

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Meeting held remotely on Monday 18th May 2020 at 7.00pm

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

1. WELCOME AND APOLOGIES FOR ABSENCE:

The Chair welcomed all attendees, setting the expectations for an online virtual meeting and outlining how to keep the meeting efficient. Apologies for absence received and accepted from Graeme Dinner,

2. DECLARATION OF INTEREST FOR THE MEETING:

There were no declarations of interest received for the meeting.

3. OPEN FORUM:

A resident outlined to the Council the actions taken to date by the Village Hall Management Committee during lockdown, noting they had successfully applied and received £10k of support funding from the Borough Council through a government grant scheme for rural facilities. The Committee had welcomed the indication of the Parish Council in principle to support the Hall during lockdown. The running expenditure is roughly £1k per month and the Committee will be reviewing what work may potentially be able to be carried out while the Hall is vacant.

The Clerk to forward details of further lockdown grants that are available for village facilities and organisations to the Village Hall and Jubilee Centre, as well as place a notice in the Homewatch. **Action 5.01: Clerk**

4. PLANNING WORKING GROUP RECOMMENDATIONS FOR CONSIDERATION:

a) 20/00878/FUL Partial demolition of existing side extension and erection of a single storey front/side and rear extension and first floor rear extension at Shenstone, 163 Cotton End Road - the Parish Council resolved to submit response stating no objection and ask that deliveries or construction traffic do not obstruct Hooked Lane.

b) 20/00844/FUL Demolition of existing extension and car port, and erection of single storey side extension at 12 Pollards Close Wilstead - the Parish Council resolved to submit response stating no objection. The reduction in off road parking had been acceptable to Highways in a previous application which was given permission.

The Clerk was asked to follow up why application 20/00598/OUT erection of one detached dwelling at land To The Rear Of 115 Cotton End had not been determined before the statutory deadline as concern it may be granted by default which is a worry to the Council. **Action 5.02: Clerk**

The Working Group had reviewed the Borough Council's request for information on village facilities as the next Local Plan process commences. It was resolved to submit the document with the suggested changes recommended by the Working Group. **Action 5.03: PWG**

5. **FINANCE MATTERS:**

a) **To review and confirm any quotations received for maintenance**

The street lighting contractor Andy Muskett Ltd had detailed a cost per hour for pay as you go support for the remaining Parish Council street lighting going forwards, as there were so few left in the Parish Council's ownership following the transfer of a number of lights to the local authority. The Council resolved to accept the hourly price for street lighting, Clerk to feedback.

Action 5.04: Clerk

MB declared an interest in the next item discussion.

Action 2.10 EWG *To seek a quote for the Allotment Society request for an additional water tap as some allotments are a long way from the taps.* The Council considered an additional tap at the western side of the allotments. The quoted price was in the region of £400. It was resolved not to proceed with an additional tap on the grounds of it being a high expense that would only benefit a few plot holders. It could also set a precedent for more taps in other parts of the allotments

Action 2.10 Complete

Action 3.07 F&GPWG *To contact the group offering to organise a Christmas Tree by email (rather than the planned meeting), discuss how a tree would be organised and connected and report back to the PC* The Council discussed the next steps regarding having a Christmas Tree at the crossroads over the festive period. It was pleasing to have offers of help from the village, the electric supply needs to be buried and it was agreed that Andy Muskett Ltd be asked to advise on this. Liaison also to take place in regards to permission for the tree to be sighted at this location. The Working Group will feedback to the next meeting.

Action 3.07 Ongoing

GO joined the meeting at this point

b) **Invoices to be paid**

Payment of accounts:

Payee	Service	Amount
Barnicoat Ltd	Clerking service April	£887.37
Came and Company	Parish Council insurance	£445.60
BATPC	Membership renewal 2020/21	£548.00
A R Worboys Ltd	Grass CuttingSI1127	£593.28
CPRE	Membership renewal	£36.00
Groundworks	Return of unspent part of Neighbourhood Plan Grant	£2594.65
Wilstead Scout Group	Donation	£249.99
Reflections	Bus Shelter Cleaning	£80.00

Accompanying invoices filed in the Finance folder of Parish Council documents held online in Office 365 SharePoint ahead of this meeting. As minuted in March 2020 the F&GP WG is delegated to approve and pay the above items electronically. However, these items yet to be paid, so it was unanimously resolved that payment of the above to be made.

Payments made out of meeting:

Plus Net Telephone and broadband	£21.60 direct debit
Eon Uk Ltd street lighting charges	£123.10 direct debit
Wilstead Village Hall NP hire hall expenses	£73.60

Councillors unanimously resolved for the payments to be made

c) Year-end accounts update

The communications with external auditors remain ongoing and a meeting to be discuss this going forwards being arranged. **Action 5.05: NJ/EB**

6. 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

Village hall clarity over invoice at April Parish Council meeting is for 2019/20 financial year

BATPC financial impact survey – completed

Resident wishing to arrange collection of orange recycling sacks – signposted to Borough Community Hub

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

Andy Muskett Ltd street lighting contractor update on services returning

BBC Thurleigh Neighbourhood Development Plan latest

Communications with external auditor regarding Office holder status

BBC Local Plan information request

BBC confirmation Village Car Park work to barrier will be carried out when restrictions allow

Webmate confirmation of invoice paid

BATPC Bugle – circulated

Bedford Borough Councillor report – circulated

BBC CIL transfer £51,135.28

Emergency Fund available across Bedfordshire – circulated, added to PC website

Anglian Water work in area notification

Copied into communications regarding Persimmon open spaces being taped off
Came and Company newsletter
Anglia Water business communication for allotment usage during lockdown
Update regarding CCTV communications
Local government boundary review postponement
BATPC home working allowance
Beds Police crime statistics – circulated
Village Hall and Jubilee Centre communications regarding grants applications to Bedford Borough Council
BATPC completion of the AGAR 2020/21
Communication and clarity concerning 19/02182/LDP Netherwood Farm
Request from a resident regarding maintenance of trees – communications
Resident communication regarding Longmeadow Drive play areas
A R Worboys grass cutting contractor copy of public liability – forwarded for grass cutting contribution
Elms Lane communications regarding grass cutting
Resident concerns regarding Luton Road compound usage - reported

7. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 20TH APRIL:

Councillors received a copy of the last meeting minutes all Councillors unanimously agreed approval of the Parish Council meeting minutes. Again, GC Borough Councillor report had been circulated and the Working Group items to be listed as an appendix to the meeting minutes.

8. CLOSE OF MEETING:

Chair closed the meeting at 8.32pm

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 online, virtual meeting as none required a decision to be made and no further explanation was necessary.

PLANNING

DECISIONS TO BE NOTED:

None to report

ANY OTHER PLANNING MATTERS:

Action 4.01 Clerk *To circulate the link to the East West Rail preferred route information for Bedford to Cambridge to all Councillors.*

Action 4.01 Complete

Action 4.02 All *To review the East West Rail information, to feedback if they wish to respond* No responses received. (The Parish Council had submitted comments on the Preferred Corridor previously).

Action 4.02 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: 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: 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 .*

Action 10.24: Ongoing

Action 2.06 All Councillors *To consider the PC not insuring the CCTV equipment as per the PC's usual practice with certain other assets. Clerk had sought clarity from insurers and circulated.*

Action 2.06 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. Monthly meetings with the Borough Officers completed. Action now moves on to following with the Borough Council for remedial work to Luton Road which has been budgeted in this Financial Year.*

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 are on order and will be installed when delivered.*

Action 1.15: Ongoing

Action 1.23: EB/RD *To review and reply to request from Bowls Club for improved lighting on Bedford Road at entrance to Jubilee Way. Response sent to Bowls Club saying 'Not Feasible'*

Action 1.23: Complete

Action 3.02 MF CCTV installation. *To receive confirmation from Darryl Hall at Borough regarding electrics. South East are communicating directly with Bedford Borough Council, report when received to be circulated.*

Action 3.02 Ongoing

Action 3.03 EB IRD *To seek clarity from Borough Officer is 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*

Action 3.05 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

Items to be noted:

The Parish Council to review the supply costs for the street light. **Which street light?**

Action: 5:06: Clerk

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. Yet to ascertain from Borough legal dept as to whether any lease would still need to be registered.*

Action 4.10 (18): Ongoing

Action 10.09 (18): F & GP WG *To sign the woodland transfer document.*

There has been no response from The Forest of Marston Vale for their views on the proposed woodland land transfer document which includes the option to remove some of the planted woodland should road access be needed to land east of the A6. This was to be discussed at a meeting with Bedford Borough and the Forest of Marston Vale.

Action 10.09 (18): Ongoing

Action 7.19: Clerk/MB/MF *To commence uploading of Parish Council documents to the PC website as and when they are reviewed Standing Orders to be uploaded and the Burial Ground rules.*

Action 7.19: Complete

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. No progress. The pandemic should demonstrate which links are best / most appropriate.*

Action 11.06: Ongoing

Action 10.11: 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. No progress.*

Action 10.11: 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.*

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.*

Action 3.10 Ongoing

Action 4.03: Clerk *To respond to the local government boundary review consultation* The Clerk will submit that Wilshamstead Ward should be retained with Wixams and Wilstead, however, consultation presently been placed on hold.

Action 4.03: On Hold

Action 4.04: Clerk *To pay grant of £250 to the Scout Troop* They have been notified, awaiting details of bank account to do transfer.

Action 4.04: Ongoing

Action 4.05: F&GP WG *To issue a revised form for village organisations to assist them to make an application to receive financial support during lockdown* The revised form has been added to the Parish Council Finance folder in SharePoint. However the preference is for organisations to apply to the Borough Council who have access to government funding.

Action 4.05: Complete

Action 4.06: F&GP WG *To check which time period the Village Hall annual Parish Council rent invoice applies to* It was been confirmed this is for 2019/2020.

Action 4.06: Complete

Action 4.07: Clerk *To give feedback to the Village Hall on their grant application*

Action 4.07: Complete

Action 4.08: Clerk *To include information on financial assistance to be made widely available through the Homewatch once the revised form is created.*

Action 4.08: Ongoing

Action 4.09: Clerk *To make a correction to March Parish Council meeting minutes as GC was absent.*

Action 4.09: Complete

Action 4.10: NJ *To sign a copy of the March minutes, with minor amendment, as a true and accurate record.*

Action 4.10: Ongoing

Other items to be noted:

Bedford Borough Council grass cutting agreement 2020 season has been applied for.

Bedford Borough Council have confirmed they will look to start work on the village car park week commencing 18th May. Community Chest application to be made for the village car park work.

Action: 5:07: Clerk

Persimmon's contractor has started work on the upgrading of the play equipment and Play Areas. Work on the MUGA has started and the fencing is being installed. Other work which can be done with social distancing will also be done. There may be a short gap whilst work more difficult to undertake with social distancing is planned. This includes the LEAP and LAP work.