Mark Brooks Jubilee Centre gate repairs required between meeting	£324.24

Councillors resolved for all the above payments to be made.

c) Year-end accounts update

Action 8.01: Clerk *To update the bank reconciliation and Annual Return and circulate to Councillors.*

Action 8.01: Complete

Action 8.02: NJ/EB/Clerk *To arrange for the Annual Return to be signed appropriately and submitted to the external auditor*

Action 8.02: Complete

There needs to be 2018/19 internal audit report and associated action to be submitted to external auditors.

Action 9.13: Clerk

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

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

Bedford Borough Council special expenses communications
 Resident communications regarding maple in Cotton End Road copied into communications with Borough Council
 Resident concerns regarding a blocked ditch Cotton End Road copied into communications with Borough Council
 Village Hall booking communications
 Communications regarding damaged Jubilee Field gate
 Resident communication regarding Whitworth Way play area – responded to
 Resident copied into communication with Borough Council reporting fly tipping at Bedford Road layby
 Resident reporting over hanging tree at Luton Road – responded to
 Communications from parish Tree Warden regarding a planning application
 Resident copied into communication with Borough Council reporting fly tipping at Bedford Road layby
 Landscape service provider promotional email
 Copied into communications regarding 20/01367/FULL Haynes Park
 Member of the public enquiry regarding burial ground application in parish – responded to
 Resident concern regarding noise at Bellway development – responded to
 Copied into communications regarding 20/01575/TELLN & Wilstead Footpath
 4
 Resident enquiry regarding Bedford Road repairs to highways surface – responded to
 Resident enquiry regarding Parish Council finances – responded to
 Copied into communications with Persimmon
 BATPC MHCLG Planning Consultations - circulated
 Bedford Borough Council Public Consultation - Possible change to the Self-build & Custom Housebuilding Register - circulated
 BATPC Government's White Paper 'Planning for the Future'
 Resident communication requesting review of speed limit on Duck End Lane, Wilstead – responded to
 Resident communication regarding community safety cameras – responded to
 Resident communication regarding Longmeadow Drive play areas – responded to
 Resident communication regarding Longmeadow Drive play areas – responded to
 Copied into communication regarding SHA/23372 appeal by Kalki Health Ltd
 BATPC Bugle – circulated
 BATPC communications regarding membership renewal
 Internal auditor communications
 Confirmation Annual Return submission has been received by external auditors Mazars
 Resident feedback from social media that Bedford Borough issues and options consultation leaflets were not received by many residents – followed up

Resident communication regarding planning applications comments for 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

BBC Officer communications regarding Bedford Road area

BBC Special Area Charges communications

Copied into communication from Wilstead Footpath group regarding Diversion of Wilstead Footpath 7

Copied into communication seeking clarity on the current capacity of the village school

Drafted meeting dates: 7th Sept, 12th Oct, 23rd Nov, 4th Jan, 8th Feb, 15th Mar, 19th Apr, 17th May, 21st June, 26th July

Bedford Borough Council – Playing pitch and outdoor sport study survey

CPRE Bedfordshire's Responds to Bedford Borough Council's Local Plan Review Issues and Options Consultation – circulated

SSE/Swalec letter ref Direct Debit payments (Contract to change from E.ON)

11. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 21st JULY AND 25TH AUGUST:

Councillors received a copy of the last meeting minutes. All Councillors unanimously agreed approval of the Parish Council meeting minutes.

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

12. CLOSE OF MEETING:

Chair closed the meeting at 10.00pm

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:

20/01575/TELLN Removal and replacement of 3no antennas and associated ancillary works thereto. (This is a notification only to the Local Authority who has no determining powers) Telecommunication Mast At Luton Road - Response Sent

20/00598/OUT Outline application with all matters reserved for the erection of one detached dwelling Land To The Rear Of 115 Cotton End Road - Permitted

18/01591/FUL - Condition 10 - External Lighting (discharge of condition) Duck End Barn 9 Duck End Lane - Permitted

18/01591/FUL - Condition 4 - Landscaping (discharge of condition) Duck End Barn 9 Duck End Lane- Permitted

18/01592/LBC- Condition 5 - Plinth details (discharge of condition) Duck End Barn 9 Duck End Lane - Permitted

19/01733/S73A Erection of stable block and associated use of land for the keeping of horses, fencing and gates (development already carried out) at Land Adjacent 140 Cotton End Road - Permitted

18/01592/LBC - Condition 5 - Barn Access To Link (Discharge of condition) Duck End Barn 9 Duck End - Refused

18/01592/LBC - Condition 3- Internal barn works (Discharge of condition) Duck End Farm Barn Duck End Lane - Refused

18/01592/LBC - Condition 6 - Door details (Discharge of condition) Duck End Farm Barn Duck End Lane - Refused

ANY OTHER PLANNING MATTERS:

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

Action 7.01: PWG *To submit comments to 20/01377/FUL Erection of summerhouse on a concrete slab at 6 Duck End Lane*

Action 7.01: Complete

Action 7.02: PWG *To submit comments to 20/01267/FUL Single storey front and rear extensions to match existing roof line and dormers to side to utilise loft space at 12A Ivy Lane*

Action 7.02: Complete

Action 7.03: PWG *To submit comments to Bedford Borough Council Draft Housing Strategy 2021-2026 consultation*

Action 7.03: Complete

Action 7.05: Clerk *To encourage residents through the Homewatch article to respond to the Local Plan issues and options consultation*

Action 7.05: Complete

BOROUGH COUNCILLOR

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

Action 2.05 (19): Ongoing

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

Action 11.05: Ongoing

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.*

Action 6.11 (19): Ongoing

ENVIRONMENT

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 to re-confirm with Pharmacy permission to remove hedge.

Action 10.24: Ongoing

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

Action 1.12: Ongoing

Action 1.15: EB/RD *To ensure the local authority put up the appropriate signage on the A6 to alert motorists to crossing pedestrians.* Installation agreed by Highways. Signs erected.

Action 1.15: Complete

Action 2.10 EWG *Item re-opened To seek a quote for the Allotment Society request for an additional water tap as some allotments are a long way from the taps. MB declared an interest in this item and took no part in discussion* Tap has been installed

Action 2.10 Complete

Action 3.02 MF *To receive confirmation from Darryl Hall at Borough regarding electrics for the CCTV installation.* South East are communicating directly with Bedford Borough Council, report when received to be circulated. Meeting had taken place with South East Security and our Street Lighting contractor. It was unanimously agreed to proceed with the CCTV installation work at the previously agreed cost of £5k for the safety cameras, and noting the groundworks cost was confirmed at £1,300. The works have been carried out.

Action 3.02

Complete

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 cheque has recently been received from the Bowls Club for £2,290 to cover water usage as calculated since February 2018. The Jubilee Centre have settled the invoice for their part of the usage totalling £381. A revised rate will be requested from Anglian Water when the amount used for irrigation is understood.

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 Persell 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.

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 6.05: RD/EB *To ensure the work is taking place to resolve cutting of school playing field hedge with the grass cutting contractor.*

Action 6.05: RD/EB: Complete

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: 7.06: Clerk *To send allotment rent due letters.*

Action: 7.06: Complete

Working Group are liaising with Gareth Turner on resurfacing remedial action at Whitworth Way.

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: 5:06: Clerk *To review the supply costs for the parish street lights SWALEC /SSE for a 3 year contract secured*

Action 5.06: Complete

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 7.07: F&GP WG *To collate the information required for the Special Area Charges consultation*

Action 7.07: Complete

Action 7.08: Clerk *To submit special area charges response once collated*

Action 7.08: Complete

Action 8.03: NJ *To liaise with BATPC and to seek guidance on NALC recent communications about Parish Council holding physical meetings.* BATPC responded saying they did not recommend face to face Parish Council meetings but it was down to the Parish Council to decide as they had knowledge of the venue and what precautions were in place.

Action 8.03: Complete