

WILSHAMSTEAD PARISH COUNCIL

Minutes of the Full Council Meeting held remotely on Monday 22nd June 2020 at 7.00pm

PRESENT: Nigel Jacobs (Chair), Eric Benton, Marc Frost, Richard Draycott, Bernard Crease, James Carroll, Graeme Dinner, Mark Brooks, Lizzie Barnicoat (Clerk), and no members 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. There were no apologies for absence received but James Carroll to arrive late it was noted.

2. DECLARATION OF INTEREST FOR THE MEETING:

There were no declarations of interest received for the meeting.

3. OPEN FORUM:

No public statements received.

NJ had some issues with sounds so was unable to participate in the meeting dialogue.

4. PLANNING WORKING GROUP RECOMMENDATIONS FOR CONSIDERATION:

a) **Houses in Multiple Occupation: Supplementary Planning Document consultation** – the consultation document had been circulated, the proposed response was circulated for discussion at the meeting. It was unanimously agreed to submit a response being generally supportive but wanted more guidance included on parking, waste storage and collection, and outdoor amenity space. **Action: 6.01: PWG**

It was noted that the Local Plan process would be starting again, a review of the strategy would be commencing shortly.

The Parish Council had been notified of a planning application at Haynes Park, communications to date outlined, it was agreed that the Parish Council to respond to the Central Bedfordshire Council application consultation expressing concern over the traffic management plan. **Action: 6.02: PWG**

JC arrived at this point of the meeting

5. FINANCE MATTERS:

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

Action 3.07 F&GP WG *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 Council* The Council are awaiting clarity on any monetary or physical support able to be provided for this project. It was agreed that Andy Muskett and Chris Persell to 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 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* At the previous meeting the Council decided not to proceed with an additional tap at the western side of the allotments. The Allotment Society have written requesting a reconsideration and offering £250 in financial support towards the £490 total cost. The Parish Council agreed to fund the remaining balance of £240 for the facility.

Action 2.10 Ongoing

b) Invoices to be paid

Payment of accounts:

Payee	Service	Amount
Barnicoat Ltd	Clerking service May	£887.37
A R Worboys Ltd	Grass Cutting S11271	£593.28
A R Worboys Ltd	Grass Cutting S11292	£593.28
Wilstead Bowls Club	Reimbursement of water meter items	£37.61
Easily	Website hosting renewal	£7.50

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	£21.70 direct debit
Eon Uk Ltd street lighting charges	£127.10 direct debit

Councillors unanimously resolved for the payments to be made

c) Year-end accounts update

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

Action 5.05: Ongoing

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
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
BBC Village Car Park work to barrier communications
BATPC Bugle – circulated
Local government boundary review consultation new dates confirmed
Beds Police crime statistics – circulated
Resident concerns regarding Luton Road compound usage ongoing communications with local authority regarding enforcement
BATPC information on planning webinar – circulated
Resident communication thanking the Parish Council for all the work they do – responded
BBC communication with Planning Officer regarding 20/00598/OUT
A6 underpass flooding concerns reported by resident – followed up by Councillors
PDF April Parish Council meeting minutes
BATPC Local Council Review available online
BATPC affiliation fee reminder
Resident advice sought regarding nuisance from dogs barking – responded to and advised
BATPC NALC points of light
Wilstead Bowls Club communication regarding water charges
Wilstead Bowls Club reimbursement of water meter information
Resident concern over excessive building noise during construction off Whitworth Way – NJ responded to
BATPC website accessibility regulations
BBC Parish and Town Network meeting communication - circulated
BATPC funding to improve locations for younger people – forwarded
BATPC Risk assessment information – circulated
Communications with Borough Officers regarding resurfacing of Luton Road
Resident feedback to Councillor regarding siting of litter bin at Crossroads
NALC New Model Code of Conduct consultation
BBC consultation on Houses in Multiple Occupation: Supplementary Planning Document consultation
SLCC Branch meeting information
Resident concern over Cotton End Road usage of land that is causing environmental worry – responded and they have reported to planning enforcement
Resident communication to Councillor regarding painted stones idea in the parish – responded
Beds and MK waterway newsletter

Barclays letter regarding interest in account is changing
Andy Muskett Ltd street lighting communications
Email from Allotment Society requesting reconsideration of the decision not to allow instalment of an additional tap
A Councillor raised broken posts by the Methodist Church ditch, pictures to be sent to the Clerk then forwarded to the Borough Council or Internal Drainage board.

Action 6.03: BC

7. TO AGREE THE MINUTES OF THE COUNCIL MEETING HELD ON 22nd MAY:

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.

8. CLOSE OF MEETING:

Chair closed the meeting at 8.00pm

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 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 5.02: Clerk *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. Follow up done, Officer response fed back, circulated, application is still to be determined, assurance given it will not be granted by default.*

Action 5.02: Complete

Enquiries have been made to ensure that other applications in the parish are not being granted by default due to timelines having been passed.

Action 5.03: PWG *To submit the response to the Borough Council's request for information on village facilities as the next Local Plan process commences.*

Action 5.03: Complete

To note that representatives of Wilstead did attend the recent neighbourhood planning webinar held.

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

Work is ongoing in regards to ensuring appropriate assessments are being undertaken ahead of the play area re-opening. **Action 6.04: PAWG**

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 Complete

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 to following with the Borough Council for 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. BBC confirm that structural posts are being installed week commencing 22nd July .

Action 1.15: Ongoing

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.

Action 3.02 Ongoing

Action 3.03 EB /RD *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* 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 will be invoiced 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 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: 5:06: Clerk *To review the supply costs for the parish street lights* A copy of the PC electricity bill has been sent to a utility comparison provider who specialise with Parish Councils.

Action: 5:06: Ongoing

Action 5.04: Clerk *To feedback the Parish Council had agreed to an hourly rate agreement with the street lighting contractor Andy Muskett Ltd*

Action 5.04: Complete

Work is taking place to resolve cutting of school playing field hedge with the grass cutting contractor.

Action 6.05: RD/EB

Work is ongoing to resolve flooding in A6 underpass, which has been reported to Highways and Bedford Council Customer Services.

Action 6.06: RD

Recent resident reports of anti social behaviour at playing fields on Jubilee Way and the potential threat to Bowls Club, Jubilee Centre and parish allotments, have been reported to the Borough Council and community police.

Action 6.07: RD

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.*

Action 4.10 (18): Ongoing

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

There has still 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. The FoMV have said that they will try and address this soon.

Action 10.09 (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.*

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.*

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.*

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.*

Action 3.10 Ongoing

Action 4.03: Clerk *To respond to the local government boundary review consultation The Clerk will now submit that Wilshamstead Ward should be retained with Wixams and Wilstead, as consultation is now live again.*

Action 4.03: Ongoing

Action 4.04: Clerk *To pay grant of £250 to the Scout Troop*

Action 4.04: 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 4.10: NJ *To sign a copy of the March minutes, with minor amendment, as a true and accurate record.*

Action 4.10: Ongoing

Action: 5:07: Clerk *To make Community Chest application for Village Car Park works* Awaiting for works to be done.

Action: 5:07: Ongoing

Action 5.01: 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: Complete

Bowls Club rent letter to be issued.

Action 6.08: Clerk