

## WILSHAMSTEAD PARISH COUNCIL

### Minutes of the Full Council Meeting held at the Village Hall on Monday 25<sup>th</sup> November 2024 at 7.00pm

**PRESENT:** Richard Draycott, Eric Benton (Chair), Mark Brooks, Chris Carberry, Marc Frost, Karen Hollands, Russell Adams, 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 and accepted from Parish Councillor Jo Bampton and Nikki Williams. Borough Councillor Graeme Coombes had also sent apologies it was noted.

The Council paused for a moment of reflection following the recent sad news of Brian and Sandra Spinks stalwarts of the Village Hall Management Committee.

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

There were no new declarations of interest received for this meeting, though noted in item 7.e), with RD, MB, RA, CC declaring interest, plus in agenda item 7.b) EB declared an interest.

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

Resident commented on how kind everyone is in the village since moving here.

#### **4. PLANNING AND DEVELOPMENT:**

a) 24/01628/FUL single storey front, side, rear extensions loft conversion with front dormers with external alterations at Lyndale 108 Cotton End Road – revised plans - the Working Group recommendation was no further comments, it was unanimously agreed to submit no further comments.

b) 24/01947/S73A erection of outbuilding/summer house for incidental/ancillary use (development already carried out) at 177 Cotton End Road

**Action 10.09: Clerk** *To submit comments and seek clarification regarding 24/01947/S73A Erection of outbuilding/summer house for incidental/ancillary use. (Development already carried out) at 177 Cotton End Road relating to recent application on this site, number 24/01259/LDE Certificate to confirm lawful existing use of outbuilding as storage/home office and for the cutting of hair of up to 4 persons per week at 177 Cotton End Road*  
Officer feedback had been shared

**Action 10.09: Complete**

No further comments to be submitted it was unanimously agreed following Officer feedback.

c) East West Rail non-statutory consultation reminder – information had been shared across various platforms of the forthcoming public engagement events being held. Discussion on parking at Bedford Hospital impact from the proposed works is an item to be raised in the response, so to be a future agenda item.

**Action 11.01: Clerk**

d) Consideration of any planning applications received after the publication of the agenda – 24/02231/MAO Outline application for the demolition of existing buildings and erection of up to 95 residential dwellings (including affordable housing), public open space (including play space) and associated drainage, landscaping, internal roads, utilities and other service infrastructure. All matters are reserved except means of access at Land At Village Farm 85 Cotton End Road. Clerk had shared documents relating to previous 2018 application alongside new application. It was unanimously agreed that Clerk to collate draft comments, outlining reasons for objection, circulation to Working Group, to enable

submission of comments prior to Christmas, also to enable the community to see items they wish to comment on.

**Action 11.02: Clerk**

## **5. BOROUGH COUNCILLOR REPORT**

Borough Councillor MF to circulate report.

**Action 11.03: MF**

Borough Councillor feedback following request from local MP visit to the school for a pedestrian crossing. Clerk to share details of potential bollard option with Borough Councillor MF.

**Action 11.04: Clerk**

**Action 6.07(23): GC/MF** *To seek prioritisation of the village average speed cameras* The latest is the first phase of the installation works have been completed on time, the new street lighting columns are in situ having replaced the existing columns in the same locations. The camera installation and four new signs to highlight the presence of the enforcement zone had now been completed, with confirmation the cameras have been calibrated and they are operational, updates had been shared in Homewatch

**Action 6.07(23): Complete**

**Action 6.08(23): 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 (23):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* support is still needed as there are steps in the paved footpath which still remain an issue it was noted. AS added that this has been followed up, the feedback was not as positive as hoped but it is being monitored. MF had followed up recently after the July meeting.

**Action 1.08:Ongoing**

**Action 6.01:AS** *To follow up 3 Cotton End Road planning concern raised by member of the public*

**Action 6.01: Ongoing**

## **6. LAND TRANSFER AND COMMUNITY PROJECT UPDATES TO INCLUDE LONGMEADOW DRIVE, HUCKLE'S MEADOW AND COMMUNITY WOODLAND:-**

**Action 11.07 (23): 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. Communications remain ongoing with documents being shared between Persimmon and the local authority. The small play area surface is cracking it was noted in the development.

The Practical Completion certificate has been issued, there is now a challenge with waiting a year after the certificate issued under normal circumstances, so there was agreement by the Councillors that this one year to be waived was a suggested approach potentially to enable the transfer to be processed in a more timely manner. A Councillor raised the wooden fence between the boundary of the site by the play area should be checked to ensure it is secure enough.

Some concerns raised regarding the balancing pond lack of maintenance, and the ability of the water to drain from the pond, until it empties properly, it was agreed transfer on hold until this area has been satisfactorily cleared after the recent rainfall and localised flooding. Also reports of the path cracking up from silver birch roots with details of this to be shared as well so this could be followed up with Persimmon.

November meeting update is that camera awaiting to be placed still in the balancing pond.

**Action 11.07(23): 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. Teams meeting held with local authority, Parish Council representative, and Forest Centre representative who had raised some items of concern. Current status is awaiting Forest Centre representative to put in writing those items to the local authority. Borough Councillor Frost to help follow up on this.

**Action 2.04: 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* Huckle's Meadow work continues, MB declared an interest in this item, it was agreeable by all present for MB to have digger access, other clearance work being undertaken as agreed by A R Worboys. Jo Roberts from Marston Forest Centre to be contacted for looking at additional vegetation coverage in some areas by the WG as well as ongoing liaison with the local authority to establish securing a safe access to the site.

**Action 4.06: Ongoing**

## **7. FINANCE AND POLICY MATTERS**

**a) Quotes for consideration** – none for consideration.

Wilstead Endowed Charities, MF, EB, MB *declaration of interest received for this item*, it was unanimously agreed to donate up to £100 towards ten raffle prizes being donated, resolution passed.

**b) Invoices to be paid –**

**Payment of accounts:**

<b>Payee</b>	<b>Service</b>	<b>Amount</b>
1. Backlight Ltd	October charge	£1046.44
2. Backlight Ltd	November charge	£1046.44
3. Bedford Borough Council	average speed camera contribution	£35000.00
4. Badger Hill Christmas Tree Farm	village tree	£600.00

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
3G CCTV Wifi	£12.53 direct debit

Payments made between meetings to be ratified:

Andy Muskett Ltd Christmas lights £1344.00  
A R Worboys Ltd S12411 grass cutting £756.00  
A R Worboys Ltd SI12431 grass cutting £756.00  
Mark Brooks Huckle's Meadow controlled clearance £480.00  
Paul Riches Skips allotment skip £360.00

Councillors unanimously agreed to approve the expenditure above being mindful of MF being RFO declared an interest, so took no part in the vote, resolution passed.

Reminder for all present that the budget workings for 2025/26 will commence shortly.

**c) Finance and General Purposes Working Group recommendation for grant application received** – application information received from Wilstead Flower and Produce Association, Working Group recommendation to award a donation of £400 towards the hall hire and printing cost for the annual show, unanimously agreed by all present, resolution passed. Clerk to share details of possible alternative print suppliers.

**Action 11.05:Clerk**

**d) Finance and General Purposes Working Group recommendation for Council savings and bonds -**

**Action 10.13: F&GP WG** *To bring recommendation to ensure arrangement of best products for earning money for the Parish Council in regards to the savings rate change from Barclays* The recommendation was that the two fixed rate bonds, fixed for two years with Cambridge & Counties Building Society, a further bond be secured, with example rates given to Councillors. With suggestion of re-investment to top up to £30,000 be placed, it was unanimously agreed to go with this, resolution passed. The funds in a one year bond to gain better interest than getting at Barclays, with agreement in principle for up to £25,000 to be transferred to the bond, resolution passed. Update given, applications commenced for these are ongoing.

**Action 10.13: Ongoing**

**e) Consideration of allotment matters to include: keeping of chickens, bonfires and proposed amendments to tenancy agreement regarding structures on plots**

**Proposed revision to Allotment Tenancy agreement and bonfire policy for consideration** – *declarations received at previous meeting* meaning insufficient Councillors present without a conflict to discuss allotment items had led to dispensation on Councillor interests being sought on allotments to enable decision making to be three Parish Councillors without a disclosable interest on the allotments. Borough Councillor Frost had liaised with Monitoring Officer, to change a quorum is complex, so dispensation options considered. It was proposed by MF to grant dispensation for all Councillors present with an interest for the allotment items to be considered, it was unanimously agreed this to be applied for the following discussion matter, resolution passed.

**Action 10.11:Complete**

Following discussion of a request, it was unanimously agreed by all present that keeping of chickens on this occasion not to be granted permission, resolution passed. Clerk to feedback.

**Action 11.06:Clerk**

It was unanimously agreed by those present, that the proposal for altering the bonfire policy wording to extend them to be held through to the end of March was confirmed, resolution passed. Document to be updated.

**Action 11.07:Clerk**

It was agreed by those present that within the tenancy agreement the stated size of a shed to be changed from 6×4 to now read 6×8, resolution passed. Document to be updated.

**Action 11.08:Clerk**

It was agreed in principle for a 10 foot storage container to be located at the allotments to enable a more secure facility, on the condition that appropriate planning regulations are checked and adhered to accordingly, resolution passed.

**Action 11.09:RA**

**8. CORRESPONDENCE AND INFORMATION RECEIVED: TO BE UPDATED FURTHER**

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  
BBC Officer communications regarding average speed camera installation/calibration communications – updates circulated to Councillors  
Persimmon communications, BBC Officer communications relating to Longmeadow Drive – ongoing  
BBC Officer communications copied into regarding pedestrian refuge at Wilstead Crossroads (pedestrian warning sign) - chased  
CPRE November newsletter  
Wilstead Homewatch article submission  
BBC Officer Recycling regarding bin in road at Church Road – followed up, Borough Councillor MF copied in  
BBC Highways Officer communication regarding highways items in the parish – followed up  
Bedford Borough Council Parish and Town Council Update - circulated  
Parish Councillor JB apologies for November Parish Council meeting – noted  
Communications regarding Borough Councillor Ward Fund monies received for Wilstead Art Club - actioned  
Resident request for copy of October Parish Council draft meeting minutes – responded to, actioned  
Resident request for publishing of meeting dates – responded to, actioned  
Councillor follow up communications copied into with Anglian Water regarding the water metres  
Exclusive Defibrillator Scheme promotional information  
BEDFORD BOROUGH COUNCIL SPECIAL EXPENSES REVIEW 2024 communications  
BBC Guidance on Spotting Bluetongue in Cattle and Sheep  
BBC Temporary Road Closure Cotton End Road Wilstead 24 – 047 communication  
Christmas lights switch on communications copied into  
BATPC AGM 24th October 2024 - Registration Open – circulated  
Contractor communications regarding knee rail fence at Jubilee Centre copied into  
The Bedfordshire Local Nature Recovery Strategy  
Wilstead Primary communication regarding fund-raising item – followed up  
Huckle's Meadow communications regarding maintenance – agenda item  
BATPC Local Government Services Pay Agreement 2024/25 – circulated to WG  
Cleat Hill Incident Update from Bedford Borough Council  
Wilstead Football Club grass cutting communications  
Wilstead Fruit and Veg show grant application communications – agenda item

BATPC New Councillor Induction Training 21st November - Booking Now Open – circulated  
BBC Planning Application 24/01566/MAO acknowledged of comments  
PD\_241030 East Park Energy StatCon LPA information from Bedford Borough Council – circulated  
East West Rail – seeking your views on our proposals, confirmation of non-statutory consultation dates – circulated  
Request for keeping chickens on the allotment – agenda item  
Surface Water management The Pastures - site meeting communications – responded to  
BBC Minutes for Wixams Joint Development Control Committee, Wednesday, 23rd October, 2024, 6.30 pm  
Village Hall confirmation PC equipment PATested  
Wilshamstead Endowed Charities request – agenda item  
BATPC Update - Employers' National Insurance Contributions Rise, Remote Meetings Consultation, AGM Thanks and Slides, Current Vacancies – circulated to WG  
BBC Officer communications regarding 24/01566/MAO 149 houses at Wilstead meeting  
BBC Agenda for Standards Complaints Sub-Committee, Wednesday, 20th November, 2024, 4.30 pm  
ARW LTD WILSTEAD PC INV S12431 – agenda item  
BBC Street Trading Consent Application - All Consent Streets Outside the Town Centre  
BBC Agenda for Rural Affairs Committee, Monday, 25th November, 2024, 6.30 pm  
BBC Dog Control Order exemption help please communications  
Cambridge and County Building Society Your bond is due to mature soon communications  
CPRE Planning Application response 24/01566/MAO Land On The East Of Duck End Lane Wilstead – circulated  
Your Annual Playground Inspection is due - Wilstead (Wilshamstead) Parish Council CRM 104720 – circulated  
Resident communication regarding right of way copied into  
BBC Planning Parish Consultation letter for 24/02231/MAO – circulated, agenda item  
Resident expression of interest in joining the Parish Council – responded to, application form sent  
Resident communication regarding planning matter in the parish – responded to, followed up  
Resident communication regarding planning matter in the parish – responded to, followed up  
Resident communication regarding planning matter in the parish – responded to, followed up  
Communications regarding Huckle's Meadow work undertaken copied into  
Concerns regarding Cotton End Road litter bin issue – reported to local authority  
Resident concerns regarding non emptying of dog waste bins in parish – reported to local authority  
New homes at Wixams End developer communication – circulated draft October minutes as requested

**9. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 14<sup>th</sup> OCTOBER:**

All Councillors unanimously agreed approval of the Parish Council 14<sup>th</sup> October, it was agreed to approve the minutes. The Working Group items to be listed as an appendix to the meeting minutes.

**10. CLOSE OF MEETING:**

Chair closed the meeting at 8.25pm with next meeting to be 6<sup>th</sup> January.

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:**

24/01872/FUL Conversion of garage to form an annexe at 119 Cotton End Road - Permitted

24/01818/AOC 22/01335/FUL - Condition 9 - Surface Water Drainage (discharge of condition) at East View 37 Ivy Lane – Permitted

24/01777/NMA 20/02117/MAF - Non-Material Minor Amendments to scheme, including Levelling FFL to 84.10 metres across entirety of building, Changes to landscape to accommodate the levelling-off of building, Alteration to number of steps and ramps around building following level changes, Alteration DDA parking layout to allow for level changes, Removal of one MEP louver scoop; and Amendments to roof perimeter edge at Land At Haynes Park Off Cotton End Road – Permitted

24/01434/FUL Erection of dwelling house at Land Adjacent To The Granary 12 Duck End Lane On Bedford Road – Refused

24/01400/LDE Certificate to confirm existing use for open storage of motor vehicles at 1 Church Road - Certificate Refused

24/01124/FUL Erection of a detached dwelling following the demolition of the existing church building at Wilstead Evangelical Church 141 Cotton End Road - Refused

18/02357/AOC 18/00551/MAF - Condition 17 - Materials (Full planning application for residential development of 70 dwellings including vehicular, pedestrian and cycle access, public open space, car parking, landscaping, drainage and other associated works) at Land At Whitworth Way - Disposed of

18/02360/AOC 18/00551/MAF - Condition 25 - Surfacing (Full planning application for residential development of 70 dwellings including vehicular, pedestrian and cycle access, public open space, car parking, landscaping, drainage and other associated works) at Land At Whitworth Way – Permitted

18/02358/AOC 18/00551/MAF - Condition 18 - Boundary Treatments (Full planning application for residential development of 70 dwellings including vehicular, pedestrian and cycle access, public open space, car parking, landscaping, drainage and other associated works) at Land At Whitworth Way - Disposed of

18/02354/AOC 18/00551/MAF - Condition 9 - Plans of Roads (Full planning application for residential development of 70 dwellings including vehicular, pedestrian and cycle access, public open space, car parking, landscaping, drainage and other associated works) at Land At Whitworth Way – Refused

12/00537/AOC 99/00980/FUL Condition 3 landscaping scheme - Erection of 75 dwellings (including 18 affordable dwellings); 11 live/work properties; open space; play areas, access and drainage works at Land At Luton Road - Disposed of

11/02097/AOC 11/00500/LBC Condition 5 windows - Two storey side/rear extension and alterations to listed building at 34 Bedford Road - Disposed of

11/02095/AOC 11/00500/LBC Condition 3 sample panel - Two storey side/rear extension and alterations to listed building at 34 Bedford Road - Disposed of

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

**Action 6.04: Ongoing**

**Action 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 10.01: Clerk** To submit comments to 24/01566/MAO Outline application with all matters reserved, except access, for the erection of up to 149 dwellings and associated works at Land On The East Of Duck End Lane

**Action 10.01: Complete**

**Action 10.02: Clerk** To arrange meeting with service director, alongside the associated Planning Officer and Planning Policy Officer to better understand how 24/01566/MAO will be considered in light of the Borough Council Local Plan position and the village Neighbourhood Plan. Wixams End also to be discussed. Potential meeting dates circulated, meeting expected shortly.

**Action 10.02: Ongoing**

**Action 10.03: Clerk** To collate summary update for sharing in Homewatch, on social media and website to keep residents up to date on what Parish Council is doing regarding application 24/01566/MAO

**Action 10.03: Complete**

**Action 10.04: Clerk** To share Parish Council for 24/01566/MAO with CPRE Clerk had shared, copy of CPRE response submitted also circulated to all Parish Councillors

**Action 10.04: Complete**

**Action 10.05 & 10.06: Clerk** To submit comments for 24/016/28/FUL and 24/01872/FUL

**Action 10.05 & 10.06: Complete**

**Action 10.07:Clerk** To collate comments, circulate to WG for feedback regarding 24/01759/FUL Erection of 3 No. three-bed accessible bungalows with associated landscaping, parking and refuse storage at Land Rear Of Cottage Retreat 5 - 7 Bedford Road The Clerk had actioned, comments submitted to local authority

**Action 10.07: Complete**

**Action 10.08:Clerk** To administer communications on behalf of the Parish Council to the landowner it was agreed. It was felt best to proceed to mediation on this matter, with Sharman solicitors hopefully able to help with how to arrange an independent individual to assist with mediation. Clerk was communicating as point of contact it was noted.

**Action 10.08: Ongoing**

## **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 1<sup>st</sup> 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. Latest update early July is it is hoped that the signs will be installed over the next couple of weeks. Cotton End Road bus lines removal expected November, local authority Officer has confirmed.

**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 11.08: 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 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 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 Contact details for reporting to the Police had been placed in Homewatch. Clerk has followed up the A6 racing vehicles as well.

**Action 4.01: Ongoing**

**Action 7.04: EB** *To raise with Wave to remove the sewage charge for the allotment water supply* Communications have been sent on this updates since September meeting received, still being pursued, communications remain ongoing.

**Action 7.04:Ongoing**

**Action 9.04:MB** *To explore additional parking along Jubilee Way being explored, with options being considered before putting up the new knee rail fence (Action 2.07).* There was a suggestion of clearer signage would be beneficial to direct users to park in overspill area. MB offered to collate a specification to enable quotes to be sourced.

**Action 9.04:Ongoing**

**Action 10.12:MB** *To go ahead with the Huckle Meadow entrance gate - MB declared an interest in this item and took no part in the vote.* The quote covered additional widening of the entrance, excavation works for the steel posts, a new hardcore base for the opening the additional installation costs will be £3305.00 including VAT. This figure includes all materials (concrete, hardcore, membrane), plant hire costs, delivery, collection of materials and all labour required for the install. The gate to be a steel kissing gate option designed for disabled pedestrian access. The gate being explored is from McVeigh Parker for the materials, the quote being £1409.00 excluding VAT. It was unanimously agreed to go ahead with the proposal from Useful Bloke, with it being agreed the fencing work would be

done separately and the final gate pricing to be confirmed and the Parish Council would pay for the gate directly, resolution passed.

**Action 10.12: Ongoing**

**Action 10.14: RD/EB** To check the contract specification prior to payment of A R Worboys Ltd S12406 hedge annual charge for £2192.40 This had been done and follow up communication sent. All work now completed as per specification **Action 10.14: Complete**

## **FINANCE AND GENERAL PURPOSES**

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

**Action 4.10 (18): Ongoing**

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

**Action 2.10: Ongoing**

**Action 3.10: F&GP WG** To review the Standing Orders and Financial Regulations of the Parish Council to ensure they reflect the employer changes Policy list for Council to review collated, Financial Regulations approved.

**Action 3.10: 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 7.01: Clerk** To ensure the Google contact details are updated as currently they are out of date MB has been supporting with this. Clerk has tried to update location address.

**Action 7.01 (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 11.11: Clerk** To bring an updated asset register schedule as a future agenda item.

**Action 11.11: Ongoing**

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

**Action 1.07: Ongoing**

**Action 7.05: Clerk/MF** To share new Councillor paperwork and arrange new email addresses All actioned, just need KH's signed paperwork **Action 7.05: Ongoing**

**Action 9.08: F&GPWG** To arrange payment of £35,000 as the Parish Council contribution to the average speed camera scheme in Cotton End Road Payment on November meeting list

**Action 9.08: Complete**

**Action 9.05: RD** To follow up dog bin on Luton Road repair, seeking a replacement dual purpose bin Replacement being processed by Borough Council at a cost of £450, Council ratified the expenditure from item raised at the last meeting, resolution passed.

**Action 9.05: Complete**

**Action 10.10: Clerk** To recognise Nigel Jacob's resignation and highlighting contribution to the village over the last 25 years

**Action 10.10: Complete**